

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

April 7, 2015

Chair McVicker called the April 7, 2015, business meeting to order at 5:02 PM in the Authority's meeting room.

Directors Present: Carolyn McVicker, Dick Carter, Sean Lambert, Anne Price and Sean Carlton (by speaker phone).

Guests Present: Tim Hirsch

Staff Present: Tony Owen

MINUTES

A. 02/19/15 WWTP Improvements Public Meeting Minutes

Motion

Director Lambert moved to approve the minutes of 02/19/15 WWTP Improvements Public Meeting. Director Carter seconded, and the motion carried with Director Price abstaining.

B. 02/26/15 Board-Advisory Committee Workshop

Motion

Director Lambert moved to approve the minutes of 02/26/15 Board-Advisory Committee Workshop. Director Price seconded, and the motion carried unanimously.

C. 03/03/15 Business Meeting Minutes

Motion

Director Lambert moved to approve the corrected minutes of 03/03/15 Business Meeting. Director Carter seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable: 03/11, 03/27 and 04/07/15.

Motion

Director Lambert moved to approve the accounts payable for 03/11, 03/27 and 04/07/15. Director Price seconded, and the motion carried unanimously.

B. Fiscal Year 2014-2015

Director Lambert asked about the variance in the Operator 1 salary for the year. Mr. Owen explained that it was because of the way the positions were budgeted.

MANAGER'S REPORT

Mr. Owen said that there were two DEQ permit violations for last month.

Mr. Owen said that he included the DWP sanitary survey in the Board packet that showed some deficiencies, some of which have been already corrected and others that may be put off due to time constraints.

Mr. Owen explained that all brass fittings have been removed from inventory and the cost to replace them is \$6,646.

Mr. Owen announced employee Anniversaries; Pat Hurliman – 7 years, Anthony Branz – 2 years, and Ben Owen and Ross Johnston have successfully completed their 6-month trial service periods.

Mr. Owen congratulated Ray Browning for passing the WWTP III test.

Mr. Owen stated that Michelle Hughes was back to work and doing well, and that Robyn Lampa had done an outstanding job of filling in during Ms. Hughes absence.

Mr. Owen reported that he would have a final draft budget to the Board prior to the May meeting, calculated with no grant being received from USDA-RD so there would be no need for a supplemental budget.

UNFINISHED BUSINESS

A. WWTP Funding

Mr. Owen said that he and Chair McVicker had met with bond counsel, RD, engineers and financial advisors on March 30, 2015 in Portland, and found it very informative. Mr. Owen continued that there was a treatment technology that would require project cost recalculation for 20 years instead of 10 years as found in the Preliminary Engineering Report.

Chair McVicker said that she felt that it was a good team and that there were many pieces, some that were technically complex along with the all the financing details.

Mr. Owen said there were two things that needed to be done; one the engagement letter with Hawkins Delafield & Wood LLP for bond counsel, the other was the on-call engagement letter with Schwabe Williamson and Wyatt which was required by Rural Development.

Director Carlton asked about the 20 year project cost. Mr. Owen explained that it was a capacity projection.

Motion

Director Price moved to approve the engagement letter as presented by Hawkins Delafield & Wood LLP dated March 3, 2015. Director Lambert seconded, and the motion carried unanimously.

Motion

Director Price moved to approve the letter of engagement of Schwabe Williamson & Wyatt with their file reference in the letter dated April 2, 2015 to satisfy the needs of Rural Development. Director Lambert seconded, and the motion carried unanimously.

Mr. Owen reminded the Board that there was a special meeting on April 14, 2015 at 5:00 to adopt 2 resolutions, plus the approval of the Rural Development application.

Mr. Owen stated that he was going to visit the plant at Gold Beach and possibly Yachats next week.

Director Price suggested that the Board be prepared for special meetings so this process wouldn't be slowed down.

GUEST QUESTIONS AND COMMENTS

None.

RECESS FOR EXECUTIVE SESSION

Chair McVicker recessed the meeting at 5:22 PM, and reconvened at 5:25 PM.

UNSCHEDULED

Mr. Owen reported that Springbrook had been acquired by Accela, a cloud-based business providing services to state, county, and local governments and anticipates that there may be a needed change in accounting software. Discussion ensued.

CHAIRMAN/DIRECTOR COMMENTS

Director Price inquired if there had been a response to a letter that was addressed to a customer regarding a hose hooked up to an rv on her property. Mr. Owen said that no response had been received. Director Carlton asked about a policy for staff disconnecting a hose from an rv. Mr. Owen said that there would be a minimum of two employees on site and they were to leave immediately if there was any confrontation and report it to Mr. Owen. Mr. Owen continued that he would then take care of it, possibly through the Sheriff's office.

Chair McVicker adjourned the regular meeting at 5:32 PM.

The PCJWSA Board of Directors approved these minutes on May 5, 2015, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Tony Owen, Authority Manager