

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

December 13, 2022

Vice Chair Carlton stated that the business meeting was via video conference call.

Directors Present: Sean Carlton, Tom Donohue, Anne Price, and Cameron Gogas.

Guests Present: None.

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

Vice Chair Carlton called to order the monthly business meeting at 5:00 PM

**MINUTES**

11/08/2022 Business Meeting Minutes

**Motion**

Director Price motion to approve the minutes of the 11/08/2022 Business Meeting. Director Gogas seconded, and the motion was carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable 11/15 and 11/30/2022

Vice Chair Carlton asked about the charge to the Pacific City Hardware for the USDA Compliance. Ms. DeLoe explained the USDA regulations for having a USDA loan.

**Motion**

Director Price moved to approve the accounts payable for 11/15 and 11/30/2022. Director Gogas seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

Vice Chair Carlton asked Ms. DeLoe about the taxes for the current levy. Ms. DeLoe said there would be a bump in May when residents were required to pay the remainder of their property taxes. Ms. DeLoe assured the board that it would come in time to make the loan payment.

**MANAGERS REPORT**

Mr. Wesely reported that the lift stations upgrades had run into a minor delay. Mr. Wesely explained that the Kiwanda lift station was in the flood overlay zone and additional permitting

had to be done, including a pre-elevation analysis with the county to determine how high over ground the electrical panel needed to be installed. Mr. Wesely continued that the Straub lift station had been postponed as well because they needed to replace a faulty meter base at the same time and would need to coordinate with PUD. Mr. Wesely said the upgrades would be rescheduled for that coming week.

Mr. Wesely said they had two employees test positive with mild symptoms of covid that month and the two cases were unrelated.

Mr. Wesely mentioned the unaccounted-for water. Mr. Wesely explained that they had discovered a failed check valve at the well 5 and added that the rest of the check valves had not been inspected as of yet. Mr. Wesely said they were going to make the 6 check valves a priority.

Director Gogas asked about the horn creek stream gauging station. Mr. Wesely said that they were moving full steam ahead on partially perfecting the water that they did have a permit to use. Mr. Wesely continued that as a parallel effort they were filing an extension on the remaining water of the water use permit that they currently could not demonstrate beneficial use for. Mr. Wesely expected to see results from those efforts in the upcoming months.

## **UNFINISHED BUSINESS**

### **A. Water-Wastewater Master Plan**

Mr. Wesely reported that the draft, review and comment period was done. Mr. Wesely said there was an in-depth 3<sup>rd</sup> party consultant SDC analysis in our WWMP that they had not seen yet, but would be receiving from Parametrix. Mr. Wesely said they would see the final Wastewater Master Plan before the end of the year.

Director Donohue asked how critical the SDC analysis was to have a comprehensive plan in front of them? Mr. Wesely said that it was far less consequential than on the water side and was inclined to allow it. Mr. Wesely said he was not relying on it for any of their decision making. Mr. Wesely continued that giving Parametrix a month would be reasonable. The board discussed whether they needed to make a motion.

### **B. Board Director Vacancy**

Vice Chair Carlton said he had a conversation with someone and felt positive about it.

### **C. Paid Leave Oregon**

Mr. Wesely said that before the board met again, the Authority would be withholding the Paid Leave tax from the employees checks and there were no decisions for the board to make. Mr. Wesely wanted to see if there were any comments or questions from board members. Vice Chair Carlton asked if there were any comments from the employees. Mr. Wesely said that they knew it was coming, they didn't like it, but they were taking it pragmatically.

D. Kiawanda Community Center Audio/Visual

Mr. Wesely said that there had not been a proposal, but Doug Olson had asked to be invited and on the agenda for the next business meeting. Chair Donohue said that being part of this was important to the community and having video was important. Chair Donohue continued that it would be easier for transparency if people could see what was going on.

Director Price said that the concept of a monetary donation was coming up and they were dealing with the public's money. Director Price continued that there were legal aspects to what they spent that money on and how they made that decision. Director Price said she did not believe they could legally make donations but was waiting to see Mr. Olson's proposal. Ms. DeLoe agreed with Director Price. Ms. DeLoe was concerned they could not justify it to the auditors, as the Authority would not own the equipment.

**NEW BUSINESS**

E. Accessory Dwelling Units Enforcement Capabilities

Mr. Wesely had attended the Tillamook County Planning meeting the prior week. Mr. Wesely reported that the county was putting together new legislation. Mr. Wesely said up until the proposed amendment, the county had never had a cohesive ADU policy and it was designed to allow ADU's in unincorporated Tillamook County. Mr. Wesely continued that the county was not only allowing them, but they were also encouraging them as a way to address the housing shortage. Mr. Wesely said the Authority could make up their own policies when talking about fee structures for ADU's. Mr. Wesely gave a brief explanation of the proposed requirements for ADU's.

Director Price said that this had been under consideration for years and the draft discussion that was in the last board packet, had come from a meeting that she had attended many years ago.

Vice Chair Carlton added that the momentum had changed on ADU's, Vice Chair Carlton said Tillamook County would approve it because they were required by state law and the county needed to be aware that PCJWSA was part of the process.

**UNFINISHED BUSINESS**

A. Resolution Review - Resolution 14-02 Leaks on customers side of water meter

Mr. Wesely said he would like to present an ordinance or resolution once a month for review by the board. Mr. Wesely believed many of the Authority's resolutions and ordinances were quite old and in some cases, hadn't aged well. Mr. Wesely said they needed to streamline the process because there were a lot of them to look at and they didn't want them to take too long to approve. Mr. Wesely invited the board to provide comment.

Director Price said that this was a wonderful thing and long overdue. Director Price said Mr. Wesely had expertise in this area and proposed that Mr. Wesely take a resolution of his choice in

the order of urgency that he perceived. Mr. Wesely could get individual responses back to him within a couple weeks and then he could work them into a final draft for a new resolution which they could discuss and approve at the next meeting.

Vice Chair Carlton said to Director Price, you are advocating that John would send us an email, letting us know what he was interested in, we would respond in 2 weeks, and he could put together a formal resolution that would then be addressed at the next board meeting. Director Price replied in the affirmative.

Chair Donohue said that a lot of them would be of great interest to the public, such as the ADU policy. Chair Donohue was concerned they would be rushing and not able to get public input. Vice Chair Carlton asked for Mr. Wesely to put together a formal resolution and we could vote on it at the next meeting. Mr. Wesely asked if everyone had reviewed the document from the board packet. Mr. Wesely agreed with Chair Donohue and added that he would like to get feedback from the employees as well.

### **GUEST QUESTIONS AND COMMENTS**

No comments.

### **CHAIRMAN/DIRECTOR COMMENTS**

Director Price said that she had looked at the website and wanted to compliment the team for the improvements there. Director Price said it seemed to still be a work in progress but was an improvement over the one that had been completed a couple years prior.

Adjourn the meeting at 6:15 PM.

The PCJWSA Board of Directors approved these minutes on January 10, 2023, by the following votes:

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

ATTEST:

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

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