

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

July 12, 2022

Vice Chair Price stated that the board was meeting via video conference call.

Directors Present: Sean Carlton, Tom Donohue, Cameron Gogas and Anne Price. Carolyn McVicker was absent. (via video conference call)

Guests Present: Tim Hirsch.

Staff Present: John Wesely, Leonard Whiteman, and Rachelle DeLoe.

Director Price called to order the monthly business meeting at 5:00 PM.

**OFFICER ELECTIONS**

Vice Chair Price entertained a nomination for Board Chair. Director Gogas nominated Tom Donohue. Director Carlton seconded, and the motion carried with four ayes.

Director Price handed the meeting over to Chair Donohue.

Chair Donohue entertained a nomination for Vice Chair. Director Price nominated Director Carlton. Chair Donohue seconded.

Discussion ensued regarding other nominations and whether one could nominate themselves.

Chair Donohue nominated Director Gogas. Director Gogas seconded the nomination.

The board voted.

All in favor of Director Carlton, two votes.

All in favor of Director Gogas, two votes.

Director Price offered a suggestion that since Director Carlton had been on the board for quite a few years and had served as Secretary, which had put him in a position of making observations as one of the executive team of the board, and Director Gogas was interested in joining that team of 3 in the leadership roles, she suggested that Director Carlton reside as Vice Chair and Director Gogas as Secretary to begin the process of entering into the executive management of the board. Chair Donohue led a discussion about nominations. The board decided to postpone the nominations for Vice Chair.

Chair Donohue entertained a nomination for Secretary.

Director Price nominated Director Gogas. Director Gogas declined the position.

Chair Donohue nominated Director Price. Director Carlton seconded. Director Price declined until she would know who she would be working with and the Vice Chair position had been filled.

Director Price said there was an order to the election of offices, and they would need to follow it.

Discussion ensued regarding temporarily filling the positions. Chair Donohue said it was practical to postpone the vote and election for Vice Chair and Secretary at that time. The board agreed.

## **MINUTES**

6/14/2022 Budget Hearing Meeting Meeting Minutes

### **Motion**

Director Price moved to approve the minutes of the 6/14/2022 fiscal year 22/23 Budget Hearing Meeting. Director Gogas seconded, and the motion was approved with four ayes.

6/14/2022 Business Meeting Minutes

### **Motion**

Director Price moved to approve the minutes of the 6/14/2022 Business Meeting. Director Carlton seconded, and the motion was approved with four ayes.

6/28/2022 Budget Adoption Meeting Minutes

### **Motion**

Director Price moved to approve the minutes of the 6/28/2022 fiscal year 22/23 Budget Adoption Meeting Minutes. Director Gogas seconded, and the motion was approved with three ayes and one abstention.

## **FINANCIAL REPORT**

A. Accounts Payable 6/15 and 6/30/2022

Director Gogas asked about the payment for Zolio. Mr. Wesely explained that Zolio was the Authority's replacement for a pager system and added that it would be a monthly bill for 8 units.

Director Gogas asked about the payment to Nanette Carvalho for an HR workshop. Ms. DeLoe responded that the board met with Nanette about how to conduct the Authority Managers annual review and a survey from employees.

Director Gogas asked about the siding repair. Ms. DeLoe said that had siding repaired and painting done at the 300K building. Ms. DeLoe continued that they had paid half as a deposit and

the other half when the project was complete. Discussion ensued regarding PCJWSA employees making those kinds of repairs.

Director Gogas asked about the payment to Coastway Construction for the Kiwanda Shores Sewer Install. Mr. Wesely gave a summary about why the Authority did the install and the history of the development.

### **Motion**

Director Price moved to approve the accounts payable for 6/15 and 6/30/2022. Director Carlton seconded, and the motion carried unanimously.

B.Fiscal Year 21/22

No questions.

### **MANAGERS REPORT**

Mr. Wesely reported that they had finished the year with 48 water and 48 sewer SDC's.

Mr. Wesely reminded the board that the 2021 consumer confidence report was on the Authority's website.

Mr. Wesely told the board of an incident that occurred June 25, 2022. Mr. Wesely gave a summary of a small sewer leak on Beachy Bridge and what had caused the leak. Mr. Wesely told the board of the repair and follow up repair to DEQ.

Mr. Wesely said they were currently revising the Water Management and Conservation Plan and gave a summary of the water rights portion that he was currently working on. Discussion ensued regarding demand projections, the unanticipated safety factor, and the progress of revisions.

Mr. Wesely noted that the unaccounted-for water had reduced by 10% and contributed the reduction to the water leak repaired on Salal Ln.

Mr. Wesely said with the new fiscal year he was planning to begin working on budgeted projects such as paving the access road to the wastewater treatment plant.

Mr. Wesely said that he was pleased to report that one of the Authority's newest employees, Charles, had passed his water distribution level 1 test recently.

Director Carlton asked Mr. Wesely to pass on thanks and congratulations to Charles on his accomplishment.

Discussion ensued regarding paving of access roads.

### **UNFINISHED BUSINESS**

A. Water-Wastewater Master Plan

Mr. Wesely reported that they were in the calibration stage for the Wastewater Master Plan. Mr. Wesely said that it was one of the last phases in the planned development and believed they were getting closer to seeing a draft.

Director Price asked if they would follow the same process as they had with the Water Master Plan, in that the board would have time to review and make comment on the draft. Mr. Wesely said yes, they would make time to incorporate comments.

B Water Management and Conservation Plan

Mr. Wesely reiterated that he was completing some revisions to The Water Management and Conservation Plan with Parametrix. Mr. Wesely anticipated that the Oregon Water Resources Department would accept the plan when they submitted the revised version.

C. SDAO Best Practices Insurance Program

Ms. DeLoe reiterated that the Authority had until the beginning of November to complete the goals of the Best Practices Program. Ms. DeLoe continued that the only remaining goal was for two board members to commit to join the board leadership academy. Ms. DeLoe told the board of a training in August in Newport that would give participants enough credit for a bronze level certificate. The board discussed who would be interested in attending the training.

D. In-person Board Meetings

Chair Donohue said he had a chance to talk with Director Carlton about the Authority's Rules of Conduct and the revised document he and Director Price had put together. Director Carlton referred to the draft document included in the board packet and discussion ensued regarding in person meetings and advertising time frames for public notice.

Director Donohue asked Director Price if they would need a motion to accept the revised Rules of Conduct. Director Price said after consulting with legal and SDAO a motion was sufficient and appropriate.

Discussion ensued regarding the transmission levels and CDC guidelines.

Director Carlton asked Ms. DeLoe if they would have room at KCC in the Faye Jensen Meeting room to conduct a meeting with the new requirements. Ms. DeLoe responded that she would take measurements and get back to the board.

**Motion**

Director Price moved to approve the proposed draft revision of the PCJWSA rules of conduct for in-public meetings. Director Carlton seconded, and the motion carried unanimously.

## **NEW BUSINESS**

### **A. Surplus Vehicle Bids – 2005 Chevy Silverado 2500HD**

Mr. Wesely said that the sealed bids had been given to Director Price, as that morning she had been the acting Chair.

Director Price asked if she could receive delegation of the authority to open them on Chair Donohue's behalf. Chair Donohue said that would be fine.

Director Price opened the bids on camera and read aloud the bidders name, the bid, and the time that it was received at the PCJWSA office.

Horacio	\$1500	7/7	11:57am
Nicole	\$1555	7/5	2:00pm
Chris	\$2000	7/6	12:00pm
Michael	\$4150	7/7	10:30am
Ricardo	\$1500	7/7	1:00pm
Jeff Parks	\$5250	7/7	1:40pm
Coastway	\$3558	7/7	3:07pm
Bobby	\$5175	7/8	12:50pm

Ms. DeLoe gave congratulations to Jeff Parks, for \$5,250.00 on 7/7 at 1:40pm.

Director Carlton asked if the winning bid defaulted would it go to the second highest bidder. Ms. DeLoe replied in the affirmative.

Ms. DeLoe said they would call the winning bidder the next day to make arrangements for payment and title transfer.

## **GUEST QUESTIONS AND COMMENTS**

There were no questions or comments.

## **CHAIRMAN/DIRECTOR COMMENTS**

Chair Donohue said he was deeply grateful for former Chair McVicker's service that she had provided to community over the years. Chair Donohue said as the new chair he would try to emulate her resolve and excellent leadership for the future.

Director Carlton agreed with Chair Donohue and wanted to thank Director McVicker for her experience and wisdom on the board. Director Carlton continued that he appreciated the effort that she put into things.

Director Carlton suggested that the board revisit the recommendations from Rob Mills during their Board Practices consultation, such as new board members, transition processes, and setting the Authority up for the future.

Director Price said she would echo those thoughtful comments about Director McVicker's leadership and added that Director McVicker did a tremendous amount of work of her own, on her own time and coordinated closely with the Authority Manager when needed. Director Price appreciated Chair Donohue's willingness to step into those shoes and looked forward to working with him.

Director Gogas said he would like to say the same for Carolyn. Director Gogas continued that they had not always seen eye to eye, but there's always constant change in life.

Director Gogas commented that he did not appreciate an earlier comment by another board member, that they would not accept the Secretary position if there was another person on there. Director Gogas said he hoped in the future the board members could keep personal comments to themselves and be civil.

Adjourn the meeting at 6:48 PM.

The PCJWSA Board of Directors approved these minutes on August 9, 2022, by the following votes:

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Tom Donohue, Chairman of the Board

\_\_\_\_\_  
John Wesely, Authority Manager