

PACIFIC CITY JWSA BOARD OF DIRECTORS
FISCAL YEAR 2020/2021 BUDGET HEARING
MINUTES

June 2, 2020

Chair McVicker called the June 2, 2020 special meeting to order at 5:00 PM, via video conference.

Chair McVicker stated that the board was meeting via video conference call due to the pandemic and the Oregon Governors social distancing recommendation.

Directors present: Carolyn McVicker, Anne Price, Cameron Gogas, Tom Donohue, and Sean Carlton.

Guests Present: Tim Hirsch

Staff Present: Kirk Medina, Michelle Hughes, and Rachelle DeLoe

Chair McVicker asked Mr. Medina if there were any questions submitted electronically regarding the 20/21 fiscal year budget.

No questions were asked.

Chair McVicker adjourned the meeting at 5:02 PM.

The PCJWSA Board of Directors approved these minutes on July 7, 2020 by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

June 2, 2020

Chair McVicker stated that the board was meeting via video conference call due to the pandemic and the Oregon Governors social distancing recommendation.

Directors Present: Carolyn McVicker, Cameron Gogas, Sean Carlton, Tom Donohue, and Anne Price. (via video conference call)

Guests Present: Tim Hirsch.

Staff Present: Kirk Medina, Rachelle DeLoe and Michelle Hughes.

Chair McVicker called to order the monthly business meeting at 5:02 PM following the annual Budget Hearing.

MINUTES

A. 05/05/2020 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 05/05/2020 Business Meeting. Director Donohue seconded, and the motion carried unanimously.

B. 05/12/2020 Budget Committee Meeting Minutes

Motion

Director Price moved to approve the minutes of the 05/12/2020 Budget Committee Meeting. Director Carlton seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable: 05/05, 05/15, & 05/31/2020

Director Donohue asked what the payment to Dude Solutions was for. Mr. Medina responded that Dude Solutions was the work order software the Authority used to relay work orders to the field operators.

Director Donohue asked what the payment to Olympic Foundry was for. Ms. DeLoe responded that one invoice was for manhole risers because Tillamook County Road Department had planned to pave part of Brooten Rd. and the second invoice was for the shipping and handling costs.

Director Donohue asked what the payment to Atlas Copco was for. Ms. DeLoe responded that there were Atlas Copco compressors at Horn Creek that had been recently serviced.

Director Donohue asked what the payment to BMS Technologies was for. Ms. DeLoe responded that BMS Technologies was formerly known as Bend Mailing Solutions but had recently changed their name.

Director Donohue asked what the payment to Kay Zollner was for. Ms. DeLoe responded that Ms. Zollner had sold her house and it was a refund for the credit on her account.

Motion

Director Price moved to approve the accounts payable for 05/05, 05/15, and 05/31/2020. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 19/20

No questions were asked.

MANAGERS REPORT

Mr. Medina reported that the Authority had had no water or sewer violations in May 2020.

Mr. Medina reported that the office was still closed, but they were looking at options to reopen, such as by appointment. Director Gogas asked if the Authority had received any complaints about not being able to drop off payments in person and if the drop box was being utilized more. Ms. Hughes responded that the drop box was being used more often and they had not had any complaints. Director Price was very concerned about the health and safety of the employees and because there was not a demand or need for the office to be open then she would recommend the office not be opened too soon. Mr. Medina said they had considered only seeing customers by appointment, possibly beginning the next week. Mr. Medina also suggested using a window to be able to accept payments from customers. Director Price suggested that because customers had not seemed to need to have the Authority open, she would recommend staying closed longer. Mr. Medina said it would not be a problem for the Authority to stay closed a while longer. Other members of the board agreed and chose to discuss that topic at the next board meeting.

Mr. Medina reported that the operations staff had remained healthy and the water and sewer flows were below normal.

Mr. Medina reported that the administrative staff had worked diligently to gather all the information for the interim audit that occurred in May 2020. Mr. Medina said there would some minor end of year items that would need to be gathered after the end of the fiscal year.

Director Carlton asked if Mr. Medina knew what kind of water and sewer flows had occurred over the holiday weekend versus the prior year. Mr. Medina said they had looked at the whole month, and the flows were down by about 25%. Mr. Medina said he would look into the holiday weekend. Mr. Medina planned to offer the board a monthly summary of flow information with the board packet.

Mr. Medina reported that there was a temporary restroom facility added recently in front of Pelican Brewing. Mr. Medina continued that Nestucca Ridge Development was utilizing a water and sewer service that had been suspended since 2008. Discussion ensued about what business was in that parking lot that would have needed that water service and whether a backflow assembly would be required.

Mr. Medina reported that the Brooten Rd. water main replacement project was mostly completed. Mr. Medina continued that they still needed to pressure test and disinfect the new main before connecting services.

UNFINISHED BUSINESS

A. 2020 Water and Wastewater Master Plan

Mr. Medina said the Master Plan was moving forward. Mr. Medina continued that portions of the Master Plan may not be complete in December 2020 due to the sewer flow monitoring portion. Mr. Medina added because of the pandemic and COVID-19, sewer flows in Pacific City at that time were not typical and would not give an accurate representation of the normal summer flows. Mr. Medina continued that he had another meeting with Parametrix soon and if they could get the data they need then they would move forward. Mr. Medina said staff had provided Parametrix with all the information they had requested. Director Carlton believed that making sure they had accurate sewer flow data was critical and he thanked Mr. Medina for making sure that it was taken seriously. Chair McVicker asked if the Water and Sewer Master Plans schedules had to be separated due to the flow monitoring, was Parametrix prepared to reschedule the schedule so that it would not cost more for the Authority. Mr. Medina said he hoped they would be willing to, but he would confirm at his next meeting.

NEW BUSINESS

A. COVID-19 Customer Consideration

Mr. Medina said that staff had looked at the past due notices that had to be sent out in May 2020 and noticed there were a few more than previous months, but the shut off report was still at 10 customers. Mr. Medina added that he did not expect a large increase in customers being shut off after the state of emergency is lifted. Director Price mentioned the Customer Assistance program the PCJWSA had in cooperation with CARE. Director Price wanted to make it known to customers that they had options and PCJWSA was willing to work with them. Director Gogas asked how much money the customers in danger of being shut off added up to. Ms. Hughes responded that it was around \$5,000-\$6,000. Ms. Hughes continued that it was a lot of money to the customers and the Authority does reach out to them to let them know they can make payment arrangements. Mr. Medina added that staff typically knew which customers would be eligible for the Customer Assistance Program and could offer that as an alternative. Ms. Hughes gave a few examples of criteria for the Customer Assistance Program including the person applying must be the property owner and typically that was an issue as the renter was the one paying the utility bills. Discussion ensued regarding payment options for customers and the responsible party of the utility bill.

B. 2020 Water Quality Report

Mr. Medina reported he was almost finished with the Annual Water Quality Report. Mr. Medina said it would be in a new format and he would send a copy to the board prior to sending them out to customers. Mr. Medina added that the Water Quality Report could be found on the Authority's website and a message would be distributed with the billing. Director Price said she believed in the past the Authority had mailed a physical copy of the Water Quality Report to each customer. Mr. Medina said they were only required to make the report available to customers electronically but would also be offering physical copies upon request. Ms. DeLoe added that in the prior two years the Authority had put a notice on the bill that stated the Water Quality Report could be found on the Authority's website and if the customer would like a physical copy they may call the office and one would be mailed to them. Director Carlton confirmed that the report was for the 2019 calendar years water testing. Mr. Medina replied in the affirmative and added that he had retitled it as the 2020 Water Quality Report that was reporting on the 2019 drinking water quality.

GUEST QUESTIONS AND COMMENTS

No questions were received.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked if a list could be made of vendors and what the Authority purchased from them for new board members. Director Gogas continued that a listing of acronyms would be helpful also. Mr. Medina said he did not mind spelling out most of the acronyms to help out the public and new board members. Director Donohue said he had wondered what CIC had meant on the monthly utility bills, and it might be helpful to spell it out for customers there as well.

Director Gogas asked if each of the Authority's trucks were set up the same. Director Gogas continued that it would be easier for employees if each truck had the same parts in the same places to reduce the amount of time spent running to the hardware store. Mr. Medina said he would look into it.

Director Gogas referred to a conversation he had had with Mr. Medina. Director Gogas suggested the Authority consider taking in Thousand Trails, Nantucket Shores, and even Tierra Del Mar to minimize the cost of the second skid at the Horn Creek Water Treatment Plant. Director Gogas wasn't sure if it would be feasible but wanted to open up the topic for discussion. Chair McVicker said expanding the district was a very long and difficult process that would involve public input. Chair McVicker continued that it would be premature to consider expanding before the Authority received their new Master Plan and could see the capabilities of their system. Discussion ensued regarding costs of expanding the boundary and the pros and cons of doing so.

Director Gogas wanted to congratulate Mr. Medina on an article that he had written and was published recently. Mr. Medina gave the board a short description of the article and another one he had been working on that was to be published in August 2020.

The board recessed for Executive Session at 5:59 PM under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any body, a public officer, employee or staff member who does not request an open hearing. This executive session is closed to the public.

The board reconvened at 7:02 PM.

Chair McVicker adjourned the meeting at 7:02 PM.

The PCJWSA Board of Directors approved these minutes on July 7, 2020, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager