

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

January 5, 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: Tim Hirsch.

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

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

**MINUTES**

A. 12/01/2020 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 12/01/2020 Business Meeting. Director Carlton seconded, and the motion carried with three ayes.

**FINANCIAL REPORT**

A. Accounts Payable: 12/01, 12/15, & 12/31/2020

Director Donohue asked about the payment to Beaver Water. Mr. Medina replied that the Authority owned property in Beaver, Oregon and required water to clean off equipment.

Director Donohue asked about the payment to Consolidated Supply Co. to replace inventory. Mr. Medina responded that most of the inventory was items used during the normal course of operation, such as repair couplings.

Director Donohue asked about the payment to One Call Concepts. Ms. Hughes explained that customers call 811 when they are going to dig anywhere in the district, then One Call Concepts sends out a locate notice to utilities within that district to be affected, it is then the utilities responsibility to mark the utility lines, so they will not be damaged in the process. Ms. Hughes continued that the utility pays the cost for the dispatch service.

Director Donohue asked about the payment to Platt Electric for Omni Markers. Mr. Medina responded that Omni Markers were used to easily locate water and sewer lines. Mr. Medina continued that when a line was exposed that did not have Omni Markers the Authority placed them on the line.

Director Donohue asked about the payment to Verizon Wireless for Tablets. Ms. Hughes responded that the tablets were used by the employees in the field for work orders.

Director Donohue asked about the payment to USC Foundation for Membership Renewal. Mr. Medina responded that USC Foundation was a contributor to Backflow Prevention education. Mr. Medina continued that the Authority also utilized USC Foundation for CEU training purposes.

Director Carlton asked about the payment to Schwabe Williamson. Mr. Medina responded that the attorneys had assisted with the research and ongoing certification of water rights at Horn Creek.

### **Motion**

Director Donohue moved to approve the accounts payable for 12/01, 12/15, and 12/31/2020. Director Carlton seconded, and the motion carried unanimously.

### **B. Fiscal Year 20/21**

No questions were asked.

### **MANAGERS REPORT**

Mr. Medina reported that the Authority had not had any issues with COVID-19 or employees becoming ill. Mr. Medina continued that the Authority office remained closed to the public, except by appointment. Mr. Medina continued that he had followed up with Tillamook County Health Department to determine what it would take for essential employees to get COVID tests before returning to work. Mr. Medina said they were able to make arrangements for employees to be tested quicker before being allowed to return to work.

Mr. Medina reported that the CenturyLink telemetry pedestal in front of the Authority office had been run over and impacted the Authority's control of the well field. Mr. Medina continued that as a result of that incident, there was a small overflow at the 300k reservoir and prompted Mr. Medina to order a reservoir level monitoring SCADA system as a backup. Mr. Medina said they would also be testing a redundant alarm SCADA system at the Beachy Lift Station. Mr. Medina continued that if the alarm systems proved to be useful, he would be approaching the board with a plan to install them throughout the distribution system.

Mr. Medina assured the board that the authority was not utilizing or dependent upon Solar Winds as there had been many Cyber Security issues in recent months. Mr. Medina said that Global Network Support had recommended updated software and firewall protection for the Authority.

Mr. Medina reminded the board of the Special District Association of Oregon Annual Conference on February 3-4, 2021 (virtually). Mr. Medina said he had registered, and the board was welcome to attend as well.

Mr. Medina reported that Ms. Hughes had provided an official notice of retirement as of April 30, 2021. The board expressed their congratulations to Ms. Hughes.

## **UNFINISHED BUSINESS**

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

Mr. Medina reiterated that the Sanitary Master Plan would take longer than the Water master Plan as they wanted to monitor wastewater flows during peak season. Mr. Medina continued that Parametrix had provided a first draft of the Water Master Plan that he would review it thoroughly and return with his comments and corrections. Mr. Medina gave a few examples of items included in the Water Master Plan including 50 Capital Improvement items. Discussion ensued regarding seismology research and its impact on the Master Plan. Mr. Medina expected the Water Master Plan to be ready for board review by mid-February 2021. Chair McVicker asked the board if they would like help from Bob Mills in reviewing the Master Plan. Chair McVicker continued that he had assisted the board in big issues such as that in the past. Director Carlton suggested that the board meet and discuss it prior to bringing in Mr. Mills. Director Price agreed and recommended that the board do a workshop to include Mr. Mills. Chair McVicker said they would put it on the next months meeting to discuss. Mr. Medina said he would make sure by the next meeting they had a set date to have the Water Master Plan in hand.

### **B. Electronic Water Meter Purchase**

Mr. Medina reported that the meters and drive by radio equipment had been ordered. Mr. Medina continued that there were three contractors interested in completing the meter installation and the project was moving forward smoothly. Director Carlton asked if there would be a bidding process with the interested contractors. Mr. Medina said because the installation would remain under \$150,000, it would be a formal quote process. Mr. Medina gave the three contractors a deadline of mid-January to submit their quotes. Discussion ensued regarding the possibility of using two contractors and specifics of cost.

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

Ms. Hughes reported that the project had moved to engineering and would have more information at the next meeting.

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

Director Donohue noted that Tillamook County was considered extreme risk due to COVID-19 and would not be practical to schedule a meeting in the near future. Director Donohue continued that with the importance of the Master Plan review, he would recommend the board plan for an in person meeting soon. Director Donohue asked Mr. Medina if there had been any concern from customers within the district about the business conducted at meetings. Mr. Medina said there had not. Director Gogas agreed that an in-person meeting would be beneficial. Director Carlton said he agreed as well but believed that March 2021 would be too soon given the Master Plan would not be ready for review until mid-February. Director Carlton continued that May 2021 seemed more reasonable a time given the COVID-19 risk level.

## **NEW BUSINESS**

### **A. 2020 Year in Review**

Mr. Medina had put together a list of 2020 accomplishments. Mr. Medina gave several examples of things the Authority had accomplished including implementing an interim budget officer, website enhancements, COVID 19 response plan, Brooten Rd. water main replacement, the third disc filter installation, and reservoir inspections.

Director Donohue suggested they add the 2020 accomplishments list to the Authority website. Discussion ensued regarding the Authority's website traffic and options for tracking it.

### **B. Appoint Budget Officer for Fiscal Year 21/22**

Chair McVicker entertained an appointment for Budget Officer for Fiscal Year 21/22. Director Price nominated Kirk Medina for Budget Officer. Director Carlton seconded, and the motion carried unanimously.

### **C. Budget Committee Vacancy**

Mr. Medina said he had received notice that a Budget Committee member had resigned for personal reasons. Mr. Medina continued that applications would be provided to interested parties and received by the board at one of the next board meetings. Director Price said there was a public notice requirement to announce the vacancy. Mr. Medina said they would provide a public notice as soon as possible. Director Gogas asked how soon the vacancy would need to be filled. Chair McVicker responded by May 2021.

## **GUEST QUESTIONS AND COMMENTS**

No questions were received.

## **CHAIRMAN/DIRECTOR COMMENTS**

Director Gogas commented that a prior Director and the prior Authority Manager email were connected to the website. Ms. DeLoe said she could not find the same information and asked what page Director Gogas was looking at. Director Gogas responded that he had already shut down his computer.

Director Donohue referred to a sanitary district newsletter from southern California that he had shared with the board via email. Director Donohue continued that in the article they touched on items that should not be flushed, such as wipes, and suggested the Authority do something similar, to remind customers and save labor and maintenance costs. Mr. Medina said it was something that they could do, and he would make it a priority. Discussion ensued regarding past efforts by the Authority to make customers aware of sanitary issues.

Director Donohue commented that he had looked at the Authority website Project Updates page and noticed that the ongoing Park Lane project on Cape Kiwanda Dr. was not included. Mr. Medina responded that the project was not initiated by the Authority. Discussion ensued regarding specifics of the project. Ms. Hughes commented that the Project Updates page on the website was specifically for Authority lead projects.

Director Donohue commented that the acronyms on the billing statement would be easier for customers spelled out. Director Donohue reiterated that he had brought up that topic at a prior meeting. Ms. Hughes said she had talked to BMS Technologies and there was not enough space on the front of the statement, but they could put it on the back of the statement.

Director Carlton commented that the Director terms on the website needed updated.

Director Carlton commented on the significantly lower amount of unaccounted for water.

Chair McVicker adjourned the meeting at 6:16 PM.

The PCJWSA Board of Directors approved these minutes on March 2, 2021, by the following votes:

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

ATTEST:

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Carolyn McVicker, Chair

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Kirk Medina, Authority Manager