

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

May 5, 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.

MINUTES

A. 04/07/2020 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 04/07/2020 Business Meeting. Director Gogas seconded, and the motion carried unanimously.

B. 04/14/2020 Special Meeting Minutes

Motion

Director Price moved to approve the minutes of the 04/14/2020 Business Meeting. Director Gogas seconded, and the motion carried with four ayes.

Director Carlton was unavailable at the time of voting.

FINANCIAL REPORT

A. Accounts Payable: 04/07, 04/15, & 04/30/2020

Director Donohue asked what the payment to Cummins was for. Ms. Hughes responded that it was for generator maintenance.

Director Donohue asked if the payment to Springbrook Software LLC was for BlueJeans. Ms. Hughes replied that Springbrook was the accounting software that the Authority used, and that payment was for processing customer payments made through the software.

Director Donohue asked what the DEQ payment was for. Ms. Hughes responded that it was for the Authority's discharge and operation permit. Mr. Medina added that it was an annual permit fee.

Director Donohue asked what the payment made to McClure and Sons was for. Ms. Hughes responded that they were the contractor working on the WWTP upgrade and they were doing additional work per the bid alternatives. Director Gogas asked if the Authority was paying them quarterly. Ms. Hughes replied that the payments were made as the work was completed.

Director Donohue asked what the payment made to Pump Tech was for. Ms. Hughes responded that Pump Tech was a vendor that the Authority purchased pumps from. Mr. Medina added that it was a purchase of a 2 HP pump for a lift station. Director Gogas asked if that was lift station upgrade project. Mr. Medina said it was a general maintenance project and they are used for routine maintenance.

Motion

Director Price moved to approve the accounts payable for 04/07, 04/15, and 04/30/2020. Director Gogas seconded, and the motion carried unanimously.

B. Fiscal Year 19/20

MANAGERS REPORT

Mr. Medina reported that there were no permit violations in the month of April.

Mr. Medina reported that the office was still closed to in-person transactions, the staff was still healthy, and the water and sewer demands were down from normal. Mr. Medina continued that the office staff was still working remotely as much as possible.

Director Gogas asked if any customers had called in with questions or concerns related to COVID-19. Ms. Hughes replied that they had not.

Mr. Medina reported that he had been working with Parametrix and had provided them about 90% of the data they had requested so far. Mr. Medina continued that they were on track and scheduled for completion of the master plan in December 2020.

Director Donohue disagreed that the bugs had not been worked out with the video conferencing software as the managers report had stated. Mr. Medina responded that a lot of time and dedication had been put into learning the BlueJeans software and had hoped it would be the best solution for the time being. Mr. Medina continued that if they needed to investigate other options they could. Director Donohue said he had been working with Ms. Hughes to troubleshoot his dilemmas. Director Donohue continued that thus far everything on his side was working properly. Ms. Hughes added that they had not tried everything yet. Discussion ensued regarding other trouble shooting options.

Director Carlton wanted to clarify that the information going into the master plan preparations would need to consider the current pandemic and how it was affecting the Authority and community. Ms. Hughes responded that they were using past information. Mr. Medina said they would need to take that into account moving forward.

Director Donohue asked Director Carlton what browser he was using for the video conferencing. Director Carlton said he was currently using Firefox but had always had problems with Microsoft Edge and Internet Explorer.

Mr. Medina reported that the PCJWSA sign had been installed in front of the office.

Mr. Medina reported that the Tillamook County Emergency Communications was no longer offering to take emergency calls for utility districts in Tillamook County. Mr. Medina continued that they had decided to work with TCB (Taking Care of Business) Dispatch Services. Mr. Medina said they were pleased with the service so far. Director Price said she was pleasantly surprised at the cost for the service. Mr. Medina agreed that it was very reasonable. Director Gogas asked how many calls the Authority received typically. Mr. Medina replied that they were going to track it, but usually did not receive anywhere near the 25-call minimum. Director Gogas asked if it was a contract or month to month agreement. Mr. Medina replied that it was month to month. Discussion ensued regarding what customers would need to do if an emergency occurred.

UNFINISHED BUSINESS

NEW BUSINESS

A. COVID-19 Customer Consideration

Mr. Medina reported that they had gained one more customer to the shut off list. Mr. Medina said they had not seen any abuse from customers related to the Authority's decision to suspend shut offs. Mr. Medina continued that most customers were still paying their bills as normal. Director Carlton said he had spoke to a few customers and they appreciated the WWTP CIC moratorium.

B. COVID-19 Business Consideration

Mr. Medina reported that there was a considerable water consumption decrease from the prior month and in turn a decrease in revenue from user fees. Mr. Medina said they were exceeding their budget projections at the beginning of the pandemic and even with the decrease in revenue they were still on budget. Director Carlton asked how much the revenue was down that April versus the prior April. Mr. Medina responded that it was down about \$7,000 in water and a similar amount for sewer. Director Price asked if it was largely commercial accounts. Mr. Medina responded that they had seen a large decrease in commercial revenue and vacation rentals. Director Gogas asked how long the Authority would be able to sustain that kind of revenue. Mr. Medina said he believed they would survive several months but would need to make adjustments to rates eventually. Ms. Hughes added that she believed they could go up to at least 10 months.

GUEST QUESTIONS AND COMMENTS

Chair McVicker said comments and questions were to be sent to the Authority Manager prior to or during the meeting.

Mr. Medina said he had received an email from Larry Rouse earlier in the week regarding access to the trailheads on the BLM property and he would be meeting with him soon.

CHAIRMAN/DIRECTOR COMMENTS

Director Carlton asked if the draft budget could come out earlier than that Friday. Ms. Hughes said she could make that happen. Ms. Hughes said she would try to get it out by Wednesday.

Chair McVicker asked if they would be delivered electronically or by paper. Ms. Hughes said she would be delivering paper copies to each of the budget committee members.

Director Carlton asked if there was a way to see the current fiscal years year to date numbers in comparison to the draft budget. Director Carlton continued that he remembered there being two years of prior fiscal years numbers but could not compare the current years actual numbers. Ms. Hughes asked if the board would understand that they would need to add two months to the current year actual as the year was not over yet. Director Carlton said that would be extremely helpful. Ms. Hughes said she would work on that right away. Discussion ensued regarding the budget packet and how Ms. Hughes would incorporate the new information.

Mr. Medina said he had received an email from Larry Rouse about the accommodations that Tillamook County had had to make for customers cash payments. Mr. Medina said that the Authority had not had a request for the accommodation of cash payments, but it would be no problem to work with customers. Director Price gave a summary of the Commissioners meeting that Mr. Rouse was referring to with Tillamook County. Director Price said she was comfortable that the staff was capable of making any accommodations without input from the board.

Chair McVicker reminded the board that the next business meeting would be the six-month evaluation of Mr. Medina as the new Authority Manager and she would be sending the board information regarding that prior to the June 2nd business meeting.

Chair McVicker adjourned the meeting at 5:43 PM.

The PCJWSA Board of Directors approved these minutes on June 2, 2020, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager