

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

October 4, 2011

Chairman Kellow called the October 2011 business meeting to order at 5:00 PM, in the Authority's meeting room.

Directors present: Doug Kellow, Carolyn McVicker, Sean Lambert, Anne Price and Dick Carter.

Guest Present: Betty Robinson

Staff Present: Tony Owen

MINUTES:

A. 09/06/11 Business Meeting Minutes

Motion

Director Carter moved to approve the 09/06/11 Business Meeting Minutes. Director McVicker seconded, and the motion carried with five ayes.

FINANCIAL REPORT

A. Accounts Payable: 09/14, 09/28 and 10/04/2011.

Motion

Director McVicker moved to approve the payables for 09/14, 09/28 and 10/04/2011. Director Carter seconded, and the motion carried with five ayes.

B. Fiscal Year 2011-2012

Mr. Owen stated that although revenue is above expected, expenses such as overtime pay are also higher. Mr. Owen continued that scheduling of staff may be staggered to reduce the expense.

MANAGER'S REPORT

Mr. Owen reported that PCJWSA received its wastewater NPDES permit with no comments from outside sources. Mr. Owen continued that the permit expires October 31, 2016.

UNFINISHED BUSINESS

A. Airport Lift Station

1. RESOLUTION 11-05 – PUBLIC CONTRACTING CONTRACTOR PRE-QUALIFICATIONS.

Mr. Owen gave a dissertation of the plans for the Airport Lift Station. Mr. Owen continued that ORS 279 allows PCJWSA to pre-qualify contractors, and with Peter Livingston and Tom Nielsen documents were put together. Mr. Owen said that legal and schedule issues changed the Resolution that was previously sent to the Board but did not substantially change the document. Mr. Owen stated that a request for qualifications on a formal SOQ would be issued. Mr. Owen said that after a formal review there would be an invitation to bid submitted to those applicants that were most qualified.

Motion

Director Carter moved to adopt Resolution 11-05 In the Matter of Adopting a Format to Pre-Qualify Potential Bidders For the Airport Sewage Pump Station Project with a Two-Step RFQ/ITB Process Pursuant to ORS 279C.430. Director Price seconded, and the motion carried with five ayes.

Discussion continued regarding the Airport Lift Station.

B. BLM Property

Mr. Owen stated that there was a meeting on September 20, 2011 with about 30 community members in attendance. Director McVicker reported that Mr. Owen did a very good job of presenting the project to the community and BLM participants. Director McVicker also reported that the project should be before BLM in January.

GUEST QUESTIONS AND COMMENTS

None

RECESS FOR EXECUTIVE SESSION

- A. ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigations likely to be filed and
- B. ORS 192.660 (2) (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

RECONVENE

The regular business meeting reconvened at 5:55 PM.

UNSCHEDULED

Director Price stated that she was asked to provide the Oregon Coast Bank with a revised signature card. PCJWSA Board Members and Tony Owen signed the revised signature card.

CHAIRMAN/DIRECTOR COMMENTS

Director Lambert asked if PCJWSA was concerned with runoff into the water supply when Tillamook County sprays chemicals along the roadways. Mr. Owen reported that where they are spraying should not be an issue.

Director Kellow adjourned the regular meeting at 6:02 PM.

The PCJWSA Board of Directors approved these minutes on November 1, 2011 by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Doug Kellow, Chairman

Tony Owen, Authority Manager