

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

May 5, 2015

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

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

Guests Present: Tim Hirsch

Staff Present: Tony Owen, Ray Browning

MINUTES

A. 04/07/15 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of 04/07/15 Business Meeting. Director Lambert seconded, and the motion carried unanimously.

B. 04/14/15 Special Meeting Minutes

Motion

Director Lambert moved to approve the minutes of 04/14/15 Special Meeting. Director Carlton seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable: 04/15, 04/30 and 05/05/15.

Motion

Director Lambert moved to approve the accounts payable for 04/15, 04/30 and 05/05/15. Director Carter seconded, and the motion carried unanimously.

B. Fiscal Year 2014-2015

Director Carlton inquired about how streetlights became part of the water/sanitary district. Mr. Owen explained that it started with Pacific City Water and Lighting District, due to a serial levy that was passed every two to five years to fund streetlights. Mr. Owen continued that in 1998 when the two districts were formed into the joint authority, the complications in continuing the serial levy made it cumbersome and created problems with forming the authority, so the streetlights were rolled into the 001 fund and just charged on the bills every month.

MANAGER'S REPORT

Mr. Owen said that there was one DEQ permit violation for April 2015 for weekly and monthly effluent BOD excursions that may lead to a penalty.

Mr. Owen said that deficiencies noted on the DWP sanitary survey have been worked on.

Mr. Owen explained the detailed budget message.

Mr. Owen stated that the Pelican Pub Industrial Waste Discharge Permit renewal had been received and recommended renewal for a 6 month period with the understanding that the discharge could be discontinued if there were issues with the WWTP.

Motion

Director Price moved to approve the renewal of the Pelican Pub Industrial Waste Discharge Permit for a period of six months, April 1, 2015 to October 1, 2015. Director Carter seconded, and the motion carried unanimously.

Mr. Owen detailed a request from a customer that converted a multifamily into a single family home and requested to have the second water meter removed and the billing to stop. Mr. Owen said that he would recommend approval of the request with conditions in writing, acknowledged and signed by the customer. Discussion followed.

Motion

Director Carlton moved to approve a customer request to convert from multifamily to single family in regard to billing and water meter. Director Price seconded, and the motion carried unanimously.

Mr. Owen explained that due to adding funds 104 and 105, with exception of the Authority Manager position, employees would need to be paid hourly rather than on salary, and would make paychecks vary per pay period. Discussion ensued.

Mr. Owen reported a water line break on Resort Drive the night of April 28, 2015, and the crew responded and did a great job repairing the leak.

Mr. Owen said that due to changes the annual Consumer Confidence Report (CCR) no longer has to be printed and mailed, but with notice can be posted to the website, saving over \$1,400.

Mr. Owen reported that the customer parking lot was beginning to break down and he would get an estimate for an overlay.

UNFINISHED BUSINESS

A. WWTP Funding

Mr. Owen said that the design/construction application has been submitted to Rural Development. Mr. Owen reported that Ms. Hughes had put a lot of work into setting up the 104 and 105 funds and that he was working with bond counsel on a ballot measure for a GO Bond election in November.

GUEST QUESTIONS AND COMMENTS

None.

RECESS FOR EXECUTIVE SESSION

Chair McVicker recessed the meeting at 5:35 PM, and reconvened at 6:20 PM.

UNSCHEDULED

Mr. Owen reported on information from SDAO regarding a Worker Compensation program for review and decision prior to May 15, 2015.

Mr. Owen explained that a customer had a balance of \$250 from a lockoff in 2006, and with accrued interest now owes \$1,091.54. Mr. Owen continued that lockoff customers do not receive monthly statements, and he recommended that the interest be forgiven as long as the customer pays the original \$250 for the lockoff because they had not received statements that the interest is due. Mr. Owen also recommended that statements be sent every month to customers that are locked off. Discussion followed.

Motion

Director Price moved to accept the Authority Manager's recommendation to forgive in this one instance the accrued interest and notify the customer that they owe the \$250 lockoff charge. Director Lambert seconded, and the motion carried. Director Carter abstained.

CHAIRMAN/DIRECTOR COMMENTS

Director Price reported that the Tillamook County Department of Community Development in cooperation with the Tillamook County Department of Public Works was going to present to the Board of Commissioners tomorrow their desire to seek a Transportation and Growth Management grant to study Pacific City's transportation and zoning ordinances.

Chair McVicker adjourned the regular meeting at 6:39 PM.

The PCJWSA Board of Directors approved these minutes on June 2, 2015, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Tony Owen, Authority Manager