

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

April 6, 2021

Chair McVicker stated that the board was meeting via video conference call due to the pandemic and the Oregon Governors social distancing recommendation.

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

Guests Present: Tim Hirsch

Staff Present: Michelle Hughes, Ray Browning, Leonard Whiteman, and Rachelle DeLoe.

Chair McVicker called to order the monthly business meeting at 5:00 PM.

**AUTHORITY MANAGER SEARCH**

Chair McVicker reintroduced Bill McDonald of Prothman to the board. Mr. McDonald gave a summary of the tentative schedule for the Authority Manager search depending on the response from candidates. Discussion ensued regarding the screening and interview process, what the board wanted to change from the previous Authority Manager search, and video conference interviews versus in-person. Mr. McDonald told the board that the requirement to live within 20 minutes of the office, was a hinderance to the position in his opinion, but was ultimately up to the board. Chair McVicker thanked Mr. McDonald for meeting with the board and answering their preliminary questions.

Tom Donohue joined the meeting at 5:06 pm.

Chair McVicker told the board that their corrections and suggestions to the Authority Manager profile had been submitted to Prothman and integrated and would be available for a final review that week. Chair McVicker continued that they would like to have a final profile to Prothman by April 15<sup>th</sup> to be ready to post on May 1<sup>st</sup>. Chair McVicker said she expected interviews to be the end of July, depending on candidate response.

**MINUTES**

A. 03/02/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 03/02/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

B. 03/11/2021 Special Meeting Minutes

Director Gogas mentioned that during that meeting, there was a guest indicated by a phone number that was not listed on the guests present in the minutes. Ms. Hughes indicated that the phone number belonged to Larry Rouse, and that he was named on the minutes as a guest. There was confusion about why a guest would have two separate lines in Blue Jeans. Ms. Hughes commented that most likely it would have been from the guest using the computer and phone to call into the meeting. Director Gogas requested that all guests present be indicated on the meeting minutes. Ms. DeLoe said that in past, during in-person meetings, guests were only indicated on the meeting minutes if recognized or participated in guest questions and comments. Director Gogas referred to the Attorney Generals Meeting Laws Manual and stated it was a requirement. Chair McVicker said staff would research that and make sure they were in compliance.

### **Motion**

Director Price moved to approve the minutes of the 03/11/2021 Special Meeting. Director Donohue seconded, and the motion carried unanimously.

### C. 03/23/2021 Special Meeting Minutes

### **Motion**

Director Price moved to approve the minutes of the 03/23/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

## **FINANCIAL REPORT**

### A. Accounts Payable: 03/02, 03/15, 03/24, & 03/31/2021

Director Gogas noted that the detail comments had been very helpful in going over the accounts payable.

Director Donohue asked about the payment to Consolidated Supply for a node installation tool for the AMR project. Ms. Hughes responded that the node installation tool was used to verify that a meter was installed and working correctly and would work cohesively with the software.

Director Donohue asked about the payment to TMG Services for an LMI kit. Ms. Hughes responded that it was a pump rebuild kit.

Director Donohue asked about the payment to Pleasant Hill Development Company and asked if anymore money was due. Ms. Hughes replied that there was \$5,000 still owed for lid installation, that the contractor would be completing that week.

Director Donohue asked about the payment to Consolidated Supply for 375 lids. Director Donohue asked if some of the lids would be saved as spares. Ms. Hughes responded that this was only a partial order and there were about 700 lids ordered total but added that they would keep a few as spares.

Director Donohue asked about the payment to DEQ for a wastewater operator certification and asked who it was for. Ms. Hughes responded Leonard Whiteman, and clarified that Mr. Whiteman

was certified and cross trained in both water and wastewater and was currently studying for is Wastewater Operator III certification.

Director Gogas asked how many extra meters the Authority would keep on hand. Ms. Hughes said most likely around 10.

### **Motion**

Director Price moved to approve the accounts payable for 03/02, 03/15, 03/24, and 03/31/2021. Director Donohue seconded, and the motion carried unanimously.

B. Fiscal Year 20/21

### **MANAGERS REPORT**

Ms. Hughes reported that the staff had met and received an updated Covid 19 policy, that included the most recent OSHA rules. Director Donohue noted that Ms. Hughes had received a signed acknowledgment from each employee. Discussion ensued regarding OSHA regulations and Authority policies regarding Covid 19 and vaccinations.

Ms. Hughes reported that the Authority had contracted with Northwest Engineering Services for an airflow survey on April 12, 2021 to comply with OSHA regulations. Ms. Hughes said the survey would determine how many people could be in the building or a room at one time and whether the airflow throughout the building was sufficient.

Ms. Hughes reported that Covid 19 vaccines were now available for all staff members that wanted them. Director Gogas asked if every staff member was getting vaccinated. Ms. Hughes responded that there were staff members that did not want to be vaccinated.

Ms. Hughes reported that Rachelle DeLoe had been promoted to Executive Assistant effective April 1<sup>st</sup>.

Ms. Hughes reported that they had not had any applicants for the Wastewater Operator III, Operator I, or Operator in Training yet. Ms. Hughes suggested they cast a wider net and gave examples of quotes the Authority had received from the Oregonian and Statesman Journal. Ms. Hughes continued that they had advertised with OAWU, SDAO, Worksource Oregon, Tillamook Headlight Herald, and she had contacted several colleges and the local high school. Discussion ensued regarding creative options for finding licensed operators. Ms. Hughes suggested they place the ad with the Statesman Journal and wait on the Oregonian for now. Chair McVicker suggested they post the positions at the post office, and said the Pelican had a community board that may be available for posting. The board supported the idea to place an ad in the Statesman Journal. Director Carlton suggested they advertise in the Capital Press as well. Ms. Hughes said she would look into it.

### **UNFINISHED BUSINESS**

#### A. HR Assessment

Chair McVicker said she had talked with Ryan Fleming and he was available to meet with the board at the end of April 2021 for an HR workshop and would then meet with staff in May. The board agreed that they would like to move forward with a meeting with Mr. Fleming. Discussion ensued regarding the direction that the board would like Mr. Fleming to take, as well as, seeking outside legal counsel for a second opinion.

#### B. Springbrook

Ms. Hughes reported that testing of the new software would end April 21<sup>st</sup> and the Authority would be offline April 22<sup>nd</sup> and 23<sup>rd</sup>. Ms. Hughes continued that they were still on schedule to go live with the software upgrade on April 26<sup>th</sup>.

#### C. AMR

Ms. Hughes reported that Pleasant Hill Construction would be installing lids that week. Director Donohue referred to the Master Plan draft regarding the 24-30% discrepancy of water from water sources versus what was being billed. Director Donohue continued that they had surmised that the water meters were under recording how much water was being used and assumed that the new meters would be more accurate. Director Donohue asked if Ms. Hughes would make graphs available in the board packet like the previous Authority Manager. Ms. Hughes agreed that the new meters were much more accurate but said that the data for the first month at least would be inaccurate due to the number of meters that had been installed incorrectly and the water that had been left on. Ms. Hughes said she would try to locate the previous Authority Managers graphs and would continue to share that data with the board.

#### D. Horn Creek Internet

Ms. Hughes reported that CenturyLink had not shown up as promised the prior week. Ms. Hughes continued that CenturyLink had said they could get 6mb to Horn Creek but had since changed that to 3mb, which would not be sufficient to run the water treatment plant. Ms. Hughes recommended they consider Coastcom again. Discussion ensued regarding cost and time frame. The board agreed to move forward with Coastcom.

#### E. Staff Hiring

Ms. Hughes said it had been discussed previously, so they were welcome to move on. Director Donohue referred to an email he had shared with the board regarding an Office Assistant/HR Generalist position rather than an Office Assistant alone, to assist the Authority in HR issues. Discussion ensued regarding the chain of command among the staff and board, the dissention an HR employee may cause amongst the staff, and the possibility of changing policy. Director Carlton suggested the Authority have an HR consultant available for questions and issues, similar to the law firm the Authority used.

#### **NEW BUSINESS**

A. 100 K Reservoir Fence

Ms. Hughes reported that the security fence around the 100k reservoir was installed in 1972 and needed replacement. Ms. Hughes said they had received three quotes for replacing the fence ranging from \$12,900-\$21,000. Ms. Hughes recommended they go with the bid from Outdoor Fence Co. for \$12,900, but to increase the gauge of fencing for an additional \$1,600. Ms. Hughes continued that they would need a motion as they could not find a policy or resolution regarding purchasing policy, although in past they had stuck with a \$25,000 max without a motion.

**Motion**

Director Carlton moved to authorize the Authority Manager to have Outdoor Fence Co. install fencing at the 100k Reservoir not to exceed \$15,000. Director Gogas seconded, and the motion carried unanimously.

B. Horn Creek Server Replacement

Ms. Hughes reported that the server at Horn Creek Water Treatment Plant was more than 10 years old and in need of replacement. Ms. Hughes said they had a quote of \$10,005 for a new server. Ms. Hughes said they planned to coincide the new server with the Coastcom internet project.

**Motion**

Director Carlton moved to authorize the Authority Manager to install a new server at the Horn Creek Water Treatment Plant not to exceed \$13,000. Director Price seconded, and the motion carried unanimously.

C. Housekeeping, Oregon Coast Bank (signatures and Rachelle access), LGIP (Rachelle access), Verizon (Rachelle added), Credit Card (authorized individual)

Ms. Hughes reported that there were several things they needed to change access to following the departure of the previous Authority Manager and Ms. DeLoe's new position, including Oregon Coast Bank signatures, LGIP access, Verizon access, company credit card, and Registered Agent.

**Motion**

Director Carlton moved to approve Rachelle DeLoe have online access to the Authority's Oregon Coast Bank account and to remove Kirk Medina as a check signor and replace with Michelle Hughes as a check signor. Director Price seconded, and the motion carried unanimously.

**Motion**

Director Carlton moved to approve Rachelle DeLoe to have access to the Authority's LGIP online account. Director Price seconded, and the motion carried unanimously.

**Motion**

Director Carlton moved to approve Rachelle DeLoe have access to the Authority's Verizon account. Director Price seconded, and the motion carried unanimously.

### **Motion**

Director Carlton moved to approve that Kirk Medina be removed from the Authority's credit card and add Michelle Hughes as an authorized individual. Director Price seconded, and the motion carried unanimously.

D. Registered Agent

### **Motion**

Director Carlton moved to approve the minutes of the 03/23/2021 Business Meeting. Director Price seconded, and the motion carried unanimously.

## **GUEST QUESTIONS AND COMMENTS**

No questions were received.

## **CHAIRMAN/DIRECTOR COMMENTS**

Director Gogas wanted to bring an investigation policy to the table once again. Director Gogas added that they may be able to tie the policy in with Mr. Flemings meeting.

Director Gogas asked who the safety officer was. Ms. Hughes responded Jeb Pippenger. Director Gogas said he noticed the managers report stated an employee had been bit by a customer's dog. Ms. Hughes responded that the employee had gone to urgent care and received antibiotics. Ms. Hughes continued that the staff had a safety meeting that day and the topic of dog bites had been discussed.

Director Gogas suggested the board create a no tolerance policy regarding employees starting rumors in the community. Ms. Hughes said if there was an issue, she would like to hear about it in a private meeting. Ms. Hughes continued that she and Leonard Whiteman were revising the Employee Handbook. Director Gogas recommended they add something to the handbook about causing dissention and spreading rumors.

Director Gogas asked that the board have an opportunity to add to the meeting agendas. Chair McVicker said the meeting agenda is set by the chair and the Authority Manager prior to the meeting and the board could submit agenda requests to the chair at least a week prior to the meeting.

Director Gogas requested the board packet be made available the Thursday prior to the board meeting. Ms. Hughes said when the prior Authority Manager changed the billing date from the 26<sup>th</sup>-25<sup>th</sup> to 1<sup>st</sup>-last day of the month, it caused a problem with having accurate billing information in the board packet. Director Carlton agreed that an extra day to review would be nice as well.

Director Donohue asked for a copy of the current Employee Handbook. Ms. Hughes said she could e-mail him a copy. Director Carlton asked for a copy as well.

Director Gogas referred to the special meeting on March 23, 2021. Director Gogas said he believed they may have not followed the rules properly when Chair McVicker seconded the motion regarding salary. Director Gogas referred to his copy of Roberts Rules of Order that may or may not have been outdated. Director Carlton commented that there was a recommendation that the chair pass control to the vice chair before seconding a motion. Director Carlton suggested the board create a procedure, so they are not put in the same situation in the future. Chair McVicker recommended they add that topic to the agenda at a future meeting.

Director Gogas referred to the March 23, 2021 special meeting and felt that the board was divided and did not have enough information to make the salary decision, that they be able to table a topic and discuss it at a future meeting.

Director Carlton reiterated that the Authority needed to continue to enforce mask and social distancing policies.

Director Gogas suggested that Ms. Hughes refer to herself as the Interim Authority Manager. Chair McVicker said Ms. Hughes had all the responsibility of the Authority Manager and was appointed as the Authority Manager for the interim.

Chair McVicker adjourned the meeting at 6:11 PM.

The PCJWSA Board of Directors approved these minutes on May 4, 2021, by the following votes:

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

ATTEST:

\_\_\_\_\_  
Carolyn McVicker, Chair

\_\_\_\_\_  
Michelle Hughes, Authority Manager