

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

March 2, 2021

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, Sean Carlton, Cameron Gogas, Tom Donohue, and Anne Price. (via video conference call)

Guests Present: None

Staff Present: Kirk Medina, Michelle Hughes, Ray Browning, and Rachelle DeLoe.

Chair McVicker called to order the monthly business meeting at 5:00 PM.

**MINUTES**

A. 02/02/2021 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 02/02/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable: 02/02, 02/15, & 02/28/2021

Director Donohue commented about the payment made to Consolidated Supply totaling \$236,447.89 plus the labor contracted at \$48,657.00 for 1150 meters totaling \$297,797.89.

Director Donohue asked if that was accurate and on track. Mr. Medina said they had been billed for another invoice the previous month, but it was on track.

Director Donohue asked about the payment made to Cummins. Director Donohue asked if the cost of the yearly maintenance was typical. Mr. Medina responded that it was, and they had received a quote the previous year from Cummins for a three-year contract.

Director Donohue asked about payment to Pauley Rogers. Director Donohue asked if \$14,000 was similar to the previous year. Mr. Medina responded that the price was reasonable for a water and sanitation district. Ms. Hughes added that they had contracted with the auditors to do the financial statements, beginning the previous year, which was an added cost.

Director Gogas asked about the payment to Coast Printing for tide tables. Mr. Medina said they were used to monitor tides, especially during storm season.

Director Gogas asked about the contract with TCB and whether they would receive a better rate if they signed an annual contract rather than the current month to month agreement. Mr. Medina replied that he was not sure but would look into it.

Director Gogas asked about the payment to Correct Equipment for SCADA. Mr. Medina responded that they had installed remote SCADA systems at Beachy Lift Station and the 300K Reservoir. Mr. Medina said they planned to expand and install five additional remote SCADA systems in that fiscal year. Mr. Medina gave a few examples of the benefits of SCADA systems including run time and alarms.

Director Gogas asked about the payment to Coastway Construction, detailed as removal of debris. Mr. Medina responded that during the Labor Day windstorm, a few large trees had blown over at the wastewater treatment plant and the Authority had asked Coastway Construction to clean up and remove the trees.

### **Motion**

Director Price moved to approve the accounts payable for 02/02, 02/15, and 02/28/2021. Director Gogas seconded, and the motion carried with four ayes.

B. Fiscal Year 20/21

### **MANAGERS REPORT**

Mr. Medina reported that the Authority was following stricter COVID procedures, including enhanced social distancing. Mr. Medina continued that he had attempted to get an employee tested for COVID 19 after returning from a vacation, but without symptoms they were turned away. Director Gogas told Mr. Medina about a facility located in Lincoln City that had walk in testing that may be an option next time. Director Gogas asked if when the board reconvened for in person meetings, would they all be required to have received a vaccine. Chair McVicker said she believed an in-person meeting was not likely in the near future and would need to be on the agenda as the board would be setting policy.

Mr. Medina reported that the Authority had their annual generator maintenance performed.

Mr. Medina reported that they were planning to conduct a membrane health check at the Horn Creek Water Treatment Plant. Mr. Medina continued that Pall would conduct the health check during the first week of May 2021.

Mr. Medina reported that Ray Browning had provided his resignation as of July 1, 2021.

Mr. Medina said they would also be recruiting for an Office Assistant in the near future. Chair McVicker referred to the November 2017 business meeting and the boards discussion of a full time versus part time Office Assistant position. Chair McVicker continued that the board had decided to move with the full-time position due to the increased workload from the Wastewater Treatment Plant Upgrade and new inventory software. Chair McVicker said the board may want to have that discussion again and will put it on the April 2021 agenda.

Mr. Medina apologized that there were not graphs included in the board packet. Mr. Medina continued that with the very early meeting date, the data was unavailable.

## **UNFINISHED BUSINESS**

### **A. Water and Wastewater Master Plan**

Mr. Medina gave a summary of the progress of the Master Plan and questions from Parametrix, specifically calculations of System Development Charges. Discussion ensued regarding how SDC's were calculated in the past and how best the board can compare a new calculation with the old. Mr. Medina said the comparison would be meter size versus equivalent dwelling units and would give the board both proposals. Director Price agreed that she would like to compare the two as well. Chair McVicker asked if the engineers were suggesting the Authority change the way they calculated SDC's. Mr. Medina responded in the affirmative. Chair McVicker added that if the engineers were suggesting a change, she did not want the Authority to be charged for their curiosity. Discussion ensued regarding future development and the board approval process. Chair McVicker asked if they would still be receiving the Draft Master Plan on March 12<sup>th</sup>. Mr. Medina replied in the affirmative.

### **B. Water Meter Installation**

Mr. Medina reported that 1150 water meters had been installed by Pleasant Hill Contracting. Mr. Medina continued that they anticipated using the new billing software in the next month to read the meters. Mr. Medina gave a few examples of difficulties they found during the process. Director Price thanked the staff for their effort in the meter installations as well. Ms. Hughes gave kudos to Jeb Pippenger and Dale Pesterfield for their hard work.

### **C. Billing and Financial Software Upgrade**

Ms. DeLoe reported that they were on schedule to begin the upgrade process that week with a projected completion date of the end of April. Ms. DeLoe said she felt confident that the project would be on time.

### **D. In Person Community Meeting**

Chair McVicker said they would keep it on the agenda each month, waiting for a change in the state of emergency.

### **E. Budget Committee Vacancy**

Chair McVicker said there was one vacancy on the budget committee and the board had received two applications. Mr. Medina stated that Pat Hurliman had said that he would support the Authority if there was no other applicants, but would prefer if another interested candidate took the position. Director Price said she had a similar conversation with Mr. Hurliman and was thankful that he was willing to be available with his busy schedule.

### **Motion**

Director Price moved to accept the application from LuAnn Anderson as a member of the Budget Committee. Director Gogas seconded, and the motion carried unanimously.

Chair McVicker asked Mr. Medina to let Ms. Anderson know of their decision.

### **F. Board Workshop- March 23, 2021**

Chair McVicker said the board was scheduled for a workshop on March 23, 2021 and asked if 10am-12pm would work for the rest of the board. Director Carlton said that would work with his schedule, contingent on whether the board received the draft Master Plan on the 12<sup>th</sup> as promised. Chair McVicker affirmed that the board would meet from 10am-12pm and added that they should review the draft and ask Mr. Medina questions about projects prior to the workshop.

### **NEW BUSINESS**

#### **A. 2019/2020 Financial Audit Completed**

Mr. Medina referred to the 19/20 Financials that was included in the board packet. Mr. Medina noted that on page two of six was a summary stating the auditors unmodified opinion. Mr. Medina continued that a management letter was not included, which showed that the auditors were comfortable and confident in the way that PCJWSA kept record and did not need correction. Mr. Medina gave a few examples of different areas the board may be interested in, including cash and investments, debt, and the water/wastewater enterprise funds. Director Price complimented the accounting practices of the Authority and was very happy to see a great report year after year.

### **GUEST QUESTIONS AND COMMENTS**

No questions were received.

### **CHAIRMAN/DIRECTOR COMMENTS**

Mr. Medina announced his plan to retire as of June 30, 2021.

Chair McVicker suggested the board meet in Executive session on Thursday or Friday of the week. Discussion ensued regarding the board members schedules. Chair McVicker stated she would contact the board via email when a time had been decided.

Chair McVicker adjourned the meeting at 6:11 PM.

The PCJWSA Board of Directors approved these minutes on April 6, 2021, by the following votes:

Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Carolyn McVicker, Chair

\_\_\_\_\_  
Michelle Hughes, Authority Manager