

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

October 12, 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

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

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

**MINUTES**

A. 09/28/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 09/28/2021 Business Meeting with corrections. Director Donohue seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable 9/15 and 9/30/2021

Director Gogas asked about the payment for ballasts. Ms. DeLoe replied they were for lighting in the office.

Director Gogas asked about the payment to Consolidated Supply to replenish inventory. Ms. DeLoe replied they had purchased hymax couplings, repair bands, and PVC. Director Gogas asked if the invoice for \$500 was for piping. Ms. DeLoe responded that it was most likely hymax couplings as they were very expensive. Director Gogas asked how many the Authority kept on hand. Ms. DeLoe replied that they kept at least 2 of each size for water leaks.

Director Gogas asked about the payment to the Farm Store for boots. Ms. DeLoe replied that the Authority supplied each employee with one pair of rubber boots per year.

Director Gogas asked about the payment to Michaels Precast Concrete. Ms. DeLoe explained that they had purchased two septic tanks. Ms. DeLoe added that the Authority was responsible for the septic tanks within the district and had had to replace one.

Director Gogas asked about the payment to Special Districts Insurance Services for COBRA. Ms. DeLoe replied that the Authority received COBRA payments from two retired employees each month and then included their payment in the SDIS payment.

### **Motion**

Director Price moved to approve the accounts payable for 09/15 and 09/30/2021. Director Carlton seconded, and the motion carried unanimously.

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

No questions were asked.

### **MANAGERS REPORT**

Mr. Wesely reported that there were a couple things he wanted to highlight and discuss with a little more detail. Mr. Wesely continued that he had every hope of having a comprehensive Covid continuity of operations plan ready for Director review ahead of the meeting but had not been able to complete it. Mr. Wesely gave a few examples of what he planned to add to the plan and hoped to have it complete prior to the November business meeting.

Mr. Wesely reported that the covid screening program that they had initiated within the Authority had been a success. Mr. Wesely said the rapid test they were using had been very easy to administer and was happy to report that every test to date had been negative. Mr. Wesely wanted to propose to the board that they consider suspending the testing program based on the dramatically improved covid positivity rate in Tillamook County.

Mr. Wesely reported that the Authority had undergone a sanitary survey for the public water system. Mr. Wesely continued that the survey was required every 3 years of every public water system and he believed that the inspections and the survey went very well.

Mr. Wesely reported that they needed to begin the process of upgrading some of the district's sewer lift stations. Mr. Wesely gave several examples of why the lift stations needed to be upgraded including maintenance, rags per month, reliability, and safety for staff.

Mr. Wesely said he was seeking quotes or proposals from three different suppliers and would present them to the board for approval. Mr. Wesely added that they would not all be upgraded within a year but would be over the course of several years. Director Donohue asked for a general estimate of cost. Mr. Wesely replied around \$35,000. Mr. Wesely said the goal would be to standardize all lift station pumps district wide. Mr. Wesely continued that he may not recommend the lowest quote or proposal because he would like to standardize the pumps, making it easier to change them out and being able to have fewer spare parts on the shelf. Mr. Wesely said the upgrades would include new pumps and new control systems, meaning more sophisticated level indication for starts and stops of the pumps. Discussion ensued regarding the requirements of a new pump system and some advantages.

Director Donohue asked if they had planned for upgrades in the current budget. Ms. DeLoe responded that it was anticipated and was in the budget.

Director Gogas asked how many more positions Mr. Wesely was looking to fill. Mr. Wesely replied that they were fully staffed and did not have any current vacancies.

Chair McVicker stated that it was a good time to take comments about suspending Covid testing. Director Donohue asked how much the Covid tests cost. Mr. Wesely responded that they came in a set of two and cost between \$25-\$30. Director Price commented that she had full confidence in Mr. Wesley's ability to monitor the Covid numbers in Tillamook County. Chair McVicker agreed and said she looked forward to seeing the Continuity of Operations Plan. Director Carlton was still a little leery of suspending the testing.

## **UNFINISHED BUSINESS**

### **A. Water Master Plan**

Mr. Wesely reported that he was currently providing data to Parametrix for the Wastewater Master Plan. Mr. Wesely believed they would be expecting a Water Master Plan draft soon. Director Gogas asked when they were required to have a completed Master Plan. Mr. Wesely replied that it was a 20-year plan, and they would be well within there 20 years when completed. Mr. Wesely continued that they had tasked Parametrix with a Water Master Plan, a Wastewater Master Plan, and a Water Management and Conservation Plan in that year. Mr. Wesely said he expected to have a final complete copy of both the Water and Wastewater Master Plans by the end of the year.

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

Chair McVicker referred to the workshop memo from Rob Mills that was included in the board packet, in which Rob had recommended that the board continue discussing the issues that were raised. Chair McVicker suggested they discuss one item per board meeting. Chair McVicker continued that they could take a few minutes to discuss the importance of it, how the principles support teamwork and good communication and share examples of how the principles would play out in their duties and responsibilities. Chair McVicker said that one of the most significant responsibilities that Rob had communicated to the board was that the board was a team, and the members needed to work together. Chair McVicker asked what board members needed at that point from their colleagues to continue to do a better job of working as a team.

Director Price stated that in terms of functioning as a team, board meetings were their time and place to do that. Director Price continued that it was important and incumbent on all of the board to be fully informed and prepared to discuss the issues on the agenda. Director Price said that if she had questions about the agenda or board packet, she contacted Mr. Wesely or Ms. DeLoe ahead of the meeting to clarify, as another member may not have that same question and it saved valuable meeting time. Chair McVicker clarified that if a board member were to ask questions of the board packet ahead of time, they were ready to discuss all aspects of the issue at the meeting. Director Price added that she felt it was helpful in their discussion with Rob to keep in mind the duties and responsibilities of a board member.

Director Gogas said regarding the employee revision that the board had been working on, he believed it should not state that employees only go to the board chair if there is a problem. Director Gogas continued that employees should be able to talk to all board members, and then relay that information to the rest of the board.

Chair McVicker asked if Director Gogas was referring to the next agenda item, the employee handbook. Director Gogas replied no, he was talking about both. Director Gogas said he was showing that the board needed communication with the whole board not just one- or two- members having information. Chair McVicker interjected and asked if Director Gogas was talking about something within the employee handbook. Director Gogas replied no, the board was a whole and it should be reflected in the employee handbook. Chair McVicker said even though both items were related, they needed to separate them for the purpose of discussing Robs recommendations for the board. Chair McVicker clarified that Director Gogas was saying that relative to teamwork of the board, that one thing that made him feel left out or that he would recommend that they do differently, was that if one member had a piece of information, that the information be shared with the full board. Chair McVicker stated that there were cases where that could not happen, but in most cases, they already had that practice in place. Chair McVicker continued that the board was notified equally when there was an emergency. Discussion ensued regarding personal feelings and being part of a team.

Director Carlton commented that it was important to recognize why the board had originally started the workshop process, being the transition from one Authority Manager to another. Director Carlton continued that there may have been instances after the separation of the prior Authority Manager where not all board members were on the same page and believed moving forward the board could be cognizant and aware of communicating effectively with the whole board. Chair McVicker agreed and added that the previous two years had been a challenge in many ways and believed Mr. Wesely and his management style was working well for the whole board.

### C. Revised Employee

Mr. Wesely commented that he appreciated the boards comments on the revised employee handbook. Mr. Wesely said he had a chance to speak with Director Donohue to go over his comments and mark ups and was currently working to incorporate the feedback he had received from the whole board. Mr. Wesely planned to have a conformed version of the employee handbook ready for review with the next months board packet. Mr. Wesely added that he had not incorporated all comments or contributions based on discussion with the Authority's HR council. Mr. Wesely said after the board reviews the newest draft, they may determine whether or not a workshop was necessary.

No questions.

D. Water Management and Conservation Plan

Mr. Wesely reported that they had signed a contract with Parametrix and had turned it over to them. Mr. Wesely reminded the board that they had a limited amount of time to complete the Water Management and Conservation Plan and thanked the board for expediting the process.

**NEW BUSINESS**

None

**GUEST QUESTIONS AND COMMENTS**

No questions were asked.

**CHAIRMAN/DIRECTOR COMMENTS**

Director Donohue stated that he had spoken with Ms. DeLoe regarding resolutions and which ones were still valid and in place. Director Donohue had hoped for the ability to look through the resolutions but quickly discovered the Authority had a large number of resolutions to sift through. Ms. DeLoe said that after their discussion and having time to think about it, she planned to have Ms. Pippenger and herself go through the resolutions and add them to the secure board access area of the website. Ms. DeLoe continued that the password secure board access area currently contained previous years board packets going back to 2015.

Director Gogas asked what the status for the Horn Creek fiber was. Mr. Wesely replied that the contractor had been at Horn Creek that day to run fiber through the previously installed conduit. Mr. Wesely said they had seen significant progress in the previous two days.

Chair McVicker adjourned the meeting at 6:20 PM.

The PCJWSA Board of Directors approved these minutes on November 9, 2021, by the following votes:

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

ATTEST:

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Carolyn McVicker, Chair

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John Wesely, Authority Manager