

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

January 11, 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, and Anne Price. (via video conference call) Absent: Cameron Gogas

Guests Present: Tim Hirsch

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

Chair McVicker called to order the monthly business meeting at 5:03 PM.

**MINUTES**

A. 12/14/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 12/14/2021 Business Meeting. Director Donohue seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable 12/15 and 12/31/2021

Director Donohue asked about a payment to Beckwith and Kuffel for headworks parts and asked if that referred to the wells. Ms. DeLoe responded gave a brief summary of the headworks system located at the wastewater treatment plant.

Director Donohue asked about the payment to North Central Laboratories for a drying oven. Ms. DeLoe responded that it was a piece of lab equipment that had been replaced.

Director Donohue asked about payment for sawdust at the headworks. Ms. DeLoe explained that the sawdust was used to cut down on the moisture that the headworks dumped into the dumpster.

Director Donohue asked about the payment for the airport lift station flow meter and asked if the flow meter was temporary or permanent. Mr. Wesely replied that it was a permanent meter that replaced a failed one.

Director Price observed that there was a payment for reciprocity for a cross connection tester and specialist recertification and assumed that it was for Mr. Wesely. Mr. Wesely replied in the affirmative.

### **Motion**

Director Donohue moved to approve the accounts payable for 12/15 and 12/31/2021. Director Carlton seconded, and the motion carried unanimously.

### **B. Fiscal Year 21/22**

Chair McVicker noted that the budget was on track and appreciated the percentage column on the budget status.

No questions were asked.

### **MANAGERS REPORT**

Mr. Wesely gave a short summary of the increase in Covid positivity within the county and his plan to reinstitute the employee testing program beginning the following week.

Mr. Wesely reiterated that they were planning an upgrade to two lift stations in the near future. Mr. Wesely continued that he had received three quotes and would add it as a new business agenda item at the next business meeting.

Mr. Wesely reported that there was a water leak December 29<sup>th</sup> on Rueppell Ave. Mr. Wesely said because they had to isolate the leak and depressurize it, they were required to issue a temporary boil water notice for six customers. Mr. Wesely continued that they were able to test the water samples in house and they had come back clean.

Director Donohue asked about the status of the mag meters on the well fields project. Mr. Wesely said they had verified the size of the lines and the size of the meters needed but was still getting quotes from suppliers. Discussion ensued regarding the variable water loss and a future leak detection program. Director Donohue asked how much the leak detection equipment may cost. Mr. Wesely responded \$5,000-\$7,000.

Director Donohue asked about the boring project that was in progress and asked if it was part of the Kiwanda Corridor Project. Mr. Wesely responded that he believed it was and the Authority was working closely with them to locate water and sewer lines.

Director Carlton suggested it may be better to Covid test more frequently than to spread out the Authority's remaining Covid tests with the rapidly spreading Omicron variant the county was experiencing.

Director Carlton said he wondered if the water loss could be related to infrastructure decline based on the higher water loss in the winter when the Authority used the well fields. Discussion

ensued regarding the oldest infrastructure that was targeted in the Water Master Plan to be replaced as the first priority.

## **UNFINISHED BUSINESS**

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

Mr. Wesely reported that he had received the final draft of the Water Master Plan that day and would send it to the board for review and final comments.

Mr. Wesely expected to see a draft of the Wastewater Master Plan within 3-4 weeks.

Chair McVicker suggested the board have their comments in to Mr. Wesely within two weeks so that he may consolidate them and return to Parametrix. Mr. Wesely said that would work perfectly. Chair McVicker asked for a reminder email to the board around the 9-10 day timeframe so that the comments would be returned by the two week mark.

### **B. Board Workshop Review**

Chair McVicker reiterated to the board that they were going to discuss one item per month from the board workshop that they had done with Rob Mills. Chair McVicker said the final item on the workshop review document was board interaction with staff members of the Authority.

Director Price said she had no questions and believed it was quite clear what the roles and responsibilities of a board member were based on their trainings.

Director Carlton said he believed that item was the clearest but also the most dangerous in that it was easily taken for granted. Director Carlton continued that it was very important to remember that there was no such thing as an individual acting without the express direction from the board. Director Carlton reiterated that no matter the board members role they did not have any individual power.

Director Donohue agreed with his fellow board members.

Chair McVicker commented that on other boards there was more individual power, and being on the board for the Authority they worked under direction of the group and for the purpose of the community. Chair McVicker continued that she appreciated that the board was in agreement of the understanding and importance of that item.

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

Mr. Wesely reported that they had many information requests in the previous weeks and the plan was moving full speed. Mr. Wesely said the most important part of the plan was to gain an understanding of the water loss numbers and a plan to explain and bring them under control.

No questions were asked.

#### D. Proposed Operations Supervisor Position

Mr. Wesely said he had made some revisions to the position based on feedback from the board, especially Director Carlton. Mr. Wesely gave some examples of duties the individual in the Operations Supervisor position would be responsible for.

Director Donohue suggested that the acronyms within the document be spelled out at least once throughout for a better understanding to the reader.

Director Donohue commented that the salary range should be included in the position summary and suggested a range of \$75,000-\$95,000 depending on qualifications and experience.

Mr. Wesely thanked Director Donohue for his comments and could easily make the changes to the acronyms.

Mr. Wesely was hoping to have board support of this position and effort and appreciated everyone's input.

Director Price comment that the salary range may not have been included as it was not a position ad to be seen by the public but to hire within and would make sense to exclude it.

Chair McVicker agreed with her fellow board members and added that the salary's changed annually for staff members and were included on a resolution presented at the first business meeting of the fiscal year. Chair McVicker continued that it seemed Mr. Wesely had board consensus and could move forward.

#### **NEW BUSINESS**

#### **GUEST QUESTIONS AND COMMENTS**

No questions were asked.

#### **CHAIRMAN/DIRECTOR COMMENTS**

Director Donohue informed the board that he would be out of state and may be unable to make it to the February 8<sup>th</sup> board meeting.

Chair McVicker told Director Donohue that she had received his comments regarding the Authority Manager review but was not able to include it in the whole packet. Chair McVicker stated that she had not received comment from Director Gogas and he was not present for the executive session.

#### **EXECUTIVE SESSION**

The board recessed for Executive Session at 6:05 PM 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.

The board reconvened at 6:36 PM.

Chair McVicker said that she would leave a copy of the review at the Authority Office for present board members to stop by and sign. Chair McVicker told Director Donohue that if he could find a way to sign a copy and get it to the Authority office, she would have it included with the master copy.

Director Carlton wanted to add to the record that he appreciated Mr. Wesley's effort to allow internal employees to advance and there was always room to improve the evaluation process and was looking forward seeing Director Donohue's suggestions.

Chair McVicker adjourned the meeting at 6:39 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