

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

April 12, 2022

Vice Chair Price stated that the board was meeting via video conference call.

Directors Present: Sean Carlton, Tom Donohue, Cameron Gogas and Anne Price. Carolyn McVicker was absent. (via video conference call)

Guests Present: Tim Hirsch

Staff Present: John Wesely, Leonard Whiteman, and Rachelle DeLoe.

Director Price called to order the monthly business meeting at 5:00 PM.

MINUTES

A. 3/08/2022 Business Meeting Minutes

Motion

Director Donohue moved to approve the minutes of the 3/08/2022 Business Meeting. Director Carlton seconded, and the motion was approved unanimously.

FINANCIAL REPORT

A. Accounts Payable 3/15 and 3/31/2022

Director Gogas asked about the payment to Card Service Center for radios. Mr. Wesely responded that the Authority was solicited to participate in and agreed to a tsunami communication drill that was being spear headed by the South Tillamook County Volunteers Corps and one of the requirements to participate in the drill was handheld radios. Mr. Wesely gave a summary of the radios and the hopeful outcome of the drill.

Director Gogas commented on the \$25 late fee for Card Service Center. Ms. DeLoe responded that USPS was taking longer to get payments to the processing center on time.

Director Gogas asked about the payment to Global network Support for monthly workstation management. Ms. DeLoe replied that they were the Authority's IT company, and they paid them monthly to back up the servers and workstations.

Director Gogas asked about the payment to Hach Chemical Company for a Horn Creek pH Probe. Ms. DeLoe replied that a pH Probe was a piece of equipment to test pH and they had needed a new one.

Director Gogas asked if the Authority were members of the Pacific City/Nestucca Valley Chamber? Ms. DeLoe replied in the affirmative.

Director Donohue asked about the payment issued to Owens Pump and Equipment for a lift station pump repair and asked which lift station was affected? Ms. DeLoe said it was a spare lift station pump.

Director Donohue asked about the payment for a shop addition for \$9000. Ms. DeLoe responded that it was an addition to the shop in Beaver to cover the mower deck and equipment, similar to a lean to.

Director Carlton asked about the payment of \$14,000 to Industrial Software Solutions. Mr. Wesely said that it was an upgrade to the SCADA software at Horn Creek and the addition of a perpetual historian data base.

Motion

Director Carlton moved to approve the accounts payable for 3/15 and 3/31/2022. Director Donohue seconded, and the motion carried unanimously.

B.Fiscal Year 21/22

Director Carlton asked about the Engineering line item on page 7 for \$200,000 in the 005 fund. Director Carlton continued that he knew part of it was for the Water Master Plan, but that it looked like more than what was going to be allocated. Ms. DeLoe said it was not just the Master Plan but also the Water Conservation and Management Plan.

MANAGERS REPORT

Mr. Wesely reported that he would be discussing water rights with the board at the next meeting after gathering more information.

Director Gogas asked if Mr. Wesely would miss the May meeting as he was on vacation. Mr. Wesely replied that he was hoping to move the board meeting up a week to May 3rd so that he could participate. The board agreed that May 3rd would work for the next business meeting.

Mr. Wesely said the SCADA upgrades at Horn Creek were scheduled for the first two weeks of May.

Mr. Wesely said the Authority repaired three water leaks in March, one being a contributor from a remote line to the unaccounted-for water loss. Director Gogas asked how many lines were remote. Mr. Wesely replied that had around a dozen remote lines. Director Donohue asked about the new leak detection equipment the Authority had purchased. Mr. Wesely said they had received it, and after testing, believed they had a lemon. Mr. Wesely continued that they would be exchanging the defective equipment and looked forward to utilizing the replacement.

UNFINISHED BUSINESS

A. Water-Wastewater Master Plan

Mr. Wesely reported that the Water Master Plan was officially complete and had been sent to the Oregon Health Authority for their review and approval.

Mr. Wesely reported that Parametrix would have a draft of the Wastewater Master Plan to the board in the near future. Mr. Wesely reminded the board that they would have been further along had they not asked Parametrix to do the Water Management and Conservation Plan.

B. Water Management and Conservation Plan

Mr. Wesely told the board that the Water Management and Conservation Plan had been submitted on time and was under review with the Oregon Water Resources Department.

C. SDAO Best Practices Insurance Program

Ms. DeLoe was asked to summarize the last 4% of credit the Authority could receive. Ms. DeLoe referred to the email sent March 9th giving the board information about the two training videos that would satisfy 2% of the Best Practices. Ms. DeLoe reiterated the requirements for the other 2% regarding participation from two of the five board members in the SDAO Board Leadership Academy. Mr. Wesely asked how much 2% would equate to be. Ms. DeLoe replied that the full 10% would give the Authority about a \$6500 reimbursement. The board agreed to watch one of the two training videos before the next business meeting. Director Gogas expressed interest in attending training for the SDAO Board Leadership Academy.

NEW BUSINESS

A. Strategic Plan Revisions

Mr. Wesely said that he would move to table the Strategic Plan line item until Chair McVicker was present. Director Donohue said after looking over the document that was sent in the board packet, he knew he had a more recent copy that had revisions and newer dates. Mr. Wesely asked if Mr. Donohue could share that with him and they would add it to the next months board packet in place of the current one.

B. Dune Well Fence Contract

Mr. Wesely gave a summary of the Authority's responsibilities regarding the RP&P Lease agreement and what prompted them to seek fencing quotes. Mr. Wesely said he would recommend the board award the job to the low bidder, Outdoor Fence Company. Mr. Wesely continued that the Authority had used Outdoor Fence Company for other projects and they had done a great job and he had received good feedback from staff. Discussion ensued regarding a small difference between the bids in the style of gate proposed and the linear feet of the fence.

Mr. Wesely said he had received a bid from Bros and Hoes to do the brush clearing prior to the fence installation and it was a very reasonable bid.

MOTION: Director Donohue moved to accept the bid from Outdoor Fence company not to exceed \$46,000. Director Gogas seconded, and the motion was approved unanimously.

C. Vac Trailer Purchase

Mr. Wesely referred to the three quotes for a vac trailer in the board packet. Mr. Wesely said that only two of the quotes had all of the features that the Authority was looking for and it was difficult to find a third as it is a specialized item. Mr. Wesely gave a summary of the features they desired and assured the board that a Vac Trailer was budgeted for. Mr. Wesely referred to the two quotes that were of higher interest from Vermeer and Dynovac. Discussion ensued regarding the budget line item, lead time, and benefits of not purchasing the larger of the two.

MOTION: Director Donohue moved to accept the quote from Vermeer not to exceed \$160,000. Director Carlton seconded, and the motion was approved unanimously.

D. In-Person Board Meetings

Mr. Wesely gave his findings as to the Covid-19 positivity rate in Tillamook County versus other counties in Oregon and expressed caution. Members of the board agreed that they did need to start having in person meetings that were open to the public but did not feel comfortable doing so in the Authority's conference room. Discussion ensued regarding alternative meeting sites, square footage per person, and security issues. The board asked Ms. DeLoe to contact the Kiawanda Community Center and Pacific Coast Bible Church for availability for the June 14th business meeting. In-person board meetings would be on the May 2022 agenda.

GUEST QUESTIONS AND COMMENTS

There were no questions or comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked if it was possible the high unaccounted for water loss could be attributed to the 12-inch main running from Horn Creek under the Nestucca River. Mr. Wesely said it was very unlikely as that was the newest main the Authority had. Mr. Wesely said it would be more likely to be an older line if that was the problem.

Director Carlton said he believed the community would be more present with in person meetings and he would be more comfortable having community input especially with the larger items on the Water and Wastewater Master Plans that would be coming up. Director Price said they had agreed to do a community meeting once both plans were complete to discuss those big items and hear concern from the community. Director Price added that the Master Plans were a plan not a work order and sometimes emergencies would arise that were not in the plan at all.

Director Gogas said he was distraught that the Authority had not been keeping up with the RP&P Lease agreement. Director Gogas expressed that he was not aware of the agreement but would like to see that the Authority is not neglecting their responsibility and try to catch up. Director Price said the Authority was now fully staffed with a solid footing in leadership and they were in a different place than in previous years.

Adjourn the meeting at 6:49 PM.

The PCJWSA Board of Directors approved these minutes on May 3, 2022, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Anne Price, Vice Chair

John Wesely, Authority Manager