

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

October 11, 2022

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

Directors Present: Sean Carlton, Tom Donohue, and Anne Price. Cameron Gogas entered the meeting at 5:06pm (via video conference call)

Guests Present: None.

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

Chair Donohue called to order the monthly business meeting at 5:02 PM.

**MINUTES**

09/13/2022 Business Meeting Minutes

**Motion**

Director Price motion to approve 09/13/2022 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

09/28/2022 Special Meeting Minutes

**Motion**

Director Price motion to approve 09/28/2022 Special Meeting. Director Carlton seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable 9/15 and 9/30/2022

No comments

**Motion**

Director Price moved to approve the accounts payable for 9/15 and 9/30/2022. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 22/23

No questions.

## **MANAGERS REPORT**

Mr. Wesely reported that he had been talking about the decant arm for the SBR and was pleased about how fast the manufacturer turned it around. Mr. Wesely said that it had been replaced and was functional. Mr. Wesely continued that the limit switch was not provided with a magnet, but they had used the old magnet and on the new one and it was working fine. Mr. Wesely said that SBR #1 was not online yet, but they had made it through the summer with just one. Mr. Wesely explained what a SBR was at the request of Director Donohue.

Mr. Wesely mentioned the lift station upgrades for Straub and Kiwanda, would be starting soon, but they were waiting on a quote for the electrician's work. Mr. Wesely said they would have those two upgraded by the end of November.

Mr. Wesely said that the north access road paving project has been completed.

Director Donohue had a question about the BOD test for DEQ and whether it had been dismissed. Mr. Wesely said it had not gone in their favor, because the burden of proof to invalidate data was extremely high. Mr. Wesely said they would receive a warning letter, and that should be all that happens from there. Mr. Wesely explained what he believed had happened.

Director Gogas asked about applicants. Mr. Wesely said that there were 2, one would not be a good fit, and the other would be a third member from the same family. Mr. Wesely continued that they believed they did not have an adequate candidate pool to pull from. Discussion ensued about hiring family.

## **UNFINISHED BUSINESS**

### **A. Water-Wastewater Master Plan**

Mr. Wesely reported that it was on track to get a draft by November 1<sup>st</sup>. Mr. Wesely said Parametrix was working hard to get the model calibrated and finished. Mr. Wesely said the draft would need reviewed and comments made very fast so they could get the plan finished by the end of the year. Director Price said that she was in favor of Mr. Wesely giving them a deadline to finish comments.

### **B. Water Management and Conservation Plan**

Mr. Wesely said the plan has been approved. Mr. Wesely said they were still waiting for the final order, which would have as much bearing the water rights discussion as it did on the Water Management and Conservation Plan. Mr. Wesely said once he received the final order he would give his final recommendations on Water Rights.

### **C. Board Director Vacancy**

Chair Donohue requested that the directors speak and suggest to any acquaintances they feel would be a good fit to apply for the open position.

D. Change of TLC Authorized Signer

Director Donohue said that the minutes were now approved. Ms. DeLoe said that once the minutes were signed Director Price could take them to the bank and start the process to change signers. Director Donohue asked if he would be the only signer on the account. Director Price said that there needed to be three, and it would be Chair Donohue, Mr. Wesely and Director Price. Director Price explains why.

**NEW BUSINESS**

A. Special Rules of Conduct for In-person meetings

Chair Donohue explained that the tableau the board had been using to determine if there would be an in person meeting was now not being updated and they would need to find a new reference website. Chair Donohue referred to three options in the board packet from the Oregon Health Authority (OHA) and the CDC. Discussion ensued regarding positive cases in Tillamook County and the differences in reporting and figuring percentages.

Director Carlton said (in the past) for counties of less than 30,000 people <30 minimal spread, 30-45 moderate spread, 45-60 substantial spread and >60 was widespread. The board discussed the possibility of eliminating the policy and returning to in person meetings, keeping the policy but not using a set website, and creating their own criteria. The board agreed that the bottom two levels would still be safe for in person meetings and the top two would mean they would have a virtual meeting.

**Motion**

Vice Chair Carlton made a motion to amend the in-person meeting policy to state that they would meet in person in the minimal or moderate spread category. <15 minimal spread, 15-22.5 moderate spread, 22.5-30 substantial spread and >30 was widespread. Motion was seconded by Director Price. Motion was carried unanimously.

B. Paid Leave Oregon

Mr. Wesely presented a new rule from the State of Oregon and mentioned there were still many details to be ironed out. Mr. Wesely said it was a paid leave program that was available to all employees in Oregon as long as they mad \$1000 during the previous year. Mr. Wesely continued that beginning in January 2023 employees would need to begin contributing .6% of their income, that will be withheld by employers. Mr. Wesely said that the money would go into a pool that was managed by the State of Oregon and paid out to those people with qualifying conditions. Director Price said that since the program had not been completed, they should not make any decisions on it at that time.

The board agreed to table the discussion until the following month.

## **GUEST QUESTIONS AND COMMENTS**

No comments.

## **CHAIRMAN/DIRECTOR COMMENTS**

Chair Donohue asked about the water loss testing program. Mr. Wesely said that it is ramping up and this is highly likely to not be a leak, it will be multiple leaks, that are small and scattered through the system. We have been at it a couple of days. I made a commitment to drastically improve this situation; it will take time. Chair Donohue said that it needs to be prioritized to a higher level. Mr. Wesely said that there has been high water loss since the 2000's. It is easily said than done to push things aside and do one thing entirely. We can not drop everything and do this one thing. We are testing one day a week; we only have a crew of 9.

Director Gogas mentioned TLC line of credit is \$150,000 and I would like to just pay that off.

Director Gogas said that the website needs to be updated. Ms. DeLoe said that we are in the middle of changing web providers, that's why there is confusion.

Director Gogas would like for them to go through lines and break them up into quadrants. Chair Donohue said that he agrees with Mr. Wesley's plan.

6:16pm

The board recessed for Executive session under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any body, a public officer, employee or staff member who does not request an open hearing.

7:04pm

The board reconvened from executive session

### **Motion**

Director Price made a motion as a result of the review of the Authority Manager that they increase the Authority Managers salary by 5% and add the equivalent of 2 weeks, or 10 days' vacation time to his accrued to vacation hours total for the current employment year and that these changes be made retroactively to his anniversary date. Motion was seconded by Vice Chair Carlton. Motion passes with 3 ayes and 1 nay from Director Gogas.

Adjourn the meeting at 7:08 PM.

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

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

ATTEST:

\_\_\_\_\_  
Tom Donohue, Chairman of the Board

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