

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

March 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, Scott Culp, Paul and Sharon Nutting and Steve Williams.

Staff Present: Tony Owen, Ray Cloud

MINUTES:

A. 6/06/07 Business Meeting Minutes.

Motion

Director Brooks moved to approve 2/06/07 Business Meeting Minutes. Director Baumgardner seconded, and the motion carried with four ayes.

FINANCIAL REPORT

A. Accounts Payable: 2/15, 2/27 and 3/6/07.

Motion

Director Brooks moved to approve the payables for 2/15, 2/27 and 3/6/07. The motion was seconded by Director Olson, and carried with four ayes.

B. Fiscal Year 2006-2007

As presented

MANAGER'S REPORT

Mr. Owen introduced Mr. and Mrs. Nutting and stated they are building a home on tax lot 15000, Simmons Road and a sewer line extension is required. Mr. Owen continued that PCJWSA would obtain a quote for this extension but due to the extensive work required with no benefit to PCJWSA Mr. Owen recommended that an exception be taken to the policy allowing Mr. and Mrs. Nutting to hire their own

excavator and run a 165-foot line with cleanouts instead of manholes. Mr. Owen commented that Mr. and Mrs. Nutting would be responsible for the maintenance of this sewer line.

Motion

Director Baumgardner moved to provide sewer service to Mr. and Mrs. Nutting as outlined by the Authority Manager and to declare an exception to PCJWSA's existing policy requiring a sanitary main line extension. The motion was seconded by Director Olson, and carried with four ayes.

Mr. Owen recommended that PCJWSA purchase a new service truck. Mr. Owen continued it would not be a pickup style but a chassis and service body with a small crane. Mr. Owen continued that with all the heavy pumps, hydrants and valve assemblies the crane is a safety tool. Mr. Owen noted that the cost would be approximately \$45,000.00.

Motion

Director Brooks moved to authorize the Authority Manager to purchase a new Ford F450 service truck with a chassis and crane at a cost of approximately \$45,000.00. The motion was seconded by Director Baumgardner, and carried with four ayes.

Mr. Owen stated that in 2006 the Board of Directors made a decision not to assess water SDC fees for stand-alone sprinkler lines or for combined systems where the meter size needed to be larger to accommodate the sprinkler system. Mr. Owen said PCJWSA is seeing more interest and installations of sprinkler systems and asked the Board one, if they wished to continue this policy and two, if yes Mr. Owen recommended monthly fees be assessed to cover the availability, reading, maintenance and replacement of those meters. Discussion continued concerning fees.

Motion

Director Olson moved to instruct the Authority Manager to investigate financial and methodology for implementing a monthly fee for the availability of sprinklers, systems and meters by the start of the budget process. The motion was seconded by Director Brooks, and carried with four ayes.

Mr. Owen reported that two years ago the Board of Directors limited the duration of water and sewer availability letters for developments to a two-year period. Mr. Owen recommended that PCJWSA extend this duration period to all availability letters including single-family dwelling units.

Motion

Director Brooks moved to set the limit of all availability letters issued within the Authorities Boundaries to a two-year duration. The motion was seconded by Director Baumgardner, and carried with four ayes.

Mr. Owen stated developers are requesting approval of their developments immediately and it is impossible to comply. Mr. Owen requested the Board approve an official policy allowing the Manager at least eight weeks to approve new developments. Discussion continued regarding time frame of development approvals.

Motion

Director Brooks moved to authorize the Authority Manager to provide letters to developers when they submit their plans giving them an indication of how many weeks it will take to review. The motion was seconded by Director Olson, and carried with four ayes.

Mr. Owen said two buildings with four dwelling units each is being considered in Nestucca Keys. Mr. Owen continued that step systems will be required and the materials are normally paid by PCJWSA with the customer paying for installation. Mr. Owen stated in this case, the customer may be responsible for some of the infrastructure costs because it is commercial. Chairman Kellow stated that the Board should look at the costs before making a final decision.

UNFINISHED BUSINESS

A. Pacific Sunset Development

Mr. Owen distributed letters to the Board from himself and Tom Nielsen regarding the pumps and stated that the sixteen-week performance bond period had started.

B. Bond Levy Advisory Committee

Mr. Owen asked if an Advisory Committee meeting should be scheduled. Discussion about a meeting ensued. Director Olson stated that there should be two mailings to customers, the first from the Authority with facts only and the second, from a PAC in a questions and answer format marketing the Bond. Discussion continued on the Bond Levy and possible actions.

C. Flex-Lease Loan

Mr. Owen stated that the Flex Lease loan monies have been received and deposited into the 005 fund.

NEW BUSINESS

A. Seawatch Phases II and III

Mr. Owen reported that he had not time to look at the plans yet and a special meeting may be called for the Board of Directors to approve it.

GUEST QUESTIONS AND COMMENTS

Carolyn McVicker asked if there were many questions regarding the CIC rate increase and Mr. Owen replied very few.

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 at 6:02 pm.

UNSCHEDULED

None

CHAIRMAN/DIRECTOR COMMENTS

Chairman Kellow adjourned the meeting at 6:03 pm.

The PCJWSA Board of Directors approved these minutes on April 3, 2007 by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Doug Kellow, Chairman

Tony Owen, Authority Manager