

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

May 4, 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.

**MINUTES**

A. 04/06/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 04/06/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable: 04/06, 04/15, & 04/30/2021

Director Donohue asked about the payment to Owens Pump and Equipment for \$7,000. Director Donohue asked which lift station received the purchased pump. Ms. Hughes said she wasn't positive as she didn't have the invoice in front of her. Director Donohue asked how many lift stations the Authority operated. Ms. Hughes responded that there were 10 lift stations. Director Donohue asked if that price included anything other than the pump, such as labor. Ms. Hughes said that was the cost of the pump alone and pumps could range up to \$50,000.

Director Donohue asked about the payment DEQ for the NPDES permit. Director Donohue asked what NPDES stood for. Director Carlton said the acronym stood for National Pollutant Discharge Elimination System. Ms. Hughes said that it was the annual discharge permit that the Authority renewed each year. Director Gogas asked how many permits the Authority annually renewed. Ms. Hughes responded that was the only permit for wastewater, but there were a few for water as well.

**Motion**

Director Price moved to approve the accounts payable for 04/06, 04/15, and 04/30/2021. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 20/21

## **MANAGERS REPORT**

Ms. Hughes reported that the Authority had had no permit or monitoring violations for the month of April.

Ms. Hughes reported that the Springbrook upgrade had gone well, without any major issues.

Ms. Hughes reported that Northwest Engineering Service had surveyed the air quality of the Authority office. Ms. Hughes referred to a report from the engineering company that was provided in the board packet. Ms. Hughes said that the report stated there was no outside air flow going into the building. Ms. Hughes said they could either leave it as is or contact HVAC companies and request recommendations and quotes. Discussion ensued regarding the quote/bid process, filter replacement, chemicals, and age of the current furnace equipment. The board agreed that Ms. Hughes could move forward with requesting quotes if there was no obligation.

Ms. Hughes reported that the alarms had been scheduled to be tested on May 3<sup>rd</sup> but Iconopro had not shown up.

Ms. Hughes reported most of the staff had attended a CPR/First Aid training that day.

Ms. Hughes reported that the 100k reservoir fence would be completed the week of May 10<sup>th</sup>.

Ms. Hughes reported that they had the lines crossing the bridges within the district inspected and gave a short summary of the findings.

Director Donohue referred to the April business meeting when Ms. Hughes had mentioned that the Authority could not require staff to get the COVID-19 vaccine. Director Donohue said he had read the most recent SDAO quarterly magazine and deduced that they could require staff to receive the vaccine as it could create a liability issue for the Authority. Director Donohue did not agree that the staff should be required to get the vaccine yet but wanted the board to be aware. Ms. Hughes said she would like to see the article and if there was a reference to a law but agreed that they should not require the staff to get vaccinated. Discussion ensued regarding requirements for newly hired employees.

Director Donohue thanked Ms. Hughes for including the graphs in the board packet. Discussion ensued regarding the accuracy of the new meters and whether they would see a difference in the unaccounted-for water.

## **UNFINISHED BUSINESS**

A. HR Assessment

Chair McVicker gave a summary of her efforts in seeking counsel regarding the HR Assessment. Chair McVicker said she had reached out to Katie Tank with Tank Law, whom advised that they

should have a professional reach out to the employees, not the board, as it could create a legal issue. Chair McVicker gave several reasons why the board should be patient and seek out forward looking issues as well as pursue an HR professional. Chair McVicker reiterated that Ryan Fleming was still interested in working with the Authority when his schedule allowed. Members of the board discussed seeking out a new HR consultant that had more availability and the possibility of an anonymous survey. Discussion ensued regarding pay equity, the difficulty of finding new staff, and best practices of the board. Director Carlton recommended that they retain an HR consultant and give the staff an opportunity, at least quarterly, to speak with the HR consultant about their concerns. Director Carlton continued that the board would benefit from a workshop to navigate their personalities and the board's role. Director Price mentioned that it had taken time to find Ryan Fleming and the board felt confident in his ability and trusted his advice. Discussion ensued regarding staff's comfortability reaching out to the board.

The board advised Ms. Hughes to seek out an HR consultant to give direction and make an assessment. Ms. Hughes said she would find three suitable consultants and report back to the board with her findings. The board agreed that they would still like to meet with Ryan Fleming as well. Director Carlton agreed to bring a proposal to the board regarding questions the board could ask of staff that Ryan Fleming had suggested in a memo. The board agreed to move forward with a board workshop in the near future with Rob Mills as consultant. Chair McVicker said she would contact Rob Mills and let the board know when he was available.

Discussion ensued regarding pay equity, pay scales, and contingencies that may be available for wage increases. Ms. Hughes mentioned that many of the boards concerns would be answered at the budget committee meeting the next week. Ms. Hughes said the board was welcome to call the office at anytime to speak about items on the budget.

## B. Staffing

Ms. Hughes reported that they had a few applicants for the Operator in Training position they planned to interview and had received one application for the Wastewater Operator III position, who was not qualified. Director Price mentioned that several places in the county were also having difficulty finding qualified candidates.

Director Donohue asked if they had received any applicants for the Authority Manager position. Chair McVicker said they had received an email from Prothman stating that they had received two applicants that had applied previously but were rejected in the last hiring round.

## C. Horn Creek Internet

Ms. Hughes gave a summary of the prior Internet discussions involving CenturyLink and Coastcom. Ms. Hughes reported that after agreeing to go with the Coastcom quote of \$450 per month, Coastcom replied that the line on Old Woods Rd was proprietary and the Authority could not have access to the line. Ms. Hughes continued that Steven the Coastcom rep, had gone to a Tillamook Lightwave board meeting to advocate for the Pacific City water supply, and request access to the line. Members of the Tillamook Lightwave board agreed that it was very important and would get them an answer that week.

#### D. Master Plan

##### 1<sup>st</sup> Discussion: Questions for staff on projects

Chair McVicker said that was a time for the board to ask staff about projects within the Water Master Plan draft. Director Donohue asked when they were receiving the Sewer Master Plan. Ms. Hughes said they would receive it in the fall.

Director Gogas asked about clarification of flow from commercial properties and how it was divided. Chair McVicker said the SDC recommendations would come in a separate financial analysis. Chair McVicker briefly explained how the rate structure was broken down. Discussion ensued regarding meter sizes, volume, and the separation of CIC charges for low, medium, and high-volume users.

Ms. Hughes said she had Ray Browning and Leonard Whiteman review the projects listed in the Water Master Plan and rearrange them in an order they believed was priority. Ms. Hughes reminded the board that this was a draft. Ms. Hughes gave several examples of the most pertinent projects and offered to send the board their rearrangement of the projects. Discussion ensued regarding minor edits, questions about district boundaries, and specific descriptions and definitions.

Ms. Hughes asked the board to send her their concerns and edits to compile for Parametrix.

Chair McVicker clarified that the Financial Analysis would be a separate item and would come after the Wastewater Master Plan.

#### **NEW BUSINESS**

##### A. Resolution 21-01 Agent of Record

Chair McVicker reminded the board that they had discussed the Agent of Record at the April board meeting and passed the motion, but Ms. Hughes had found that a resolution was needed.

##### **Motion**

Director Price moved to approve Resolution 21-01 Agent of Record. Director Carlton seconded, and the motion carried unanimously.

##### B. Resolution 21-02 Public Contracting and Purchasing Policy

##### **Motion**

Director Price moved to approve Resolution 21-02 Public Contracting and Purchasing Policy. Director Carlton seconded, and the motion carried unanimously.

##### C. Parliamentary Procedures

Chair McVicker gave a summary of the documents included in the board packet regarding Parliamentary Procedures. Chair McVicker asked the board if they had any specific concerns. Director Gogas was concerned about the procedure of a chair seconding a motion. Chair McVicker referred to the documents within the board packet, including the copies of Roberts Rules of Order that the board received. Chair McVicker said SDAO did not advise boards to adopt Roberts Rules of Order because many guidelines did not apply to small boards. Chair McVicker Director Carlton said Roberts Rules of Order outlined procedures and transparency well but agreed that it was too formal for a small board. Discussion ensued regarding how best the board can use the procedures in the future.

### **GUEST QUESTIONS AND COMMENTS**

Ms. Hughes told the board of an email she had received from a rate payer that disagreed with the difference in the WWTP CIC rate for Vacation Rentals versus Residential customers. The board discussed their reasoning for charging vacation rentals a higher rate and how they had come to that decision. Chair McVicker said they would keep the customers concern in consideration when they look at the budget that fiscal year. The board agreed that in a typical board meeting the customer would be named and present and asked that their email be sent to the board.

### **CHAIRMAN/DIRECTOR COMMENTS**

Director Carlton commented that he had seen two PCJWSA staff traveling in the same vehicle on multiple occurrences and appreciated that they were wearing masks while in the vehicle together.

Director Price referred to the Managers Report and pointed out that Jeb Pippenger had taken a Small Water Systems class and appreciated his effort.

Chair McVicker adjourned the meeting at 7:29 PM.

The PCJWSA Board of Directors approved these minutes on June 1, 2021, by the following votes:

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

ATTEST:

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

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Michelle Hughes, Authority Manager