

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

August 10, 2021

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 and Ray Browning

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

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

**MINUTES**

A. 07/06/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 07/06/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

B. 07/21/2021 Board Workshop Summary

**Motion**

Director Price moved to approve the summary of the 07/21/2021 Board Workshop. Director Carlton seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable: 07/15 & 07/31/2021

Director Donohue asked about the payment to Cascade Columbia Distribution for Drum Credits. Mr. Wesely replied that the Authority received credit for chemical drums that were emptied and returned.

Director Gogas asked about the payment to Michelle Hughes for mileage to deliver water samples. Ms. Hughes responded that they had sent a set of samples via UPS but they had been damaged in transit. Ms. Hughes continued that they had to get the samples tested in a timely manner and she drove the second set of samples to the lab herself.

Director Gogas asked about the payment to Iconipro for the annual fire alarm inspection. Director Gogas asked if they tested the fire extinguishers as well. Ms. Hughes said no and that the Authority had a company from McMinnville that tested the fire extinguishers annually.

Director Gogas asked about the payment to Pacific Coast Lock & Safe for deadbolts, locks, and keys. Ms. DeLoe replied that the deadbolts went into a door that was replaced when the Authority did the siding and roofing maintenance the previous month. Ms. DeLoe continued that they had a key that had broken off in a lock also and had that replaced.

Director Gogas asked about the payment to Prothman for mileage and travel time. Director Gogas said he had thought that was part of the contract the Authority had already paid. Ms. DeLoe said it had to be separate because they could not have anticipated the cost of hotels and mileage ahead of time.

Director Gogas asked about the payment to Sandy River Marketing for uniforms. Director Gogas continued that he had noticed another payment to a different company for uniforms as well and asked how many uniform companies the Authority used. Ms. DeLoe responded that the Authority purchased shirts, sweatshirts, and vests from Sandy River Marketing and pants from Tillamook County Creamery Association Farm Store.

Director Gogas asked why there were three landscaping companies, Oregon's Finest Gardeners, Coyote Gardens Inc, and Victory Bee Gardens. Ms. DeLoe responded that Coyote Gardens Inc provided the mitigation contract for Horn Creek. Ms. DeLoe continued that the Authority had been unhappy with Victory Bee Gardens work, and they had finished their final month with the Authority. Ms. DeLoe said the Authority had hired Oregon's Finest Gardeners to take over the monthly landscaping and had been very pleased with their work so far.

### **Motion**

Director Price moved to approve the accounts payable for 07/15 and 07/31/2021. Director Donohue seconded, and the motion carried unanimously.

B. Fiscal Year 20/21

No questions were asked.

C. Fiscal Year 21/22

No questions were asked.

### **MANAGERS REPORT**

Mr. Wesely reported that there were no violations for July of 2021.

Mr. Wesely reported that there were no SDC's for 21/22.

Mr. Wesely gave a brief summary of the boards resolution for a moratorium on lock offs and past due interest charges. Mr. Wesely reported that there were around 14 delinquent customers totaling more than \$10,000. Mr. Wesely said they had had no interest from customers regarding repayment plans but were hopeful.

Mr. Wesely reported that Jason Stewart would be starting at the Authority August 24<sup>th</sup> as an Operator III.

Mr. Wesely reported that they were currently interviewing for an office assistant.

Ms. Hughes reported that there were 16 rags in the month of July. Ms. Hughes continued that these numbers usually increased in the summer due to the increase in tourist traffic.

Mr. Wesely reported that they had closed the office the prior week and had reopened that Monday.

Director Donohue asked if Jason Stewarts certifications transferrable to Oregon from Alaska. Mr. Wesely said there was reciprocity and had hired Mr. Stewart with a six-month window to get his Oregon certifications.

Director Gogas asked if Mr. Wesely anticipated moving Mr. Stewart into a lead position in the near future. Mr. Wesely said that was a strong possibility after training.

Director Gogas asked what the status of the meter installation was. Ms. DeLoe responded that they had one route book left to complete but had been short staffed.

Director Gogas asked if the project with Haltiner Heating had been completed. Ms. Hughes said it had not been completed and she was waiting for a call back about scheduling.

Director Gogas asked about the status of the fiber optic to Horn Creek. Ms. Hughes responded that they had found some issues of there own and anticipated that it would start in September and hopefully be completed by October.

Director Gogas asked if the Office Assistant position would be full or part time. Mr. Wesely said it would be full time as Ms. Hughes was planning to retire.

Ms. Hughes reported that Mr. Stewart had applied for reciprocity in Oregon and was hoping to have it completed before he started with the Authority.

## **UNFINISHED BUSINESS**

### **A. Master Plan**

Mr. Wesely said they anticipated the newest draft of the Water Master Plan to be available in September, and a first draft of the Sewer Master Plan to be available in November. Mr. Wesely continued that he had a call scheduled for the following day to better understand any issues Parametrix had with the board and staff's comments on the first draft of the Water Master Plan.

Mr. Wesely gave his personal opinions about the quality of the current Master Plan project. Director Donohue asked if the Authority would be put in a troubling situation by regulatory agencies if the Master Plan was not completed in a reasonable timeframe. Mr. Wesely responded that they were covered up to 2023 and believed they had time to correct and complete the current Master Plan. Discussion ensued regarding the differences in each Master Plan, why they were separate projects, and consideration of a new engineering firm.

#### B. Community Meetings

Chair McVicker reiterated that the board had agreed to wait for the Master Plans to be completed to have a community meeting and workshop.

#### C. Board Workshop Review

Chair McVicker asked if the board had any questions in regards the summary from Rob Mills. No questions were asked. Chair McVicker asked the board if they had a chance to complete the Advanced Board Training video. Most board members had not watched the video as of yet. Chair McVicker said they would put it on the agenda for the next meeting to get the boards feedback.

### **NEW BUSINESS**

#### A. Covid

Mr. Wesely told the board of one employee with a positive COVID test that was quarantining. Mr. Wesely said he did have a lot of experience dealing with COVID in the workplace. Mr. Wesely referred to several emails that he had sent to the board over the previous week keeping them updated and informed. Mr. Wesely continued that all remaining staff members had been tested and were negative and the Wastewater Plant and Water Treatment Plant had been professionally disinfected. Mr. Wesely added that the office had been immediately closed after learning of the positive COVID case. Discussion ensued regarding vaccinations, incentives, and screening policies. The board agreed that closing the office until further notice was necessary.

#### **Motion**

Director Donohue moved to implement weekly testing for non-vaccinated employees. Director Gogas seconded.

Chair McVicker said she would like to give Mr. Wesely time to research testing options prior to implementation. Director Donohue asked if a week would be enough time for Mr. Wesely to do his research. Mr. Wesely agreed that a week would be plenty of time. Chair McVicker suggested that Mr. Wesely present his research and recommendation to the board via email and the board would plan for a special meeting to discuss and then implement in the near future. Director Donohue was comfortable with allowing Mr. Wesely to do research regarding testing and presenting it to the board prior to making a motion. Director Carlton expressed concern that they did not have the time to wait.

Director Donohue chose to withdraw his motion.

**Motion**

Director Donohue moved to advise Mr. Wesely to research and report back to the board his findings to make a final decision regarding routine testing within a week, with the intent to make a policy at a special meeting. Director Gogas seconded.

The board agreed that a motion was unnecessary to advise the manager and the motion was withdrawn.

Mr. Wesely reassured the board that he would be closing the office indefinitely beginning the following day, enforcing mask requirements, and would continue to watch and follow CDC guidelines to ensure the Authority was following safe and proper procedures.

B. Resolution 21-07 Registered Agent

**Motion**

Director Price moved to approve Resolution 21-07 Registered Agent. Director Carlton seconded, and the motion carried unanimously.

C. Housekeeping: Bank Signatures, LGIP Access

**Motion**

Director Price moved to remove Michelle Hughes as a signor for Oregon Coast Bank and add John Wesely. Director Carlton seconded, and the motion carried unanimously.

**Motion**

Director Price moved to remove Kirk Medina as a signor for the TLC account and add John Wesely. Director Carlton seconded, and the motion carried unanimously.

**Motion**

Director Price moved to remove Michelle Hughes and Kirk Medina from the Authority's LGIP account and to add John Wesely. Director Carlton seconded, and the motion carried unanimously.

**Motion**

Director Price moved to remove Kirk Medina from the Authority's credit card account with Card Service Center and to add John Wesely. Director Carlton seconded, and the motion carried unanimously.

Chair McVicker clarified that the board would need to go to Oregon Coast Bank and sign signor cards once again.

D. New Vehicle

Mr. Wesely reported that the Authority had an older vehicle that needed replaced. Mr. Wesely continued that after much research and several quotes they had identified a service truck to purchase totaling \$42,000, coming in at the lowest bid. Mr. Wesely said he would recommend a

limit of \$45,000 in the motion to leave room for applicable licensing, fees, and safety light installation.

Director Donohue clarified that the new vehicle would be replacing a current service vehicle. Ms. Hughes responded that it was and it would be sold as surplus.

### **Motion**

Director Price moved to approve the purchase of a new vehicle not to exceed \$45,000. Director Carlton seconded, and the motion carried unanimously.

### **E. Revised Employee Handbook**

Mr. Wesely said Ms. Hughes had worked closely with the Authority's HR consultant to create the newest employee handbook and had asked for comments from the board. Mr. Wesely continued that they had received comments from a few of the board members but wanted to give time to the remaining board members to review. Mr. Wesely said they would then send the handbook out for a final review. Chair McVicker asked if sending comments in by August 25<sup>th</sup> would be reasonable. Director Donohue referred to a previous meeting when the board discussed a workshop to give the board a chance for discussion. Director Donohue was strongly in favor of a workshop. Director Price said a workshop could be beneficial once the initial comments had been added. The board agreed to send in comments by August 25<sup>th</sup> to await a final draft and consider a workshop.

### **F. Billing Insert for Kiwanda Corridor Project**

Mr. Wesely reported that the Authority had been presented with a proposition to assist the steering committee of the Kiwanda Corridor Project in providing information to the public via mailing inserts. Mr. Wesely continued that those mailing inserts would relay pertinent project information including meeting dates. Mr. Wesely said the mailing inserts would cost the Kiwanda Corridor Project \$0.13 each which would be less than \$200 per mailing. Mr. Wesely said it was unclear if that would be a one time insert request or ongoing. Director Donohue said it would be important to him to have clarification on how often they would request inserts and what specific information would be sent out. Director Donohue did believe it would be helpful to the community and was in favor of assisting the Kiwanda Corridor Project. Ms. Hughes said that the Authority had never done a mailing insert for any group in the past but believed this project would greatly impact Pacific City and needed consideration. Director Carlton wanted to make sure that the Authority remained neutral and did not seem to endorse this group in anyway. Mr. Wesely agreed that the Authority would need a disclaimer that said as much. Discussion ensued regarding written parameter requirements and specifics of the agreement they would seek. The board agreed they would need more information about the particulars before making a decision. Director Gogas expressed concern that if the Authority did mailing inserts for one group, would they be continually approached for mailing inserts from other community groups. Director Gogas was not in favor of assisting the Kiwanda Corridor Project.

The board requested a proof of what the steering committee was proposing for board review.

### **G. Director Fees**

Director Donohue believed the \$20 director fee presented to the board monthly was wasteful. Director Donohue suggested to either raise the fee to \$100 or eliminated. Ms. Hughes responded that according to ORS 198.190 compensations and expenses of governing body members; a member of the governing body of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties. Ms. Hughes clarified that \$50 per day would be the limit the Authority could provide. Director Donohue personally felt the fee could be eliminated. Discussion ensued regarding the benefits and disadvantages of board compensation per meeting versus per day and the laws behind it. Chair McVicker said because they had already set the budget for the 21-22 fiscal year, they should wait until the next budget meeting to discuss.

No decision was made.

### GUEST QUESTIONS AND COMMENTS

No questions were asked.

### CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked that the board discuss adopting specific guidelines following Roberts Rules of Order at the next meeting. Chair McVicker asked that Director Gogas reach out to either herself or Mr. Wesely to gain insight on what he would like to see prior to adding it to the agenda.

Chair McVicker adjourned the meeting at 7:47 PM.

The PCJWSA Board of Directors approved these minutes on September 14, 2021, by the following votes:

Aye 3 Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent 2

ATTEST:

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

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