

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

September 28, 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 (5:01 PM), Tom Donohue, Cameron Gogas (5:04 PM), and Anne Price. (via video conference call)

Guests Present: Tim Hirsch

Staff Present: John Wesely, and Rachelle DeLoe.

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

MINUTES

A. 08/21/2021 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 08/21/2021 Business Meeting. Director Donahue seconded, and the motion carried unanimously.

B. 08/24/2021 Special Meeting Minutes

Motion

C. Director Price moved to approve the minutes of the 08/24/2021 Special Meeting. Director Carlton seconded, and the motion carried with 3 ayes and 1 abstention.

FINANCIAL REPORT

A. Accounts Payable: 08/15 & 08/31/2021

Director Donohue asked about the payments to Pacific City Homes. Ms. DeLoe replied that the Authority had bid the project and paid a half deposit last fiscal year, and those payments were after the work had been completed. Director Donohue inquired on which buildings were repaired, and what kinds of repairs were made. Ms. DeLoe replied that they had done roofing, siding, fascia boards, and painting to Woods Lift Station, the UV building, another small building, and the Southeast corner of the office.

Director Gogas asked about the payment to Coastway Construction on page 2 of 5 for rock, sand, and spoils. Director Gogas said the Authority had a dump truck and asked how much it would cost to do it ourselves. Ms. DeLoe replied there was a couple factors. Ms. DeLoe said the Authority had

two CDL drivers, and it would take at least their labor costs into consideration plus the cost to run the dump truck and pay for the rock and hauling. Ms. DeLoe continued that if they used the employees to do that, they would not be able to be utilized elsewhere.

Director Gogas asked about the purchase of toilet paper from Grainger and clarified that it was a big case that lasted quite a while. Ms. DeLoe replied in the affirmative.

Director Gogas asked about the payment to Pacific City Hardware and noted several items. Director Gogas asked particularly about the gate repair. Ms. DeLoe replied it was a gate at the office that Pacific City Homes was asked to replace the hinges. Director Gogas asked about the padlock for the gate. Ms. DeLoe replied that it was a combination lock that the sanitary service had the code for, and they were able to pick up the dumpster if the office was not yet open.

Director Gogas asked if there were any other projects that were up and coming. Ms. DeLoe replied that they had replaced a couple doors on the FEB that were rotted, but the cost was not substantial.

Director Gogas asked about the payment to Tank Law for an employment agreement. Ms. DeLoe replied that they had written the employment contract for the new Authority Manager.

Director Gogas asked about the line of credit payment through TLC for \$4500. Ms. DeLoe replied that it was the monthly line of credit payment that they had used to pay for Airport Lift Station, when it was built. Director Gogas asked how much more was on the loan. Ms. DeLoe replied less than \$200,000 and the projected date for payoff was 2025.

Motion

Director Price moved to approve the accounts payable for 08/15 and 08/31/2021. Director Gogas seconded, and the motion carried unanimously.

B. Fiscal Year 21/22

No questions were asked.

Chair McVicker commented thank you to the staff for their excellent job staying on budget. Chair McVicker noted that the percentage column in each line item was on point.

MANAGERS REPORT

Mr. Wesely reported that the managers' report was a little more detailed than the board had seen in recent months. Mr. Wesely continued that he would like to put a little bit more detail on the report in an attempt to anticipate questions and provide more information ahead of the meeting.

Mr. Wesely reported that since the last board meeting on August 24th they had implemented an antigen rapid test method. Mr. Wesely said there were several advantages to that method including it could be self-administered by the staff during working hours and they would have results within 15 minutes. Mr. Wesely continued that thus far, the program has been a success and all tests had

come back negative. Mr. Wesely said they would continue with the program as long as Tillamook Covid infection rates remained high and until their supply of tests lasted. Mr. Wesely continued that the rapid tests were in very high demand and if a new shipment was needed, he hoped it could be quickly filled.

Mr. Wesely reported that they had talked about an internal policy regarding the screening of employees and after consideration proposed drafting a broader continuity of operations plan similar to many water and wastewater utilities. Mr. Wesely said the plan would account for all Covid-19 pandemic prevention measures and the screening program that was currently in place would just be an element of a larger plan. Mr. Wesely continued that it would be helpful to have a comprehensive plan that outlined all employee covid safety prevention measures. Mr. Wesely hoped to have a draft of the plan for the board to review at the next business meeting. Director Gogas asked if the plan would incorporate not only Covid but cover a broad spectrum of disease. Mr. Wesely said his plan was to make it easily adaptable, but every pandemic was different. Discussion ensued regarding a generalized plan versus a Covid specific plan.

UNFINISHED BUSINESS

A. Water Master Plan

Mr. Wesely said he was working with Parametrix and believed they would find a much more satisfactory version of the Water Master Plan in the next draft. Mr. Wesely said he was also working to get Parametrix background information and data regarding the wastewater plant and they had already put forth a great effort in starting the Wastewater Master Plan. Mr. Wesely said he expected the next draft of the Water Master Plan within the next 2-3 weeks and the first draft of the Wastewater Master Plan in November or late December. Discussion ensued regarding Mr. Wesley's comfortability with the response he had received from Parametrix and the corrections the board and he had asked to be incorporated.

B. Board Workshop Review

Chair McVicker said that there were two things to discuss, the board workshop review and the training video. Chair McVicker asked if any members of the board had not had a chance to watch the Advanced Board Training video titled "Choosing Collaboration and Clarity Over Chaos". Director Donohue replied that he had not. Chair McVicker asked if they waited until the October business meeting would there be a possibility for him to watch it. Director Donohue replied that he would try to. Director Carlton also said he would try. Chair McVicker said they would wait to discuss the board workshop review as well.

C. Revised Employee Handbook

Mr. Wesely commented that he had gotten feedback from all board members except one that he would like to get specific feedback from. Mr. Wesely said they had discussed the need for a workshop and would like to get a jumpstart on a potential need for a workshop by at least understanding a little about the specific comments, questions, and concerns from all board members. Mr. Wesely asked to table the discussion until the next meeting.

NEW BUSINESS

A. Water Management and Conservation Plan

Mr. Wesely said the Water Management and Conservation Plan was something that must be a top priority. Mr. Wesely continued that they had a regulatory requirement to have the plan to the Oregon Water Resources Department by April 1, 2022. Mr. Wesely gave a brief history of the last update to the plan including the benefits of using Parametrix once again. Director Donohue commented that he had a chance to go through the plan but had some concerns. Director Donohue said the overall bid was a little more than \$30,000, but under assumptions and exclusions it seemed there was a wide-open door to charge a lot more money. Mr. Wesely replied it was not unusual to have a couple conditions such as that. Mr. Wesely referred to the last plan they had updated in 2012 and the issues with Water Watch, a conservation organization, that had caused the Authority to implement several conditions before they could proceed with the plan. Mr. Wesely believed Parametrix was being proactive in their scope of work. Mr. Wesely posed the concern of whether to certify the Authority's water rights that they may not have beneficial use for until 30 to 40 more years, or do they file an extension and return to that dilemma in 10 years. Mr. Wesely continued that because they haven't made a firm commitment whether to certify the existing permit or not, had an impact on Parametrix and their ability to put together a water management and conservation report with confidence. Director Gogas said he did not receive that package and had no comment and would have to abstain. Mr. Wesely apologized that he had not received a hard copy. Mr. Wesely continued that it was an item that they wanted squeeze into the meeting due to the urgency and limited time they must put it together. Mr. Wesely said that if they could get back to Parametrix quickly, they had committed to complete the plan by March 2022.

Motion

Director Donohue moved to approve the scope of work and upcoming contract with Parametrix for the PCJWSA Water Management Conservation plan update for the amount of \$31,963. Director Price seconded.

Discussion ensued regarding whether to put a ceiling on the amount in the motion or to use the exact contract amount. It was decided that the contract amount would be used.

The motion was approved unanimously.

GUEST QUESTIONS AND COMMENTS

No questions were asked.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked where they were with the water shut off. Chair McVicker replied that it was discussed at the last meeting, and he could call Mr. Wesely to discuss.

Director Gogas mentioned that he would like to get a sympathy card for the Wenrick family from the board.

Director Donohue apologized to the Board for his absence. Director Donohue said he would like to go over a few things with Mr. Wesely regarding the employee handbook and to check on some of the facilities that he had not yet seen.

Chair McVicker adjourned the meeting at 5:47 PM.

The PCJWSA Board of Directors approved these minutes on October 12, 2021, by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Carolyn McVicker, Chair

John Wesely, Authority Manager