

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

March 8, 2022

Chair McVicker stated that the board was meeting via video conference call.

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

Guests Present: Tim Hirsch and Dave Hanken

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

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

MINUTES

A. 2/08/2022 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 2/08/2022 Business Meeting. Director Donohue seconded, and the motion was approved unanimously.

FINANCIAL REPORT

A. Accounts Payable 2/15 and 2/28/2022

Director Donohue asked about the payment to Card Services for a CEU book. Ms. DeLoe responded that it stood for continuing education unit and the operators needed continuing education credits to renew their certifications each year.

Director Donohue asked about the payment to Trojan Technologies for UV bulbs. Director Donohue recalled that they had purchased UV bulbs in the recent past. Ms. DeLoe replied that there were 30 bulbs in each bank, and we have two different banks. Ms. DeLoe continued that one bank was changed in September and the second bank was changed in February. Ms. DeLoe said the last time that bank had been changed out was June of 2020. Discussion ensued regarding warranties and recycling of the used bulbs.

Motion

Director Price moved to approve the accounts payable for 2/15 and 2/28/2022. Director Donohue seconded, and the motion carried unanimously.

B. Fiscal Year 21/22

No questions were asked.

MANAGERS REPORT

Mr. Wesely reported that four employees had tested positive for Covid in the month of February. Mr. Wesely continued that the illness had passed quickly, and everyone was back to work presently. Discussion ensued regarding the Continuity of Operations Plan and assurances that it was progressive enough to handle any future variants.

Mr. Wesely referred to the budget calendar in the board packet. Mr. Wesely asked the board to review the schedule and be apprised of the timeframe and milestones.

Mr. Wesely said he was stymied by the unaccounted-for water numbers that month but assured the board that he and staff were proactively investigating the possible cause. Mr. Wesely gave several examples of investigation techniques he planned to use including a leak detection program, checking remote water lines, and procedural improvements.

Director Gogas asked about a contractor that had damaged a water line on Cape Kiwanda Drive and whether we had a program in place to bill the contractor for the repair. Mr. Wesely responded that the repair was made quickly by staff and did not plan to pursue billing the contractor. Mr. Whiteman added that the contractor had not damaged the line. Mr. Whiteman said when the contractor had exposed the line it cracked, but staff were able to place a repair band on the line quickly.

UNFINISHED BUSINESS

A. Water-Wastewater Master Plan

Mr. Wesely reported that they had sent in the second round of comments for the water master plan. Mr. Wesely said most were housekeeping issues, aside from the SDC study done by a third party that had to be reconfigured after changing the priority order of projects. Mr. Wesely continued that the Water Master Plan was essentially complete and they were very close to sending it to the State for approval.

B. Water Management and Conservation Plan

Mr. Wesely reported that Parametrix was working diligently on the Water Management and Conservation Plan as the deadline was fast approaching.

No questions were asked.

NEW BUSINESS

A. Water/Sewer Availability Approvals

Mr. Wesely said that the Nestucca Ridge group had asked for water/sewer availability on two developments. Mr. Wesely continued that the first was a fourplex on South Brooten Rd. near the slough bridge. Mr. Wesely said the second was an expansion the main office building on Cape Kiwanda Drive. Mr. Wesely introduced Dave Hanken the Construction Manager for the developer. Mr. Wesely continued that Mr. Hanken had submitted preliminary concept drawings for the two developments, as well as had provided a summary of information for those developments. Mr. Wesely gave the board a summary of Resolution 08-01 and the process for planned development. Mr. Wesely stated that Mr. Hanken was seeking a water/sewer availability from the board. Discussion ensued regarding zoning, fees, and existing services.

Motion

Director Price made the motion to issue water and sewer availability letters to Nestucca Ridge family of companies for the expansion of Nestucca Ridge company office on Cape Kiwanda Dr. and for the fourplex Canal House. Director Donohue seconded, and the motion passed unanimously.

B. Authority Manager Review Process

Chair McVicker stated that this item had arisen because the board believed that they would like more information from staff in the review process of the Authority Manager. Director Donohue and Director Carlton gave a summary of the current review process. They said the one area they were lacking was how the manager interacted with staff and with the filter up approach that the Authority had in place, the board could not get feedback from staff to evaluate the manager with. Discussion ensued regarding using the Authority's HR consultant to gather feedback and present to the board. The board agreed to contact Nanette Carvalho to ask for her take on the process and to set up a board workshop to discuss.

C. SDAO Best Practices Insurance Program

Mr. Wesely gave a brief summary of the SDAO Best Practices Program. Mr. Wesely said the Authority currently qualified for 6% of the available 10% but would need the boards help to achieve the remaining 4%. Ms. DeLoe explained that the first 2% would be as simple as each board member watching a board training video or attending one of SDAO's in-person classes. Ms. DeLoe continued that to achieve the remaining 2% at least two board members would need to sign up for the SDAO Board Academy, a series of trainings that included videos, webinars and in person training opportunities. Ms. DeLoe said receiving 10% of the Authority's insurance fee back would total more than \$6,000 and would benefit the Authority immensely. Chair McVicker asked the board if there was any reason they could not all watch a board training video to accomplish the first request. There were no objections. Chair McVicker asked Ms. DeLoe to send the board information regarding the training videos and they would discuss the Board Leadership Academy at the next board meeting.

GUEST QUESTIONS AND COMMENTS

There were no questions or comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked if they needed to announce any budget committee vacancies. Chair McVicker said that each individual person served 3 years.

Director Gogas asked when the board would be meeting in person at the Authority office. Chair McVicker said that it would be on the April 2022 agenda. Chair McVicker said there were many factors to consider including square footage of the conference room, Covid in the community, and the health and safety of the board and guests.

Chair McVicker adjourned the meeting at 6:27 PM.

The PCJWSA Board of Directors approved these minutes on April 12, 2022, by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Anne Price, Vice Chair

John Wesely, Authority Manager