

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

February 6, 2007

Chairman Kellow called the meeting to order at 5:00 pm, in the Authority's meeting room.

Directors present were George Baumgardner, Jack Brooks, and Doug Olson. Dick Carter was absent.

Guests present were Betty Robinson, Carolyn McVicker, Larry Rouse, Daryl Jimerson and Dave Baxter.

Staff Present: Tony Owen, Ray Cloud

MINUTES:

A. 1/9/07 Advisory Committee Meeting Minutes

Motion

Director Brooks moved to approve the 1/9/07 Advisory Committee Meeting Minutes. Director Olson seconded, and the motion carried with four ayes.

B. 1/9/07 Business Meeting Minutes.

Motion

Director Olson noted a misspelling. Director Olson moved to approve 1/9/07 Business Meeting Minutes with corrections. Director Baumgardner seconded, and the motion carried with four ayes.

C. 1/16/09 Ordinance Adoption Minutes

Motion

Director Brooks moved to approve 1/16/07 Ordinance Adoption Minutes. Director Baumgardner seconded, and the motion carried with four ayes.

FINANCIAL REPORT

A. Accounts Payable: 1/10, 1/29 and 2/6/07

Motion

Director Olson asked what the legal fees were for and Mr. Owen responded with the Bond Levy. Director Olson moved to approve the payables for 1/10, 1/29 and 2/6/07. The motion was seconded by Director Baumgardner, and carried with four ayes.

B. Fiscal Year 2006-2007

As presented

MANAGER'S REPORT

Mr. Owen stated that the Flex Lease is almost complete and the proceeds should be received next week. Mr. Owen continued that the first payment of \$19,260.00 is due July 1, 2007 and the second payment of approximately \$83,053.00 will be due January 1, 2008. Mr. Owen said that the current PCJWSA CIC rate will not cover the January 2008 payment and should be increased. Mr. Owen recommended that the water CIC rate be increased by \$4.00 per month effective with the February 2007 billing.

Motion

Director Brooks moved to authorize an increase of the water CIC rate \$4.00 per month effective with the February billing. The motion was seconded by Director Olson, and carried with four ayes.

Mr. Owen recommended that due to lack of involvement that Ben Johnson and Tom Rasch be removed from the Advisory Committee and that the Board make a decision whether leave the committee at three or five members.

Motion

Director Brooks moved to remove Ben Johnson and Tom Rash from the Advisory Committee and to obtain two more members leaving it a five person committee. The motion was seconded by Director Olson, and carried with four ayes.

Mr. Owen stated that PCJWSA has been approached about the Telecom property on Cape Kiwanda Drive with a request for water and sewer availability for between 50 – 55 units. Mr. Owen continued that with the commitments already in place water modeling must be prepared by the PCJWSA engineers. Tom Nielsen of Parametrix stated that the PCJWSA maps are not up to date enough to make any recommendations. Mr. Owen said that there is a meeting scheduled with Parametrix to complete the updating of the maps in Auto Cad so that water modeling may take place. Mr. Owen recommended that PCJWSA spend about \$20,000.00 to update the system and recoup this cost from developers as they request availability.

Mr. Owen reported that two very small subdivisions have requested availability for water and sewer for four units. Mr. Owen said that the availability letters were issued in those two cases but there is now another request that has six units on it. Mr. Owen stated in the future if more than one dwelling unit goes on a lot that it should go before the Board and Parametrix for review and approval. Mr. Owen stated that PCJWSA is no longer in a position to overlook the small developments.

Motion

Director Brooks moved to establish a policy that any type of development proposed within the PCJWSA boundaries that consists of more than one dwelling unit per lot shall henceforth come before the Board of Directors for approval and be reviewed by the PCJWSA engineers. The motion was seconded by Director Olson, and carried with four ayes.

Mr. Owen said that the PCJWSA budget calendar has been set and will be handed out to the budget committee next week.

UNFINISHED BUSINESS

A. Pacific Sunset Development

Mr. Owen noted that the submittal package was received February 6, 2007. Mr. Owen continued that Parametrix will review it as soon as possible. Mr. Owen said that Tillamook County is considering issuing provisional building permits for the development. Mr. Owen said that once the submittals have been approved by PCJWSA and Parametrix letters will be sent to David Mann of DEQ.

B. Bond Levy

Ms. Robinson asked if there was a schedule of activities and discussion ensued about the Bond Levy and when a mailing should go out.

GUEST QUESTIONS AND COMMENTS

Dave Baxter stated that he would like to discuss the Pacific Sunset Development. Mr. Baxter said he had talked to Bill Campbell and Mr. Campbell said that Tillamook County would issue provisional building permits. Mr. Baxter understood that water could not be hooked up to the houses but that it would be necessary to have water for construction and fire protection. Mr. Baxter continued that several individuals are ready to build and if the project is going to take four to five more months to finish most of those individuals will pull out of the development. Director Olson asked what would be acceptable water service for construction needs and Mr. Baxter responded temporary service. Mr. Owen stated that water tankers would be the best avenue for temporary water services. Mr. Owen said that PCJWSA does have fire hydrants in the development that are serviceable and accessible by the fire department for fire protection. Discussion continued regarding the steps that are required to get the Pacific Sunset Development finished.

Larry Rouse asked about Water and Sewer SCD fees and when they are required to be paid by the customer and Mr. Owen responded when the owner has a building permit and they come to PCJWSA and apply.

RECESS FOR EXECUTIVE SESSION

Chairman Kellow stated that the meeting would recess for an Executive Session under ORS 192.660(2)(i) for the performance review of the Authority Manager.

RECONVENE

Chairman Kellow reconvened the regular session.

UNSCHEDULED

None

CHAIRMAN/DIRECTOR COMMENTS

Chairman Kellow adjourned the meeting at 6:18 pm.

The PCJWSA Board of Directors approved these minutes on March 6, 2007 by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Doug Kellow, Chairman

Tony Owen, Authority Manager