

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

February 5, 2019

Chair McVicker called the February 5, 2019, business meeting to order at 5:00 PM in the Authority meeting room.

Directors Present: Carolyn McVicker, Cameron Gogas, Anne Price, Sean Lambert, and Sean Carlton.

Guests Present: Bud Miller, Rintha Renoud, Sue Delaney, Tim Hirsch, and Robyn Kostrikin.

Staff Present: Tony Owen, Rachelle DeLoe, and Ray Browning.

**MINUTES**

A. 01/08/19 Business Meeting Minutes

Chair McVicker had one correction. Chair McVicker asked that Assistant was added to Manager on page four under Director Comments.

**Motion**

Director Price moved to approve the minutes as corrected of the 01/08/19 Business Meeting. Director Carlton seconded, and the motion carried with four ayes and one abstention.

**FINANCIAL REPORT**

A. Accounts Payable: 1/8, 1/15 & 1/31/19

**Motion**

Director Price moved to approve the accounts payable for 1/8/19, 1/15/19 and 1/31/19. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 18/19

Chair McVicker commented that she liked that the report showed percentages on the right hand side so they could see if the Authority was on target with their spending.

## MANAGERS REPORT

Mr. Owen reported that they had had no response to the Assistant Manager position and entertained the idea of hiring a recruitment firm. Mr. Owen continued that Chair McVicker had noticed in the SDAO catalog that they had a consultant that did manager recruitment and said they would look into it. Mr. Owen said they had sent 400+ direct mailings and had ads at a number of websites, still with no response. Mr. Owen asked for direction on how to proceed. Director Price liked the idea of using the SDAO recruitment consultant because they had put so much time and effort into the position and would like to see the right candidate. Director Carlton asked if they had looked through the websites the ad was posted at to compare the job description and salary to other districts. Mr. Owen said they had sent out direct mailers to about 400 qualified operators. Mr. Owen said that the salary was stated as dependent on qualifications. Director Gogas opposed the Assistant Manager position and would rather the Authority hire someone to replace Mr. Owen when he decided to retire. Director Price said the decision had already been made to hire an Assistant Manager. Chair McVicker said if Director Gogas would like to propose they revisit that decision he would need some support from fellow board members. Director Gogas asked the board for their input. Director Lambert said he believed the Authority needed an Assistant Manager and this was a side effect of living in a secluded area. Director Lambert said they should continue on the path they had set out on. Chair McVicker said that Mr. Owen was asking if they needed to look into another option, like a recruitment firm, to find candidates. Director Carlton said he was not interested in spending money on a recruitment firm quite yet. Director Carlton continued that he hadn't anticipated on seeing candidates this quickly so he was not surprised. Chair McVicker asked what kind of time frame they should look at. Director Carlton said he didn't expect it to happen sooner than 6 months. Director Price said that they should look into the SDAO option as well as other options for recruitment and revisit it at the next meeting. Discussion ensued regarding the recruiters that they had researched and what their requirements were.

Mr. Owen reported that there was a request for water service on Ridge Rd. Mr. Owen continued that it was something that was in the Master Plan but they would need to look into it sooner rather than later. Mr. Owen said that the plan would affect all homes that were provided water service from the 100k reservoir. Mr. Owen said that he wanted the board to be aware and begin to discuss it. Mr. Owen continued that he would be talking to the engineers about it. Chair McVicker said that there were several vacant lots in the area. Director Carlton asked how the Authority would have the ability to tell a customer within the district that they cannot have water. Mr. Owen replied that they cannot and that is why that issue was being brought up. Discussion ensued regarding responsibility for providing water service and other lots that may need water service in the future. Director Gogas asked if Water Capital Improvement charges would pay for this kind of project. Mr. Owen replied that they can but would most likely come from System Development Charges because it was capacity increasing.

Director Gogas asked about the office remodel bullet point. Mr. Owen replied that they were looking at different options for remodeling the office, a new copier and phone system. Director Carlton asked if they were budgeted items. Mr. Owen replied they would come from the Capital Improvement Charges and there are line items for office and new construction. Director Gogas asked if that would cover some rot on the building. Mr. Owen replied that was a separate item. Director Gogas asked if there would be a bid process. Mr. Owen replied in the affirmative.

Director Gogas asked about the trees that had been removed at the Beaver property. Mr. Owen replied that PCJWSA had a few trees removed as they were leaning over a residence and could potentially fall.

## **UNFINISHED BUSINESS**

### **A. WWTP Improvement Project**

Mr. Owen reported the new SBR was up and running and had been seeded on January 15, 2019. Mr. Owen continued that it was still in the infancy stage and working on biology. Mr. Owen said the staff was working 24 hours a day and would hopefully be able to go back to the regular schedule by the end of that week. Mr. Owen added that PCJWSA was having Zwald Trucking haul the bio-solids to the Beaver property. Director Carlton asked when the project should be completed. Mr. Owen replied May. Chair McVicker said she would like to thank the staff for working so hard and being willing to work the weekends and nights until everything is up and running.

### **B. Strategic Plan**

Chair McVicker said that the strategic plan was a working document and was supposed to be on the January agenda. Chair McVicker continued that they had discussed and approved the working document in December under Director Comments. Chair McVicker said that they would need to make a motion to approve the document as the public had not been informed in December that it would be on the agenda.

#### **Motion**

Director Price moved to approve the working document for the 19/20 Strategic Plan. Director Lambert seconded, and the motion carried with four ayes and one abstention.

Chair McVicker wanted it on the record that Director Gogas had voted in favor of the document in December and was choosing to abstain that time.

### **C. Community Engagement**

Director Carlton said he would like a chance to go over the document again. Director Carlton continued that he believed there would have been more and was not sure if his expectations had been too high. Director Carlton said that a \$3000 retainer was not appropriate and maybe there was a way he could become comfortable with a project based approach but did not like the idea of the monthly retainer. The board agreed that the retainer and communications officer position were not possible options. Chair McVicker asked if it would be appropriate to ask her to give a scope for developing the strategic plan and look at a five year window and how to get there as well as recommending tactics and developing those tactics. Discussion ensued about what the cost would cover and whether or not to develop a five year plan.

#### D. Manager Review Process

Chair McVicker referred to the document received from Ryan Fleming. Director Carlton said he thought some of the time frames were too narrow. Director Carlton said the overall timeframe was fine but certain items seemed too close together to be possible. Chair McVicker asked if there was a specific example. Discussion ensued regarding specific dates and the fast turnaround that would be necessary. Director Price said she shared similar concerns but said that was the reason they asked for Mr. Fleming's help. Director Price continued that there were several items that she could look at ahead of time and notes ready for when the time came for that item. Director Carlton said that he believed they could be flexible with the dates and maybe do multiple items simultaneously.

#### GUEST QUESTIONS AND COMMENTS

Robin Kostrikin asked how the Authority knows that they are not exceeding the HAA5 limits between testings'. Mr. Owen responded that they would have to sample every day and send a sample to be tested every day. Ms. Kostrikin said then it may have not been an isolated incident. Mr. Owen replied that it was an unusual incident. Ms. Kostrikin asked if there was another reason this incidence could have occurred, such as not flushing the lines often enough. Ms. Kostrikin asked if flushing the lines could be related. Mr. Owen said it could be a potential issue. Ms. Kostrikin asked how often the lines were flushed. Mr. Owen replied that they tried to do it annually but did not always happen annually depending on the workload at the time. Ms. Kostrikin asked how the Authority determines how much chlorine to add to the water system. Mr. Owen replied chlorine was automatically injected and gave a brief example of the process. Mr. Owen continued that they took in different factors including rain and what was happening at Horn Creek. Ms. Kostrikin clarified that there was no guarantee that exceedances were not happening in between testings'. Mr. Owen replied that he could not answer one way or another.

Rintha Renoud said that the chlorine level smell at her home at times is overwhelming. Ms. Renoud gave a summary of her experience with chlorine in pools and testing procedures. Ms. Renoud asked if there was a reason for the differences. Ms. Renoud said she didn't have any neighbors to ask if they had a similar experience as they are not full time residents. Mr. Owen replied that she is correct that several of the residents along that mainline are not always there and it is dependent on usage. Mr. Owen continued that pH and temperature can also affect chlorine. Mr. Owen said he had been doing research on equipment for automatic line flushing for areas like hers where there may not be as much usage. Mr. Owen added that the chlorine injection at Horn Creek was automatic and watched very carefully.

Ms. Kostrikin said she had experienced a similar situation at her home with an overwhelming smell of chlorine. Ms. Kostrikin added that chlorine can be very toxic and chlorine gas can cause a number of issues. Ms. Kostrikin said she had talked to several people in the district with the same issue.

Sue Delaney was curious why the Authority was not training one of the current employees to be the Assistant Manager. Chair McVicker said the Authority did not have the skills or time to train an employee for that position. Ms. Delaney asked if there were any employees that were

qualified and/or wanted to move into that position. Mr. Owen said none that had been expressed to him.

Bud Miller referred to the Pacific City Sun article that the WWTP Upgrade was under budget. Mr. Miller asked if that was still the case. Mr. Owen said at the moment they were under budget but that there was still about four months left of the project and there were some change orders that needed to be made. Mr. Owen continued that his main concern was that they were overdue on the project and that could potentially cost more money, not from the citizens, but from what had already been allocated for the project. Mr. Miller asked how under budget they were at the present time. Mr. Owen replied that there was about \$570,000 in contingency at that time. Mr. Miller suggested that if there was money left over at the end of the project he would like to see it returned to the rate payers. Mr. Owen said he understands that that would be nice but cannot be distributed in such a way. Mr. Owen continued that they would have to expend all of the money before they received any grant money. Discussion ensued regarding the grant money and revenue bond and why they will need to expend the contingency. Ms. Renoud mentioned that saying that they need to spend the money or lose and that grant money was free was not a good way to build rapport with the community. Mr. Owen said he was not trying to imply that they were receiving free money.

Ms. Delaney asked when the Master Plan was created. Ms. Delaney asked if there was anything in the Master Plan that replaced all of the asbestos pipe in Pacific City. Mr. Owen said he had researched pipe lining or pipe bursting, which is a liner that goes inside the asbestos pipe and will keep asbestos fibers from entering the water. Mr. Owen continued that he had asked Rural Development if that kind of project would qualify for funding and they said that yes it should qualify. Ms. Delaney asked if there was a reason that they had left the sections of asbestos pipe that are still out there. Mr. Owen did not know the reasoning. Director Carlton clarified and asked if the Master Plan had asbestos pipe replacement. Mr. Owen replied that he would have to reread it.

Ms. Kostrikin asked if Mr. Owen could let them know after he looked at the Master Plan whether it was in there or not. Ms. Kostrikin continued that she had just become aware of the asbestos pipe and was surprised that it had not been removed. Ms. Kostrikin said that at a previous meeting Mr. Owen had stated that they test for asbestos annually, but when she looked at the Drinking Water newsletter it stated every nine years. Ms. Kostrikin asked how the Authority would know that there wasn't a problem during those nine years. Ms. Kostrikin continued that she had been told that the asbestos pipes ran from town to woods bridge and did drinking water run through those pipes. Mr. Owen replied in the affirmative. Chair McVicker said that it was tested in accordance with state regulations. Ms. Kostrikin asked if there was a best practice for asbestos testing. Ms. Kostrikin was also concerned about the possibility of an earthquake damaging the pipes.

## **CHAIRMAN/DIRECTOR COMMENTS**

No questions were asked.

Chairman McVicker adjourned the meeting at 6:05 PM.

The PCJWSA Board of Directors approved these minutes on March 5, 2019, by the following votes:

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Carolyn McVicker, Chair

\_\_\_\_\_  
Tony Owen, Authority Manager