

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

November 5, 2019

Directors Present: Carolyn McVicker, Cameron Gogas, Anne Price, and Sean Carlton. Tom Donohue was absent.

Guests Present: Tim Hirsch, Dave Baxter, Sue Delaney, Mike Dill, and Robin Kostrikin.

Staff Present: Ray Browning, Tony Owen, and Dale Pesterfield.

MINUTES

A. 10/01/19 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 10/01/19 Business Meeting. Director Carlton seconded, and the motion carried with four ayes.

FINANCIAL REPORT

A. Accounts Payable: 10/1, 10/15, & 10/31/19

Motion

Director Price moved to approve the accounts payable for 10/1/19, 10/15/19, and 10/31/19. Director Carlton seconded, and the motion carried with four ayes.

B. Fiscal Year 19/20

No questions were asked.

MANAGERS REPORT

Mr. Owen reported that they had been working with a pump distributor recently because they did not have any backup pumps for lift stations available. Mr. Owen continued that he would like to order 3-4 pumps to have available, they would cost around \$22,000, and would come from the 004 Fund. Discussion ensued regarding size and location of lift station pumps.

Mr. Owen referred to the Mutual Aid Agreement that he had sent the board from ORWARN. Director Price clarified that PCJWSA could be asked to respond to another district but had the ability to decline as it was not mandatory. Mr. Owen replied in the affirmative. Director Price said

the Mutual Aid Agreement was very thorough. Director Gogas asked how much it would cost the Authority to become members of ORWARN. Mr. Owen responded that there was no fee, just the Mutual Aid Agreement. The board was in agreement that becoming members of ORWARN would be beneficial to the Authority.

Motion

Director Gogas moved to become members of ORWARN per the Mutual Aid Agreement. Director Price seconded, and the motion carried with four ayes.

Chair McVicker said while reading through the 2019 Oregon Infrastructure Report Card, She noticed Oregon was given a C- in drinking water and a D in wastewater. Chair McVicker continued that the grade was determined by looking at capacity, condition, funding, future need, operation and maintenance, public safety, resilience, and innovation. Chair McVicker said the biggest holes were in infrastructure and operations and maintenance, and believes with the purchase of the lift station pumps they were making an effort to move out of that category if they were ever in it, because of how they chose to upgrade infrastructure and continued to pay attention to operations and maintenance. Discussion ensued regarding the parameters of the report card and how they come up with their answers.

UNFINISHED BUSINESS

A. WWTP Improvement Project

Mr. Owen reported that they were looking at the budget and bid alternatives. Mr. Owen continued that they were getting closer to final completion. Mr. Owen gave examples of items they would need to complete before that time. Discussion ensued regarding the next steps and what would be required of the board.

B. Community Engagement

Mr. Owen gave an update about the new website and referred to the website mockup in the board packet that Ms. Hughes had put together. Mr. Owen said if the board had any questions or concerns they should be referred to Ms. Hughes. Discussion ensued regarding specifics of the pages. Chair McVicker wanted to make sure there would still be a subscribe option for customers to get alerts.

C. New Authority Manager Search Update

Mr. Owen reported that they had three applications and would be meeting in executive session later to look over them.

D. Master Plan/Scope of Work Update Proposal

Mr. Owen said that if the Authority did not approve a Master Plan update at that time the Drinking Water Program would require one in 2023 anyway. Mr. Owen said he believed the current Master Plan was at a point that should be re prioritized. Mr. Owen added that Seismic Assessments would

be required and would cost around \$55,000. Mr. Owen continued that modeling of the waste water collection system would cost around \$61,000 but was not required. Mr. Owen gave an example of his reasoning to move forward with the modeling. Mr. Owen said the total cost of the effort is \$278,000. Mr. Owen noted that without the Seismic Assessment and the Waste Water Collection System Modeling the total would be \$161,857. Director Carlton asked how often the Authority was required to do a new Master Plan. Mr. Owen responded that the Drinking Water Program required a new Master Plan every 20 years. Mr. Owen continued that, to his knowledge, Oregon DEQ did not require it within a particular time frame but would only make sense to do them at the same time. Discussion ensued regarding potential properties that would be involved in the waste water collection system modeling. Director Carlton expressed his concerns about the definition of population and wanted clarification in the finalized documents. Master Plan discussion was tabled until the board had had time to look over it. Director Carlton added that he wanted to see if the assumptions that were made with the last Master Plan and the update that was made, were close to accurate.

E. Public Records Request Policy

Director Carlton referred to the September business meeting and the motion to adopt Resolution 19-06. Director Carlton reiterated that he had had concerns about certain parts of the resolution that he did not agree with. Director Carlton continued that the board had agreed to adopt the resolution with the condition that they would amend it at a later date. Director Carlton said after much research he found some language to add that would alleviate his concerns. Director Carlton gave examples and his reasoning for changing certain language. Director Carlton said he had sent his suggestions to Director Donohue and because Director Donohue was unable to be present at the meeting had asked that Director Carlton relay his response at the meeting. Director Donohue was in agreement with Director Carlton and appreciated that his suggestions mirrored Director Donohue's wishes as well. Director Price asked if it would represent an amendment to the current Resolution. Director Carlton had passed out a questionnaire that determined whether to waive a fee for public records request and gave more information about the research he had done. Director Carlton suggested they make the changes in the Resolution and consult with staff regarding the questionnaire. Mr. Owen suggested they repeal Resolution 19-06 and create a new resolution with completely clear language. The board agreed that would be the best course of action.

Motion

Director Carlton moved to repeal Resolution 19-06 Public Records Request Policy and replace it with a new resolution to be numbered, with the changes that had been made effective November 5, 2019. Director Price seconded, and the motion carried with four ayes.

F. Dwelling Unit Discussion

Mr. Owen said that legal counsel was reviewing the dwelling unit information. Discussion ensued regarding Accessory Dwelling Units locally and statewide.

G. Sewer Connection Requirement

Mr. Owen said that legal counsel was reviewing the sewer connection requirement information.

GUEST QUESTIONS AND COMMENTS

Mike Dill said he had sent a copy of the newest newsletter they had created. Mr. Dill said he had a couple questions about elevation data they had written about in the first column. Mr. Dill said he had been told by Steve Delaney that the water from Horn Creek Water Treatment Plant was sent to the 600k reservoir with a 250 hp motor, and asked if that information was correct. Mr. Owen said it was not and corrected that it was a 60 hp motor. Mr. Dill gave several examples of modeling options. Mr. Dill said he had a water sample test if anyone would like to taste test.

Robin Kostrikin asked if the Authority ever went back to a leak repair to check if it was still effective. Ms. Kostrikin asked specifically about a leak that had been repaired on Elderberry Rd. Ms. Kostrikin had noticed that after the leak had been repaired it had started to leak in another spot and she had contacted Ms. Hughes at the office. Mr. Owen said typically they would watch the leak after a repair and the water was at full pressure. Mr. Owen continued that if a leak occurred after a repair then they may see it while driving by, but were usually alerted by a customer.

Ms. Kostrikin said she had heard that the end of Upper Loop Rd. was eroding due to a leak that PCJWSA had failed to repair for a number of years. Ms. Kostrikin asked how the Authority determined that there was a leak in the distribution system and where it was located. Mr. Owen replied that there were a few factors, such as, the size of the pipe, how much water is being made, and whether an employee sees a leak or a customer called to report a leak. Mr. Owen assured Ms. Kostrikin that the area in question was not a leak of the distribution system, but water runoff from the hill. Ms. Kostrikin added that a fire hydrant had been moved on Riverview Dr. because the road was eroding during line flushing. Mr. Owen disagreed and was not aware of a fire hydrant being moved on Riverview Dr.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas commented about a neighbor of his that had had a step system break while building a fence because the contractor had failed to call in a locate. Director Gogas said the staff had handled the repair quickly and efficiently.

The board recessed at 6:07 pm for Executive Session under ORS 192.6602A the governing body of a public body may hold an executive session to consider the employment of a public officer, employee, or staff member or individual agent.

The board reconvened at 6:28 pm.

Chair McVicker adjourned the meeting at 6:28 PM.

The PCJWSA Board of Directors approved these minutes on December 3, 2019, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Tony Owen, Authority Manager