

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

February 4, 2020

Directors Present: Carolyn McVicker, Cameron Gogas (arrived late), Sean Carlton, and Tom Donohue (via phone). Anne Price was absent.

Guests Present: Kevin and Katie Shluka, Pat Hurliman, Tim Hirsch, Bud Miller, Sue Delaney, Lori Whiteman, Mike Dill, and Robin Kostrikin.

Staff Present: Kirk Medina, Ray Browning, Michelle Hughes, Rachelle DeLoe and Leonard Whiteman.

**MINUTES**

A. 01/07/2020 Business Meeting Minutes

**Motion**

Director Carlton moved to approve the minutes of the 01/07/2020 Business Meeting. Director Donohue seconded, and the motion carried with three ayes.

Director Gogas arrived.

**FINANCIAL REPORT**

A. Accounts Payable: 01/07, 01/15, & 01/31/2020

**Motion**

Director Carlton moved to approve the accounts payable for 01/07, 01/15, and 01/31/2020. Director Donohue seconded, and the motion carried with four ayes.

B. Fiscal Year 19/20

No questions were asked.

**MANAGERS REPORT**

Mr. Medina reported that there were no violations for water or wastewater in the month of January.

Mr. Medina reported that the Authority had received results from the recent asbestos test the board had voted to do before the end of 2019. Mr. Medina continued that the results from the test

showed the detection level of 1.41 mfl's and the maximum contaminant level was 7 mfl's. Director Gogas asked where the sample was taken. Mr. Medina said it was taken at Woods Park.

Mr. Medina reported that with the assistance of Ray Browning and Leonard Whiteman they had recently submitted a state Bio Solids report, as well as a state Inflow & Infiltration report.

Mr. Medina reported that the Authority had recently hired Derek Wenrick.

Mr. Medina congratulated Leonard Whiteman for recently passing his Cross Connection Specialist certification.

Mr. Medina reported that they had done some research regarding skype and video conferencing for monthly business meetings. Mr. Medina gave a few examples of options they had investigated and found that choosing a less expensive route could diminish sound quality. Director Donohue said he remembered there may be a security concern but was curious what prices the Authority had found. Ms. Hughes said they would not need a dedicated server but would have to alter their current server to have a dedicated line for video conferencing. Ms. Hughes continued that a quality, a sufficient laptop could cost \$2000-\$3000. Discussion ensued regarding the needs of the Authority, other opportunities to use the video conferencing equipment, and whether that would be a fiscally responsible purchase. Director Donohue suggested the board table the discussion and revisit in six months' time.

Mr. Medina reported that he had attended an award banquet the previous week and the Authority had received an Engineering Excellence Award for the Wastewater Treatment Plant Expansion.

## **UNFINISHED BUSINESS**

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

Mr. Medina reported that were moving forward with the bid alternatives and was scheduled to be complete in July 2020. Director Gogas asked how much of the grant money was available for the bid alternatives. Mr. Medina replied that the Disc Filter and Reuse Water bypass piping would cost about \$550,000, paid for by the grant monies. Chair McVicker gave a summary of how the remaining grant money had been intended to be used. Discussion ensued regarding the timeline and reasons for using all the grant money.

### **B. Website Update**

Mr. Medina announced that the new website had gone live and wanted to thank Ms. Hughes for her continued work and progress on the website. Ms. Hughes gave a summary of different aspects and advantages of the new website.

## **NEW BUSINESS**

### **A. Beach Bridge Apartments**

Mr. Medina reported that the Authority had submitted information to Parametrix to determine if the water and wastewater infrastructure would be able to accommodate a 25-unit structure and determined that it was possible. Mr. Medina asked the board to approve a water and sewer availability letter for the project. Director Gogas asked if the Authority needed to do anything to protect the Beachy Bridge Lift Station. Mr. Medina said at present it was barricaded with cones and they were looking into something permanent. Director Carlton asked what the Authority would have done had Parametrix determined they did not have the capacity for the project. Mr. Medina replied that it would have been the developer's responsibility to fund any necessary improvements. Discussion ensued regarding residential projects versus commercial projects and availability. Director Donohue suggested the Authority put a timeframe within the availability letter. Mr. Medina assured the board that the letter he had drafted had a reasonable timeframe. Kevin Shluka (Developer) agreed that a timeframe was a reasonable requirement. Mr. Shluka added that because there would not be an infrastructure improvement cost, they had been able to adjust their rental rates lower to be more affordable.

#### **Motion**

Director Carlton moved to authorize a letter of availability to provide water and sewer services for the project as presented. Director Gogas seconded, and the motion carried with four ayes.

### **B. Water Main Replacement Project**

Mr. Medina said after experiencing six water main breaks along part of south Brooten Road over the past year, it was decided it would need to be replaced. The Authority had obtained a quote from Bulls Eye Directional Boring, to bore a two-inch polyethylene line, totaling \$26,335. Mr. Medina continued that there would be five services affected that the Authority's staff would complete. Director Gogas asked if a fire hydrant was being added. Mr. Medina said they had discussed running a six-inch fire hydrant service off the eight-inch water main on the west side of the road, but it was not included in the quote. Director Carlton asked what time of year the project would be completed during. Mr. Medina said they planned to do it as soon as possible. Discussion ensued regarding specifics of the project including types of connections and timeline. Director Donohue asked if the main replacement had been budgeted in the current fiscal budget. Ms. Hughes said that it had.

#### **Motion**

Director Carlton moved to approve hiring Bulls Eye Directional Boring, Inc to install roughly 980' of water main along Brooten Road and Stephen Ave as presented not to exceed \$30,000. Director Gogas seconded, and the motion carried with four ayes.

### C. Generator Maintenance Agreement

Mr. Medina said service was due on the Authority's generators, including the new generator installed with the Wastewater Treatment Plant Project. Mr. Medina continued that they had obtained two quotes for generator maintenance and had decided to go with Cummins because the new generator had been purchased from them, it was still under warranty, and they had the more reasonable price. Director Donohue asked if the generator maintenance had been budgeted in the current fiscal budget. Ms. Hughes said that it had.

### D. Board-Authority Manager Workshop

Chair McVicker referred to notes in the board packet regarding the workshop. Mr. Medina said he appreciated the workshop and was clear with the board's expectations of the Authority and the direction they plan to go.

## GUEST QUESTIONS AND COMMENTS

Sue Delaney welcomed Mr. Medina to Pacific City. Ms. Delaney asked what the difference between commercial, such as the Beach Bridge Apartments, and residential was regarding rentals. Ms. Hughes replied that it depended on the county's zoning of the lot. Ms. Hughes continued that apartments are built for commercial purposes, whereas, residential rentals are not for commercial purpose. Mr. Shluka added that the Beach Bridge apartments that were being referenced were to be built on a commercial lot, but on the conditional use permit were considered "residences". Discussion ensued regarding the rate differences between long term rentals and short-term vacation rentals. Ms. Delaney referenced a lot next to her that two houses were being built on and currently had one hook up. Ms. Delaney asked if they would have to pay for a second hookup. Ms. Hughes replied in the affirmative.

Bud Miller referred to the motion made regarding the water sewer availability letter for the Beach Bridge Apartments. Mr. Miller said it was his understanding that there were still some things to figure out with the water and sewer and wondered why the board would make a motion to approve something that had not been completed. Ms. Hughes said the Authority was only giving the developer a letter of availability, stating that water and sewer were available to the lot, not that they could use it. Ms. Hughes continued that the letter stated that the Authority would commit to two years based on plans submitted to the Authority and following all regulations. Director Carlton confirmed that with the conditional use permit a letter of availability was required before proceeding.

Mr. Miller asked if there was a possibility that the paving of Brooten Rd. could have caused damage to the two-inch main and could be the responsibility of the county road department. Mr. Medina said that it had crossed his mind, but the line was not in the road right of way and the line was very old and deteriorating.

Mr. Miller clarified that the Wastewater Treatment Plant project was considered complete even though the Authority was still completing the bid alternatives. Chair McVicker confirmed that

all the work under the original contract had been completed and the project was considered complete.

Mike Dill announced that they had published their third newsletter. Mr. Dill said they had formed the newsletter around growth. Mr. Dill gave some examples of items to keep in mind regarding growth while reading the newsletter. Mr. Dill added that he had worked with the watershed group to write a grant for water testing and education. Mr. Dill said he believed the board would benefit from being involved with the watershed group.

Kevin Shluka (developer of the Beach Bridge Apartments) asked that because the property already had a prepaid SDC, and that value was different than the cost of a single apartment SDC, would the board be willing to grant the SDC as credit for the value rather than just as a single SDC. Mr. Shluka added that the prepaid SDC still had a small balance to be paid due to a lien on the property. Chair McVicker clarified that Mr. Shluka was asking for the full value as a credit rather than a single hookup. Mr. Shluka replied in the affirmative. The board agreed that that would be possible.

#### **CHAIRMAN/DIRECTOR COMMENTS**

Director Donohue said following the cyber attack at Tillamook County, wondered if the Authority had had a cyber security expert look at their system. Director Donohue also asked if the Authority had continued cyber security training for staff. Mr. Medina said that the Authority's system was spread out, depending on the subject. Ms. Hughes assured the board that the Authority's server had a very secure firewall that was monitored and maintained by an outside IT company. Ms. Hughes continued that the IT company did a backup of the Authority's server each night and a software that flagged potential threats and alerted the IT department. Director Donohue asked if the staff did any training on basic cyber security. Ms. Hughes said the only potential threat she could foresee would be an employee or board member opening a bad email, which was possible, but the staff had had training in cyber security and email. Director Donohue said he would feel more comfortable if the Authority hired a consultant to test the system. Director Carlton agreed and added that the board may be the weakest link as they had not had any training. Ms. Hughes said the staff and board email was hosted outside the Authority's server and was safely segregated. Mr. Medina said they would investigate training options for the staff.

Director Gogas wanted to thank the staff that had recently fixed a leak on Wilehart, Ms. Watters was especially thankful.

Chair McVicker adjourned the meeting at 6:14 PM.

The PCJWSA Board of Directors approved these minutes on March 3, 2020, by the following votes:

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

ATTEST:

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Carolyn McVicker, Chair

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Kirk Medina, Authority Manager