

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

January 6, 2009

Chairman Kellow called the January 2009 business meeting to order at 5:00 PM, in the Authority's meeting room.

Directors present were Doug Kellow, Carolyn McVicker, Larry Rouse and Anne Price. Dick Carter was absent.

Guests Present: Betty Robinson, Ielean Rouse, Tim Hirsch

Staff Present: Ray Cloud, Michelle Hughes

MINUTES:

A. 12/02/08 Business Meeting Minutes

Motion

Director Rouse moved to approve the 12/02/08 Business Meeting Minutes. Director McVicker seconded, and the motion carried with four ayes.

FINANCIAL REPORT

A. Accounts Payable: 12/15/08, 12/29/08 and 01/06/09.

Motion

Director McVicker moved to approve the payables for 12/15/08, 12/29/08 and 01/06/09. Director Price seconded, and the motion carried with four ayes.

B. Fiscal Year 2008 – 2009

As presented

C. 2007/2008 Audit

As presented

MANAGER'S REPORT

Mr. Owen reported that PCJWSA completed the ERA QA/QC lab study with preliminary results on December 30, 2008. Mr. Owen continued that he was not satisfied with the results and will make some changes including the purchase of new lab equipment. Mr. Owen also said that PCJWSA would participate in future studies to satisfy DEQ and himself that tests are being performed correctly.

Mr. Owen said that an Embarq employee bored a hole through a customer's tank and they will be invoiced for the work it created.

Mr. Owen reported that a new copier/scanner is still being evaluated with the first demo not being acceptable. Mr. Owen continued that a second machine would be brought in Thursday.

Mr. Owen reminded the board that PCJWSA has been a customer of Pauly Rogers since about 1994 or 1995 and it is time to issue a RFQ/RFP for professional services on the open market to determine whether or not PCJWSA should make a change.

Motion

Director Rouse moved to authorize the Authority Manager to advertise through a RFP/RFQ for a new auditing firm. Director McVicker seconded, and the motion carried with four ayes.

Mr. Owen stated that Springbrook will move to a new On-Line Bill Pay service facilitator effective April 1, 2009. The cost to continue offering this service if PCJWSA made a decision immediately would be \$4,800.00 and in the future would be \$6,000.00. Mr. Owen reported that the amount of money is not worth the amount of users and would like to drop the service.

Motion

Director Price moved to discontinue the Springbrook On-Line Bill Pay option for PCJWSA customers. Director Rouse seconded, and the motion carried with four ayes.

Mr. Owen said that there was still a vacancy on the Advisory Board and that Doug Olson had verbally volunteered for that position.

Motion

Director McVicker moved to appoint Doug Olson to the vacant position on the Advisory Committee. Director Rouse seconded, and the motion carried with four ayes.

Mr. Owen reported on the airport lift station failure and a list of equipment and safety items needed to handle such an emergency in the future. Mr. Owen continued that design work for a new lift station be started immediately. Discussion ensued.

Motion

Director Rouse moved to authorize the Authority Manager to proceed with design and construction of a new airport lift station. Director McVicker seconded, and the motion carried with four ayes.

UNFINISHED BUSINESS

A. Horn Creek

Mr. Owen said that PCJWSA is still awaiting permits and is going through the design plans. Mr. Owen continued that there would be meetings later in the week to discuss the electrical issues with Horn Creek. Mr. Owen informed the Board that Parametrix suggested that the general contractor procure the equipment for Horn Creek, but he advised it would be to PCJWSA's advantage to purchase the items without a markup, and PCJWSA would be able to purchase the equipment immediately. Discussion ensued until it was agreed upon that PCJWSA would purchase its own equipment.

B. Master Plans Update

Mr. Owen stated that preliminary work was being put together for the Master Plans Update.

C. Property Acquisition

Mr. Owen reported that the property closed on January 5, 2009. Mr. Owen continued that PCWJSA applied with Tillamook County for demolition and is working with the FAA for a new lift station building.

NEW BUSINESS

A. Appoint Budget Officer for F/Y 2009/2010

Motion

Director Rouse moved to appoint Tony Owen as the 2009/2010 Budget Officer. Director Price seconded, and the motion carried with four ayes.

GUEST QUESTIONS AND COMMENTS

Ileean Rouse asked if there was a possibility of acquiring state money to assist with the airport lift station and Mr. Owen replied that historically the answer had been no because of the amount of money PCJWSA has in the bank along with the tax base of the community. Mr. Owen continued that PCJWSA is also not out of compliance making funds almost impossible to obtain.

UNSCHEDULED

None

CHAIRMAN/DIRECTOR COMMENTS

Director Kellow adjourned the regular meeting at 6:00 PM.

The PCJWSA Board of Directors approved these minutes on February 3, 2009 by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Doug Kellow, Chairman

Tony Owen, Authority Manager