

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

February 8, 2022

Chair McVicker stated that the board was meeting via video conference call due to the increased COVID spread in Tillamook County.

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

Guests Present: Tim Hirsch

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

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

MINUTES

A. 1/11/2022 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 1/11/2022 Business Meeting. Director Carlton seconded, and the motion carried with 4 ayes, and one abstention.

FINANCIAL REPORT

A. Accounts Payable 1/15 and 1/30/2022

Director Carlton asked about a director training charge with SDAO. Ms. DeLoe explained that Director Gogas had wanted to attend, and it had been set up. Ms. DeLoe said that the in-person training had been cancelled due to Covid and was only being attended virtually.

Director Gogas asked about the payment to Card Services for training. Ms. DeLoe responded that had been for the hotel and she had been able to get back a portion of the hotel fee, even though it had been non-refundable.

Director Gogas asked about the payment to Oregon's Finest Gardeners for landscaping services. Ms. DeLoe responded that they came every three months. Director Gogas asked what area was being maintained. Ms. DeLoe responded that it was for the main office.

Director Gogas asked about the payment to Pacific Coast Lock and Safe for deadbolts and rekey. Ms. DeLoe responded that they received a service call fee that cost more than changing out keys. Ms. DeLoe continued that Pacific Coast Lock and Safe was the company that PCJWSA had do the initial keying of all locks and they held the master. Ms. DeLoe said they had purchased new

doors for the FEB that needed deadbolts and had a lock rekeyed because one of the cylinders was worn out.

Director Gogas asked about the payment to US Ecology for office decontamination. Mr. Wesely responded that it was an extremely late invoice. Mr. Wesely continued that they were a professional decontamination company that the Authority had used after a Covid scare several months prior.

Director Gogas asked about the payment to Coastway Construction. Ms. DeLoe responded that they had mowed the right of way on Pacific City Heights near the 600K we do not have that. The Authority had also replaced a septic tank at a residence on Resort Drive.

Director Gogas asked about the refund to Shorepine HOA. Ms. DeLoe responded that they had changed management companies and the previous management company that was paying it had a credit on the account and received a refund check after the account closed.

Director Donohue said there had been a check the prior month for deadbolts and locks. Ms. DeLoe responded that there was a set of doors on the front and on the back of the building.

Motion

Director Price moved to approve the accounts payable for 1/15 and 1/30/2022. Director Carlton seconded, and the motion carried unanimously.

B.Fiscal Year 21/22

No questions were asked.

MANAGERS REPORT

Mr. Wesely reported that they had reinstated weekly employee testing due to the uptick in cases within the county. Mr. Wesely continued that they had two confirmed positive Covid cases and a suspected third case amongst the staff. Mr. Wesely said that two of the staff members had returned to work after their required isolation period. Mr. Wesely continued that the office had been closed the previous week to the public. Discussion ensued regarding transmission, testing, and the Authority's low stock of tests.

Director Donohue said he had seen on the news of water supplies testing positive for Covid. Director Donohue asked if the Authority had done any testing or had seen any guidance from the CDC. Mr. Wesely said he had not heard that but did know that the chemicals they used to treat the public's drinking water killed viruses. Discussion ensued regarding a study done by Oregon State University to test for Covid in wastewater effluent.

Mr. Wesely gave a short summary on a future generator shack project to house emergency generators at the 100K reservoir, 300K reservoir, and Spit Well field.

Mr. Wesely congratulated Leonard Whiteman on his promotion to Operations Supervisor.

Director Donohue commented about the expansion of the shop for the Authority vehicles and agreed that it was more practical to build generator shacks at the wells and reservoirs. Director Donohue suggested that they add roll up doors to the buildings to assure the portable generators could be moved where needed. Mr. Wesely appreciated the feedback and said he had planned not for a roll up door but two swing-out doors. Discussion ensued regarding the space that project would free up and other advantages including natural disasters.

Director Gogas clarified that Mr. Wesely was proposing three locations to house the generator shacks. Mr. Wesely replied in the affirmative and said the project was still in an early stage and would be brought before the board at a future meeting.

UNFINISHED BUSINESS

A. Water-Wastewater Master Plan

Mr. Wesely referred to the most recent version of the Water Master Plan that the board had received. Mr. Wesely noted that version was far superior to the first draft and had only a few minor comments for Parametrix. Mr. Wesely continued that he had requested the SDC study be realigned to match the changes that had been made in the priority list. Mr. Wesely said once there was a final version of the plan and the engineers have put their signatures on it, it would then be sent to Oregon Health Authority for the plan review process. Mr. Wesely continued that he did not expect any issues or concerns from the State of Oregon.

Chair McVicker asked if there was an update on the Wastewater Master Plan. Mr. Wesely replied the only update was that they should be expecting a draft of the plan very soon.

B. Water Management and Conservation Plan

Mr. Wesely reminded the board that the Water Management and Conservation Plan was due April 1st. Mr. Wesely said Parametrix was working very hard on the project and he was doing his best to get them all requested information.

No questions were asked.

NEW BUSINESS

A. Appointing a Budget Officer Fiscal Year 22/23

Chair McVicker said that this was a function that the board did every year.

Motion

Director Price nominated Authority Manager John Wesely as Budget Officer for the fiscal year 22/23. Director Donohue seconded. Hearing no other nominations, it was moved and seconded to appoint the Budget Officer for the year 22/23 as John Wesely and the motion carried unanimously.

B. Straub and Kiwanda Lift Station Upgrades

Mr. Wesely referred to the three quotes included in the board packet for Lift Station Upgrades. Mr. Wesely reminded the board that because the total quote of the project was more than \$25,000 it required board approval. Mr. Wesely gave a brief history of his experience with pump stations and electrical and his reasoning for moving forward with this project including safety and electrical code compliance. Discussion ensued regarding which lift stations had priority, why they were waiting to do Beachy Lift Station, and the different pump options. Mr. Wesely recommended that they standardize the lift station pumps by using Flygt pumps, from Xylem Water Solutions, which the Authority had throughout the system. Mr. Wesely said that this was a case in which the highest quote was the best solution. Mr. Wesely reiterated that they would like to standardize all pumps and he was very happy with the quality and functionality that the Authority already saw in their current equipment. Mr. Wesely continued that there would be electrical work included on the projects but would have to be quoted separately by electrical contractors. Discussion ensued regarding startup of the project and downtime of the lift stations.

Motion

Director Price moved to accept the bid from Xylem Water Solutions USA Incorporated for the replacement of the Staub and Kiwanda lift stations not to exceed \$86,000 each. Director Carlton seconded. and the motion carried unanimously.

GUEST QUESTIONS AND COMMENTS

No questions were asked.

CHAIRMAN/DIRECTOR COMMENTS

Director Donohue asked about the status of having the resolutions on the website and available for the board. Ms. DeLoe said she was not as far as she would have liked to have been. Ms. DeLoe continued that she was learning how to build the webpage and how best to represent the resolutions. Conversation ensued regarding what should be included on the website, and it was agreed that all current resolutions were important and should be reflected.

Director Gogas said he was concerned about Covid and booster shots. Discussion ensued regarding how employees were being compensated for time off. Director Price referred to a previous board meeting when the board had decided against requiring vaccinations of the staff and would assume that extended to boosters as well. Chair McVicker reminded Director Gogas that they could not have a discussion during the Director Comments portion of the meeting and that if it was something he believed needed addressed then he could submit it to be put on the agenda as a new business item.

Director Gogas mentioned seeing on the news that by the end of March Oregon was ending the mask mandate and asked about holding the meetings in person at the Authority. Chair McVicker said they would have to table the discussion until after the mandate had been lifted.

Mr. Wesely asked how the board liked the new meeting platform. All agreed that it worked great and was easy to use.

Chair McVicker adjourned the meeting at 6:26 PM.

The PCJWSA Board of Directors approved these minutes on February 8, 2022, by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Carolyn McVicker, Chair

John Wesely, Authority Manager