

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

January 8, 2019

Chair McVicker called the January 8, 2019, business meeting to order at 5:00 PM in the Authority meeting room.

Directors Present: Carolyn McVicker, Cameron Gogas, Anne Price, and Sean Carlton. Sean Lambert was absent.

Guests Present: Larry Rouse, Ilean Rouse, Marjorie Stoughton, Tim Hirsch, and Nicole Royster.

Staff Present: Tony Owen, Ross Johnston, and Dale Pesterfield.

**MINUTES**

A. 12/04/18 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 12/04/18 Business Meeting. Director Carlton seconded, and the motion carried four ayes.

B. 12/13/18 Special Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 12/13/18 Special Meeting Minutes. Director Carlton seconded, and the motion carried with three ayes and one abstention.

**FINANCIAL REPORT**

A. Accounts Payable: 12/4, 12/15 & 12/31/18

**Motion**

Director Price moved to approve the accounts payable for 12/4/18, 12/15/18 and 12/30/18. Director Carlton seconded, and the motion carried with four ayes.

B. Fiscal Year 18/19

No questions were asked

## **MANAGERS REPORT**

Mr. Owen reported that a public notice had been issued for the HAA5 to the Drinking Water Program. Mr. Owen continued that the Drinking Water Program had responded that there was no other action required on PCJWSA's part. Director Gogas asked what was the reasoning for such a time delay between when the sample was taken and when the Authority notified the public. Director Gogas continued that it was his understanding that the testing takes time as well as notifying the Drinking Water Program. Mr. Owen clarified that it takes several weeks to receive the results back from the lab that he then inspects and in this case noticed a higher than average reading and then contact the Drinking Water Program and the final step is to distribute the HAA5 to the public. Mr. Owen continued that there would be another round of testing in February.

Director Gogas asked if the emergency response plan had been updated. Mr. Owen replied that it was something they were working on. Mr. Owen continued that PCJWSA's emergency response plan was not available to the public and was for in house use only. Mr. Owen clarified that the sanitary survey was an overall view of the water system; the emergency response plan was required by law to look at how they will respond to different scenarios. Mr. Owen gave some examples of what was in the Emergency Response Plan. Discussion ensued regarding further details about the Emergency Response Plan.

Mr. Owen said that because of in house training and board training, the Authority qualified for a 10% reduction in their liability insurance. Mr. Owen continued that it could potentially be a substantial savings given the new WWTP would be added to the insurance soon.

Mr. Owen said that if anyone had questions about the 17/18 audit, that Michelle Hughes would be the point of contact.

Mr. Owen reported that there was a request from a customer for a reimbursement of a refrigerator water filter. Mr. Owen continued that the customer claimed that the high chlorine associated with the HAA5 notice caused them to replace their water filter. Director Carlton asked if the Authority had a policy in place for situations like these. Mr. Owen replied that there was not a written policy, but the board typically would deny such a request. Chair McVicker added that it wasn't provable that it had been affected by the violation. Director Carlton suggested that that be a policy they add as they are updating the current policies.

## **UNFINISHED BUSINESS**

### **A. WWTP Improvement Project**

Mr. Owen reported that they had hoped to seed the new SBR's that week but were not able to. Mr. Owen continued that they hope to accomplish this the next Monday. Mr. Owen said the most critical thing would be establishing the biological process, which could take six to eight weeks. Director Price clarified that the biological process was the bug growth. Mr. Owen replied in the affirmative.

Mr. Owen reported that he had applied for the MAO extension and it had been approved and extended through February 28, 2019.

## B. Strategic Plan

Chair McVicker recapped the boards decision to hire a PR individual. Chair McVicker said she had contacted Lew Weinstein, to which he responded he was swamped and unavailable, but highly recommended ART Public Affairs as well as four other people. Chair McVicker continued that she had contacted Anna Taylor and they were set to meet with her January 24, 2019 from 1 pm to 3 pm. Chair McVicker asked the board to give examples of what they would like to talk about and accomplish with that meeting. Director Carlton said his understanding was they were hoping for some guidance on interacting with the public and community outreach. Director Carlton continued he noticed on Anna Taylors website was organizing and preparing to prevent potential crisis and found that interesting. Director Price said she would like the board to provide a list of the efforts that they had made over the last five years or so, so that she will know what has been successful or unsuccessful for the board. Director Gogas would like to be able to utilize the website more. Director Price mentioned that they would need to motivate the public to look at the website also.

## NEW BUSINESS

### A. Appoint Budget Officer for F/Y 19/20

#### **Motion**

Director Price moved to appoint Tony Owen as Budget Officer for F/Y 19/20. Director Carlton seconded, and the motion carried with four ayes and one abstention.

### B. Purchasing Policy

Mr. Owen gave an overview of the proposed policy along with the example of the most recent service vehicle purchase. Mr. Owen continued that past practices always began with the Authority Manager calling a special meeting of the board for high value items that are already budgeted. Mr. Owen said the question had arisen to change the policy or leave it as is. Chair McVicker said it can be challenging to pull together the board for a special meeting on short notice, especially for an item that was already budgeted. Chair McVicker proposed that Mr. Owen notify the board via email of the high value budgeted item and the board could then give the go ahead or request a meeting. Director Carlton said if it a budgeted item and they already planned to purchase it then at the beginning of the fiscal year give a limit of 90-120 days or so to purchase the item without calling a meeting and if it did not get purchased in that time they would discuss it again at a business meeting to renew the 120 days. Director Price clarified that the 90-120 days would be a rolling item to be renewed at a regular business meeting. Discussion ensued regarding specifics of set amounts, what items qualify, and keeping the board informed. Chair McVicker suggested they start with the 120 day plan with an email to the board and modify the policy as they see fit.

## GUEST QUESTIONS AND COMMENTS

Marjorie Stoughton had a concern about the HAA5 notice. Ms. Stoughton told the board of her battle with cancer and the issues she now faces because of chemo therapy. Ms. Stoughton felt very strongly about the possibility of cancer causing agents in the drinking water. Nicole Royster expressed the same concern. Mr. Owen wanted to clarify that the HAA5 notice was a legal requirement, but did not want to downplay the devastation that cancer can cause. Mr. Owen continued that the amount of water an individual would have to consume for cancer to develop was extremely high. Mr. Owen said he and the staff at PCJWSA would strive to make sure something like that did not happen again.

## **CHAIRMAN/DIRECTOR COMMENTS**

Director Gogas had a few questions from citizens in the community. Director Gogas said the MP3 from the December business meeting was not on the website yet. Mr. Owen said there was not a set timeline for when the MP3 is supposed to be up. Director Gogas asked where the sample location was for the HAA5 violation. Director Gogas also asked for the location, date, and time of each sample throughout the year. Director Gogas continued with when did the Authority receive the violation notice and how much chlorine was put into the system regularly and whether it was tested afterward. Mr. Owen said he would have to look into some of the answers and hopefully they could get together to discuss it later. Director Gogas asked if the Authority had a policy for notifying the public regarding emergency spills and other emergency situations. Mr. Owen replied that they would notify DEQ and usually they would direct the Authority to what procedures to take. Director Gogas asked the status of the Assistant Manager position. Mr. Owen replied that the job posting was on a few websites and they were working with Bend Mailing to send out targeted mailers to specific operators in Oregon. Mr. Owen continued that the job posting should be on the website but had not seen it as of a few days prior. Director Carlton asked for clarification of who was being targeted. Mr. Owen responded that the operators being targeted came from a certification list of anyone with a Grade II or higher. Director Gogas asked if the sign would be put back up soon. Mr. Owen said it was not a top priority at the moment.

Mr. Owen introduced Dale Pesterfield to the board.

Director Gogas asked about the Normans that had come to the December meeting and if there problem had been resolved. Mr. Owen said he had not been personally in contact with them.

Director Carlton said they should put the Authority Manager review on the February agenda. Chair McVicker said it should work but she would need to check the schedule that Ryan Fleming had given them.

Chairman McVicker adjourned the meeting at 5:40 PM.

The PCJWSA Board of Directors approved these minutes on February 5, 2019, by the following votes:

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

ATTEST:

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

\_\_\_\_\_  
Tony Owen, Authority Manager