

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

February 3, 2015

Chair McVicker called the February 3, 2015, business meeting to order at 5:00 PM in the Authority's meeting room.

OATH OF OFFICE – SEAN CARLTON BOARD POSITION #1

Michelle Hughes swore in Sean Carlton as a Director of the Pacific City Joint Water-Sanitary Authority Board of Directors.

Directors Present: Carolyn McVicker, Dick Carter, Sean Lambert, Sean Carlton and Anne Price.

Guests Present: Tim Hirsch

Staff Present: Tony Owen, Michelle Hughes, Pat Hurliman

MINUTES

A. 01/06/15 Business Meeting Minutes

Motion

Director Lambert moved to approve the minutes of 01/06/15 Business Meeting. Director Carter seconded, and the motion carried. Director Carlton abstained.

B. 01/12/15 Special Meeting Minutes

Motion

Director Price moved to approve the minutes of 01/12/15 Special Meeting. Director Lambert seconded, and the motion carried. Director Carlton abstained.

FINANCIAL REPORT

A. Accounts Payable: 01/12, 01/13, 01/28 and 02/03/2015.

Motion

Director Lambert moved to approve the accounts payable for 01/12, 01/13, 01/28 and 02/03/2015. Director Price seconded, and the motion carried unanimously.

B. Fiscal Year 2014-2015

C. Fiscal Year 2015-2016 Budget Calendar

Mr. Owen confirmed that the Directors had no scheduling conflicts with this calendar.

MANAGER'S REPORT

Mr. Owen reported on the water line break on N. Brooten and the need to replace the 1970's cement water line at some point. Discussion ensued.

Mr. Owen detailed an opportunity to bid on hydrated lime from City of Lake Oswego, and presented some pros and cons. Discussion ensued.

Mr. Owen reported on a class he attended that focused on the legalization of Marijuana in the State of Oregon, an issue that is complicated and confusing. Mr. Owen continued that PCJWSA currently has zero tolerance in the drug and alcohol policies, but modifications may need to be made before July 1 to both the policies and job descriptions. Discussion followed.

Mr. Owen reported on the progress on water meter replacements required by Oregon Water Resources for the Horn Creek Project, confirming that there were about 600 meters left to replace with completion due in 2016.

Chair McVicker handed the gavel to the Vice-Chair and announced that she and Director Lambert had a conflict of interest in the next discussion and would not participate.

Vice-Chair Price explained that Nestucca Ridge Development had decided to re-pave their streets within their development this coming summer and the issue of who was responsible for the cost of raising manholes and water valve boxes has arisen. Discussion followed regarding who was responsible for the road maintenance, county or HOA. Mr. Owen recommended that the HOA pay for the manhole risers and PCJWSA will work with the contractor to place the manhole risers properly and work with them on the water valve boxes as in the past.

Recording equipment failed. The duration of the minutes are from notes taken at the meeting.

Vice-Chair Price motioned to proceed with the recommendations of Mr. Owen, seconded by Director Carter. The motion passed with 3 ayes and 2 abstentions. The gavel was passed back to Chair McVicker.

Mr. Owen advised the Board that a request had come in from a local non-profit that they be allowed to include a bill stuffer in with the PCJWSA monthly utility billings. Mr. Owen discussed a policy that Tillamook PUD has in place for the same scenario. The Board of Directors asked Mr. Owen to prepare a draft for review by the Board at a future meeting.

Mr. Owen explained to the Board that because there had been a change in Board members with the appointment of Director Carlton, the bank signature card needed to be updated by motion of the Board specifically authorizing valid signatories. Vice-Chair Price motioned to authorize Chair McVicker, Vice-Chair Price, Secretary Lambert, Director Carter, Director Carlton and Authority Manager Owen to sign. Seconded by Secretary Lambert and unanimously approved.

UNFINISHED BUSINESS

- A. WWTP Funding – Mr. Owen reminded the Board of the upcoming public meeting on February 19, 2015 at the Kiawanda Community Center and that an agenda would be forthcoming.

GUEST QUESTIONS AND COMMENTS

None.

UNSCHEDULED

None.

CHAIRMAN/DIRECTOR COMMENTS

Chair McVicker adjourned the regular meeting at 6:05 PM.

The PCJWSA Board of Directors approved these minutes on March 3, 2015, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Tony Owen, Authority Manager