

**ARCH CAPE DOMESTIC WATER SUPPLY & SANITARY DISTRICTS  
JOINT PERSONNEL COMMITTEE MEETING**

Tuesday December 10, 2024. 3:30 PM

Zoom

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjIzdFgrZFZOaFlxNlZxSndwQT09>

**I. Call to Order**

**II. Consider Options for staffing the Operator position**

<<Assumption, Requirements, Context & full table are attached below>>

<b>Option</b>	<b>Pros</b>	<b>Cons</b>	<b>Status</b>
Hire a full-time employee (W2)			
Contract with Northwest Natural – Water			
Contract with McEwan			
IGA with Cannon Beach			
Hire temporary employees (W2) or potentially 1099s			
Any reasonable combination of above.			

**A. Understand Options**

**B. Are there other options to consider?**

**C. Should any options be removed from consideration?**

**D. Should we seriously explore Option 5 with Cannon Beach?**

**III. Adjournment**

**Topic: Staffing the Operator Position  
Analysis of Options**

**Assumption:**

The District’s strategic objective for the next two years is to free up Matt entirely to perform as Plant and Operations Manager. This is the mission-critical job for the District and will require at least full-time attention. As such the District Administrator will be responsible for all human resource and/or contracting management of the Operator position with Matt providing only technical direction and QA oversight. Administrator will also be responsible for mentoring Matt of Administrator roles/responsibilities to enable Matt to make a decision of which position he would like after year 2.

**Critical Requirements: Level I, II, III Certifications**

DEQ requires the District to have always have Level III certified person responsible to the Plant and Operations and a Level II waste water certified person available when Matt is “on vacation”. Matt is Level III certified. When Matt is away, these requirements are currently handled via an IGA with Cannon Beach. To date, the District has required Operator to obtain a Level I certification within one year of hire to demonstrate interest and capability to obtain a Level II certification.

**Relevant & Important Context:**

At least for the past 10 years, finding/hiring an operator has never been achieved through posting of job. It has always been word on the street and tapping into networks of friends and professional contacts..

At last check, there are least 5 open positions on the north coast.

	Option Explored / Currently Exploring	Pros	Cons	Status
1.	Hire a full-time employee (W2)	<ul style="list-style-type: none"> <li>• Eliminate Matt doing all On-Call time</li> <li>• Allows District to work towards additional staff</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to a person before we know their competencies and reliability</li> </ul>	Reached out to a couple of people who “supposedly were interested”, but were are not

	Option Explored / Currently Exploring	Pros	Cons	Status
		with Level I & II certifications.	<ul style="list-style-type: none"> <li>• Committed to a full time resource of a single skill set.</li> <li>• Time required to find and select person</li> <li>• Matt’s time required to train person</li> </ul>	
2.	<p>Contract with Northwest Natural – Water <a href="https://www.nwnaturalwater.com/nw-natural-holdings">https://www.nwnaturalwater.com/nw-natural-holdings</a></p> <p>Firm that provides a range of water and waste water admin &amp; operations services, including “turnkey operations”.</p> <p>Recently acquired Puttnam Infrastructure <a href="https://www.puttman.com">https://www.puttman.com</a></p>	<ul style="list-style-type: none"> <li>• District not responsible for finding or “industry” training of staff</li> <li>• Assume Level I qualification</li> <li>• Possible availability of Level II &amp; III qualified staff</li> <li>• Not responsible for personnel mgmt.</li> <li>• Only buy the skill time and hours that are needed</li> <li>• Potential for contracting for a broad set of admin services</li> </ul>	<ul style="list-style-type: none"> <li>• No on-call coverage</li> <li>• Operator-person needs to be pre-scheduled for the work</li> <li>• Must pay travel time to and from Portland area</li> </ul>	<p>Their business model not ready for prime time.</p> <p>Cost prohibitive.</p> <p><b>REMOVED FROM CONSIDERATION</b></p>

	Option Explored / Currently Exploring	Pros	Cons	Status
3.	<p>Contract with McEwan  <a href="https://www.bobmcewanconstruction.net/">https://www.bobmcewanconstruction.net/</a></p> <p>Firm that currently provides a range of excavation services. Interested in providing “staffing” services.</p>	<ul style="list-style-type: none"> <li>• District not responsible for finding or “industry” training of staff</li> <li>• Not responsible for personnel mgmt.</li> <li>• Only buy the skill time and hours that are needed</li> <li>• Expansion of very positive working relationship with McEwan. Very familiar with District and needs</li> </ul>	<ul style="list-style-type: none"> <li>• On-call coverage may not be possible</li> <li>• May/may not meet Level I or Level II requirement</li> </ul>	<p>Temporary help is proving extremely useful to Matt</p> <p>McEwan has to find an eligible permanent person for him to hire. So far, no luck.</p> <p>Contract terms not yet discussed, so cost is an unknown</p>
4.	<p>IGA with Cannon Beach</p> <p>Districts pay Cannon Beach a to-be-defined amount that allows Cannon Beach to hire an FTE. Cannon Beach provides Districts the type of resources when needed, as defined by Matt ,at a “credited” hourly rate. The total used dollar amount to equal the amount of the initial payment.</p>	<ul style="list-style-type: none"> <li>• Frees Matt up to focus on more specialized task, with limited concern for oversight and QA</li> <li>• Not responsible for finding or “industry” training of staff</li> <li>• Not responsible for personnel mgmt.</li> <li>• Have access to a wide range of skill sets.</li> </ul>	<ul style="list-style-type: none"> <li>• No on-call coverage unless specifically arranged – which will only be allowed on a limited basis</li> </ul>	<p>Initial conversations during work sessions last year were not of interest to Districts’ Boards as we had a full time operator.</p> <p>Will still be considered by Cannon Beach</p>

	Option Explored / Currently Exploring	Pros	Cons	Status
		<ul style="list-style-type: none"> <li>• Only buy the skill time and hours that are needed</li> <li>• Level I &amp; II requirement automatically met</li> </ul>		
5.	<p>Hire temporary employees (W2) or potentially 1099s</p> <p>Community members (to include retired, healthy individuals looking to add value and make a little) that would take on repetitive, no specialized tasks from Matt.</p> <p>One person already hired.</p> <p>Potential a community or non-community member for weekend availability coverage to allow Matt to take weekends off. Person could be lodged in an RV at Sanitary Plant</p>	<ul style="list-style-type: none"> <li>• Frees up some of Matt's time almost every day</li> <li>• Provides some income and value to interested community members</li> <li>• Could provide weekend on-call coverage through staffing an RV on site</li> </ul>	<ul style="list-style-type: none"> <li>• No during-week on-call time</li> <li>• Administrative overhead to pay multiple individuals (easier with 1099 than W2)</li> <li>• Some initial training required of Matt</li> <li>• Still need to pursue one of the other options</li> <li>• Not meet Level I or II requirement</li> </ul>	Exploration only
6.	Reasonable combination of above.			

Options 2-5 allow District to pend final decision about an employee until after Administrator has time to assess the situation and make recommendations to the board