

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

June 14, 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, Kevin Shluka joined meeting at 5:09pm

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

Director Price called to order the monthly business meeting at 5:03 PM.

MINUTES

5/3/2022 Business Meeting Minutes

Motion

Director Donohue moved to approve the minutes of the 5/3/2022 Business Meeting. Director Carlton seconded, and the motion was approved with four ayes.

5/24/2022 Budget Committee Meeting Minutes

To be amended to include Leonard Whiteman as attending the meeting

Motion

Director Donohue moved to approve the minutes of the 5/24/2022 Budget Committee Meeting minutes as amended. Director Carlton seconded, and the motion was approved with four ayes.

FINANCIAL REPORT

A. Accounts Payable 5/1 and 5/31/2022

Director Gogas asked about the purchase of oil and filters. Ms. DeLoe said the staff changed oil in the trucks, saving the Authority money.

Director Gogas asked about the annual service payment to Brightly. Ms. DeLoe responded that it was Dude Solutions, our workorder software, they had been bought out by Brightly.

Director Gogas asked about the payment to Card Service Center for engineer install. Ms. DeLoe said an engineer had done a software install at Horn Creek and the Authority had paid for him to stay in Pacific City.

Director Gogas asked about the payment for WIN911. Mr. Wesely responded that it was the upgrade for the alarm notification software.

Director Gogas asked about the Horn Creek bond payment. Ms. DeLoe said that it was an annual GO Bond payment.

Director Gogas asked about the purchase of hydrants. Mr. Wesely said they had bought two hydrants. Mr. Wesely continued that they would keep one in stock and the other was for the development on South Brooten.

Director Gogas referred to the payment to Inland Environmental Resources and asked if they were going to have enough in the budget for next year. Ms. DeLoe responded fingers crossed that we budgeted enough.

Director Gogas asked about the payment to Pall Corporation for remote programming at Horn Creek. Mr. Wesely gave a summary of the Authority's sanitary survey and the deficiency that led to the remote programming.

Director Gogas asked about the payment for dispatch services to TCB Security Services. Ms. DeLoe responded that the Authority paid \$40 per month for their service and \$1.10 for each call out.

Director Gogas asked about the payment to the Tillamook County Clerk for an easement. Mr. Wesely said they had made an easement agreement with the Kiwanda Shores Homeowners Association and had the easement filed with the county.

Director Gogas asked about the payments to Consolidated Supply to replenish inventory. Mr. Wesely responded that they order most of the Authority's supply and backstock from Consolidated Supply including hymax repair clamps, piping, valves, fittings, and water line repair clamps.

Director Gogas asked about Cummins sales and service on generators. Ms. DeLoe responded that a couple years prior the board made a motion to agree to annual generator maintenance. Director Gogas asked if any of the generators needed to be replaced due to wear and tear. Mr. Wesely said all of the Authority's generators were in good shape.

Director Gogas asked about a payment to Pacific City Hardware. Ms. DeLoe responded they had replaced a check valve. Mr. Wesely said they had ordered two extra check valves.

Motion

Director Gogas moved to approve the accounts payable for 5/15 and 5/31/2022. Director Carlton seconded, and the motion carried unanimously.

B.Fiscal Year 21/22

No questions were asked.

MANAGERS REPORT

Mr. Wesely reported that they had completed two major projects within the prior month. Mr. Wesely continued that the first was the Horn Creek software and hardware upgrades. Mr. Wesely gave a summary of the project. Mr. Wesely said the second project completed was regarding the Recreation of Public Purposes lease on the BLM Property. Mr. Wesely continued that the obligations to delineate a 100-foot setback around the dune wellheads with a split rail cedar fence was completed that week.

Mr. Wesely said the 2021 consumer confidence report would be completed and available to the public by June 15.

Mr. Wesely suggested that the board consideration to scheduling a special board meeting to discuss the water rights topic.

Discussion ensued regarding a workshop, public input, times and dates, and having legal counsel present to answer questions.

Director Gogas asked about that month's rags. Mr. Wesely replied that they were in the process of lift station upgrades that would involve new pumps and panels. We plan on upgrading 2 lift stations within the next couple of months, we plan on upgrading 4 additional lift stations by the end of the year. Once we do that, I expect that we can quit talking about rags and quit looking at it as a performance indicator because it should be a thing of the past.

Director Gogas asked about the water mechanism for SBR1 that was broke. Mr. Wesely said he had a call in to get the latest ETA. Mr. Wesely reiterated that parts were very slow to ship and receive at that time.

Director Gogas asked about the leak on Salal Ln. and whether it was the big leak they had been searching for. Mr. Wesely replied that it was a work in progress. Mr. Wesely told the board of his plans for proactive leak detections and hope to diminish the unaccounted-for water.

Director Donohue asked about the re-metering of the Dune and Spit wells. Mr. Wesely said that they planned to move forward with the re-metering and had budgeted for it in the next fiscal year.

Director Gogas asked about the 100K, 300K and spit wells stand by power projects. Mr. Wesely said they had budgeted for those projects, but it would be an ongoing process with engineering and a petition to the state parks to request access of their property.

Director Carlton asked how much they had used the wells in May. Ms. DeLoe replied at most 25%.

Kevin Shluka interrupted to say he had not realized his project was so far down on the agenda and asked if he could be moved up so that he may attend another appointment. The board agreed.

NEW BUSINESS

A. Kingfisher Apartments Developer Request (Kevin Shluka)

Mr. Shluka said he was planning to break ground the following Monday on the Kingfisher Apartment project. Mr. Shluka told the board that \$300,000 of the SDC's would be paid for by the Oregon Housing and Community Services. Mr. Shluka said the dilemma was that his bank wanted a subordination agreement from the State of Oregon but was unsure if that would be completed by the end of the fiscal year. Mr. Shluka had come to ask for a 60–90-day expiration of estimate on the SDC fees to extend the current years rates past July 1, 2022. Mr. Wesely gave a summary of the SDC rate structure, ordinance, and how they had come to Mr. Shlukas final cost. Vice Chair Price reminded the board that ordinances did not have exceptions unless stated in the ordinance.

Mr. Shluka said he realized that he was asking for an exception to the ordinance and had to excuse himself to attend another appointment.

Director Donohue asked how much the SDC cost change after July first would be. Mr. Wesely said it would increase the total by just over \$15,000. Discussion ensued regarding the SDC ordinance, water and sewer availability, and application requirements. The board agreed that they could not give an exception due to the SDC ordinance that was in place and no action would be taken.

UNFINISHED BUSINESS

A. Water-Wastewater Master Plan

Mr. Wesely said the Water Master Plan had been removed from the agenda because it had been approved by the state, as is.

Ms. DeLoe left the meeting.

Mr. Wesely reported that the Wastewater Master Plan was delayed because Parametrix was waiting for information from the Authority. Mr. Wesely continued that once they received that information, they would finish the model calibration and send a draft.

B. Water Management and Conservation Plan

Mr. Wesely reported that the Water Management and Conservation Plan had been completed and reviewed. Mr. Wesely continued that Oregon Water Resources Department had sent feedback and

requested the Authority make some revisions. Mr. Wesely anticipated having the revisions complete by the end of the month and would be sent back for additional comment or approval.

C. SDAO Best Practices Insurance Program

Mr. Wesely thanked the board for completing the short training that brought the discount from 6% to 8%. Mr. Wesely said Director Gogas had committed to attend the board leadership academy, but they would need one other person to be eligible for the last 2% of the discount. Director Donohue said it would be nice to know how much time would need to be committed. Vice Chair Price said to get ahold of Ms. DeLoe, and she could give more information.

D. In-person Board Meetings

Vice Chair Price said that she thought the board had tabled that topic until Chair McVicker came back, but one of the board members had a different recollection and felt strongly that it should be on the agenda that night.

Director Donohue said that when they tabled it, they had no idea how long they would have to wait for Chair McVicker. Director Donohue continued that they had too many projects coming up that they needed to bring to the public, including the Master Plans and the Water Management and Conservation Plan. Director Donohue said the only practical venue that they could have meetings was the Kiawanda Community Center (KCC). Discussion ensued regarding cost, dates, and public input.

Motion

Director Donohue moved to reserve the Faye Jensen Room located at KCC for the coming year beginning July 12, 2022. Director Gogas seconded.

Director Carlton suggested that they wait until the August 9th meeting to give them time to discuss with legal counsel what their responsibilities and their ability to conduct meetings in the same manner at an off-site facility versus the Authority conference room.

Director Donohue said that was a reasonable amendment.

Motion

Director Donohue moved to reserve the Faye Jensen Room located at KCC for the coming year, amended to begin August 9, 2022. Director Gogas seconded, and the motion passed with three ayes and one nay.

NEW BUSINESS

B. Surplus Vehicle Declaration

2005 Chevy Silverado 2500 Heavy Duty. Mr. Wesely said we had been communicating with the board that they needed a new vehicle and now that they had received a new vehicle, they were ready to give up an older vehicle. Mr. Wesely said they would like to declare the 2005 Chevy

Silverado 2500 Heavy Duty as surplus and to auction to the highest bidder. Mr. Wesely said this was a silent bidding process using sealed bids. Discussion ensued regarding how to let the public know of the surplus item.

Motion

Director Carlton moved to declare the 2005 Chevy Silverado 2500 Heavy Duty as surplus. Director Donohue seconded, and the motion carried with four ayes.

GUEST QUESTIONS AND COMMENTS

There were no questions or comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Carlton suggested that once they had officially adopted the budget, they should put it on the website.

Director Gogas started a discussion on attendance identification. Director Gogas asked if they should publish that they were going to in-person meetings. Mr. Wesley said they would follow all rules regarding meeting notices.

Adjourn the meeting at 7:13 PM.

The PCJWSA Board of Directors approved these minutes on July 12, 2022, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Anne Price, Vice Chair

John Wesely, Authority Manager