

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

June 5, 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, Dick Carter and Doug Olson.

Guests present were Jack Doyle, Daryl Jimerson, Larry Rouse Ielean Rouse, Tim Hirsch, Betty Robinson, Tom Rasch and Sandi Rasch.

Staff Present: Tony Owen, Ray Cloud and Michelle Hughes

MINUTES:

A. 05/01/07 Business Meeting Minutes.

Motion

Director Brooks moved to approve 05/01/07 Business Meeting Minutes. Director Baumgardner seconded, and the motion carried with five ayes.

B. 05/08/07 Budget Committee Meeting Minutes.

Motion

Director Olson stated that the minutes reported Chairman Kellow as holding the meeting when in fact it was Vice Chairman Olson. Director Carter moved to approve 05/08/07 Budget Committee Meeting Minutes with corrections. Director Baumgardner seconded, and the motion carried with five ayes.

FINANCIAL REPORT

A. Accounts Payable: 5/8, 5/14, 5/30 and 6/5/2007.

Motion

Director Brooks moved to approve the payables for 5/8, 5/14, 5/30 and 6/5/2007. Director Carter seconded, and the motion carried with five ayes.

B. Fiscal Year 2006-2007

As presented. Director Olson asked if the annual audit was scheduled and Mr. Owen replied in the negative. Director Olson asked if PCJWSA was contracted with Pauley Rogers and Mr. Owen stated that the contract had expired and PCJWSA would be looking at a RFP next year.

MANAGER'S REPORT

Mr. Owen stated that there is a need for a new shop to house equipment, vehicles and parts and Mr. Owen asked for approval to proceed with getting a design, BLM approval and obtaining bids. Director Olson asked about the cost and Mr. Owen responded that the last building erected cost about \$33,000.00.

Motion

Director Brooks moved to direct Mr. Owen to proceed with the shop project design, BLM approval and bids. Director Baumgardner seconded, and the motion carried with five ayes.

Mr. Owen stated that there is a need for a temporary seasonal employee to assist with minor maintenance items such as mowing and fire hydrant painting. Discussion ensued regarding type of employee, duties and wages. PCJWSA Board of Directors concurred and directed Mr. Owen to proceed with hiring.

Mr. Owen said that the PCJWSA lab remodel had been put off for six years and remains on the capital improvements budget. Mr. Owen reported that this is a functional as well as safety issue and renovation needs to be completed. Mr. Owen requested Board permission to price out the renovation. PCJWSA Board of Directors concurred.

Mr. Owen reported that there are three projects before the PCJWSA engineer for review.

1. Restaurant/Lounge at the intersection of Alder and Cape Kiwanda. This project has been approved by Parametrix.
2. Brooten Town homes on Brooten and Camp. Parametrix has not approved this project yet.
3. Marina Development on the riverside of Brooten and Spring St. Parametrix has not approved this project yet.

Mr. Owen recommended that the Board of Directors approve the restaurant and approve the other two projects subject to Parametrix approval.

Motion

Director Olson moved to issue letters of availability for sewer and water to the Restaurant and Lounge on the corner of Cape Kiwanda and Alder and to issue letters for the Brooten Town homes and Marina Condominiums only upon receipt of a favorable review by Parametrix. Director Brooks seconded, and the motion carried with five ayes.

UNFINISHED BUSINESS

A. Pacific Sunset Development

Mr. Owen said that Tom Rasch of Pacific Sunset is asking for a fourteen-week extension of their performance bond. Mr. Owen continued that after speaking with Tom Nielsen of Parametrix and the PCJWSA attorney Mr. Owen proposed to the Board of Directors to issue a six week extension on the performance bond. Mr. Owen stated that the expiration date would be August 1, 2007 and in addition, stipulations that the developer provide PCJWSA a weekly report of items finished or currently in progress be submitted each Friday afternoon. Mr. Owen said that the bond could be called if the reports are not timely. MR. Owen continued that also, the developer report to PCJWSA any construction and or

installation of materials. Mr. Owen reported that more than construction are as builds, easements, infrastructure dedication, O & M manuals for the pump station and equipment.

Mr. Rasch stated that he had no problem completing the work by August 1, 2007 but that he does not have control over approval by the DEQ. Mr. Owen responded that he had talked to Mr. Mann at DEQ and Mr. Man said that if the O & M manual is submitted correctly that he could have the review done in about two weeks. Mr. Owen continued that if it were not submitted correctly it would be kicked back.

Motion

Director Carter moved to issue an extension of the bond to Pacific Sunset to August 1, 2007 with the stipulations that Mr. Owen made. Director Olson seconded, and the motion carried with five ayes.

B. Pacific Sunset Letter of Water and Sewer Availability

Mr. Owen reported that the water and sewer availability letter to Tillamook County has lapsed. Mr. Owen recommended that the Board of Directors renew the letter.

Motion

Director Brooks moved to renew the letter of water and sewer availability Pacific Sunset. Director Carter seconded, and the motion carried with five ayes.

C. Ridge Road Water and Sewer

Mr. Owen reported that review of the extension is still in process and a special meeting may be required later in the month.

D. Bond Levy

Mr. Owen said that the Board of Directors was given a copy of Resolution 07-04 from Bond Council authorizing the sale of bonds. Mr. Owen asked how much of the bonds the Board wished to issue, in either a series or the whole amount. Mr. Owen said that Bond Council suggested one single sale of the bonds.

Motion

Director Olson moved to adopt Resolution 07-04 and presented and to direct bond council, legal council and the PCJWSA financial advisor to begin preparation for a single bond issue following certification of the election. Director Carter seconded, and the motion carried with five ayes.

E. 2007 – 2008 Budget

As presented.

NEW BUSINESS

A. May 15, 2007 Election Certification

Chairman Kellow read into the record the certification letter to Tassi O'Neil, Tillamook County required by statute.

Motion

Director Olson moved to adopt the letter read by Director Kellow and to certify the election to Tillamook County. Director Carter seconded, and the motion carried with five ayes.

GUEST QUESTIONS AND COMMENTS

None

UNSCHEDULED

None

CHAIRMAN/DIRECTOR COMMENTS

Director Brooks thanked the people of Pacific City for their vote in the May 15, 2007 election.

Chairman Kellow thanked Director Brooks and Director Baumgardner for their years of outstanding service and presented each with a plaque of appreciation.

Chairman Kellow recessed the regular meeting at 5:45 pm ORS 192.660 Subsection 2, Paragraph i, performance review of the Authority Manager.

Chairman Kellow reconvened the regular business meeting at 6:34 pm.

Chairman Kellow recessed the regular meeting at 6:34 pm

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

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Doug Kellow, Chairman

Tony Owen, Authority Manager