

PACIFIC CITY JWSA BOARD OF DIRECTORS  
FISCAL YEAR 2021/2022  
BUDGET ADOPTION MINUTES

June 22, 2021

Chair McVicker called the June 22, 2021 budget adoption meeting to order at 5:00 PM, via video conference.

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, Anne Price, Sean Carlton, Tom Donohue, and Cameron Gogas.

Guests Present: None

Staff Present: Michelle Hughes, and Rachelle DeLoe.

**Resolution 21-03- Budget Appropriations**

Director Donohue noted that the actual budget would be 7 million.... And not 9 million because of the transfer.

Director Gogas noted that the Authority would be operating with 6 funds and not 7 in the coming fiscal year.

**Motion**

Director Price moved to approve Resolution 21-03. Director Donohue seconded, and the motion carried unanimously.

**Resolution 21-04- Fees**

Director Donohue asked if service fees had been raised. Ms. Hughes replied in the affirmative and clarified that they had been raised 3.8% based on the Engineering News Record Construction Cost Index.

Director Gogas asked if the increase in fees would assist with purchasing chlorine as they were experiencing a shortage. Ms. Hughes responded that chemical expenses came from the 104 and 105 funds, which were funded with service fee revenue. Discussion ensued regarding the current chemical shortage.

**Motion**

Director Price moved to approve Resolution 21-04. Director Carlton seconded, and the motion carried unanimously.

**Resolution 21-05- Employee Salaries**

Director Gogas asked if they had enough money budgeted for an incoming Authority Manager. Ms. Hughes replied in the affirmative.

Director Donohue mentioned that compensation and salaries should be compared and evaluated in the coming year to be comparable with utilities across Oregon.

Director Gogas asked how many employees the Authority had. Ms. Hughes responded they had 10. Discussion ensued regarding career development for employees.

**Motion**

Director Price moved to approve Resolution 20-05. Director Gogas seconded, and the motion carried unanimously.

**Unscheduled**

The board discussed having an executive session to discuss candidates and a possible offer. Discussion ensued regarding travel time, compensation, and moving expenses. Chair McVicker asked if the board would like to include the advisory committee members and staff that had participated in the interviews. Ms. Hughes said she would compile the notes that were taken during interviews and give them to the board Friday morning prior to the executive session.

The board decided to meet Friday June 25, 2021 at 10 am via video conference in executive session. The board agreed to limit the meeting to one hour.

Director Gogas asked when the board would receive the revised Masterplan.

Director Gogas asked what the status of the water rights was. Chair McVicker said that because it was not on the agenda they would have to table the discussion until the next business meeting.

Chair McVicker adjourned the meeting at 5:41 PM.

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

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

ATTEST:

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

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