

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

October 1, 2019

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

Guests Present: Tim Hirsch.

Staff Present: Ray Browning, Rachelle DeLoe, and Ross Johnston.

**MINUTES**

A. 09/03/19 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 09/03/19 Business Meeting. Director Donohue seconded, and the motion carried with four ayes.

**FINANCIAL REPORT**

A. Accounts Payable: 9/3, 9/15, & 9/30/19

Director Donohue asked what the check to Ron and Vonnie Hurliman was for. Chair McVicker responded it was for the annual land lease of the property Horn Creek Water Treatment Plant was on. Director Gogas asked what the length of the lease term was. Chair McVicker was unsure.

**Motion**

Director Price moved to approve the accounts payable for 9/3/19, 9/15/19, and 9/30/19. Director Gogas seconded, and the motion carried with four ayes.

B. Fiscal Year 19/20

No questions were asked.

**MANAGERS REPORT**

Ms. DeLoe reported that there were no violations for September 2019. Ms. DeLoe continued that the because of the date of the meeting and that the board packets had to be distributed before the end of the month the Rags and Man Hours were as of September 26<sup>th</sup>.

Chair McVicker said she had had a request from a customer for the board to speak up and speak clearly during meetings. Chair McVicker said she had also encouraged meeting attendees to sit closer to the front.

## **NEW BUSINESS**

### **A. Multi Dwelling Units**

Chair McVicker referred to information in the board packet. Ms. DeLoe said there was a customer that had expressed he would like to turn his garage into a rental unit. Ms. DeLoe continued that Tillamook County was considering it a guest house and per PCJWSA policies a guest house would not pay SDC fees. Ms. DeLoe referred to Tillamook County ordinance and requirements for a dwelling unit. Ms. DeLoe gave specifics about the property and the customers plans. Discussion ensued regarding definitions of a guest house and dwelling units and what the Authority needed to consider before making a decision. Chair McVicker referred to the Garage, Shop or Maintenance Building Application for Water/Sewer Service 1998. Chair McVicker read specific rules and referred to plans the customer had drawn up.

Director Gogas asked if there was another customer that had done something similar. Chair McVicker said she believed there were several customers that had turned garages into living units but had not come to the Authority and had done it “under the table”. Chair McVicker continued that the board had had a subcommittee in 2014 to look at those properties that had illegal dwelling units to decide how to bring them into compliance and would get a copy of that report to Director Gogas. The subcommittee had not come to a conclusion at that time and it was tabled while they worked on the WWTP upgrade. Director Price said this customer’s proposal was pretty straight forward. Chair McVicker said it was the boards’ duty to abide by the policies and resolutions they had created and/or change them if necessary. Discussion ensued regarding multi-unit dwellings and the SDC fees of them. Director Price asked if they should consult with legal counsel to determine if the board had the authority to verify if a customer is in compliance with county ordinance and still does not require SDC fees. Chair McVicker gave several reasons why not collecting SDC fees would skew planning numbers. Chair McVicker asked the board if they should have legal counsel review the language in the policy to determine if they could legally say yes or no in a similar situation. Director Donohue suggested they bring the issue of properties out of compliance to a vote in the next election and let the citizens decide. Chair McVicker clarified that board agreed they would not make a decision regarding the multi dwelling issue until they had consulted legal counsel. Chair McVicker continued that they agreed to bring the accessory dwelling issue back to the table while consulting legal counsel. Discussion ensued regarding enforcement.

The board took a brief break to change batteries in the MP3 recorder.

### **B. Lot on Sandlake Rd.**

Ms. DeLoe told the board that a customer had purchased a lot on the edge of the districts boundary. Ms. DeLoe continued that the lot was in need of sewer services but the current sewer lines did not extend that far. Ms. DeLoe said the customer would be responsible for extending the

sewer lines. Ms. DeLoe continued that PCJWSA and DEQ both had rules regarding a 300' distance to either the property line or the residence, and the board was being presented the evidence in hopes of making a decision as to which rule they would enforce. Chair McVicker said the DEQ rule was the Authority was required to have sewer available if within 300' of the lot. Chair McVicker continued that the PCJWSA rule was modeled after the DEQ rule but says the dwelling rather than the property. Chair McVicker suggested they consult legal counsel to determine which rule takes precedent. Discussion ensued regarding specifics and examples of the lot.

## **UNFINISHED BUSINESS**

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

Ms. DeLoe reported that they were still waiting on substantial completion.

### **B. New Authority Manager Search Update**

Chair McVicker reported that the board, staff, and members of the budget and advisory committees met on September 6<sup>th</sup> to review applications with Prothman and discuss the interview process. Chair McVicker said the group met again on September 20<sup>th</sup> to interview the potential candidates, and the board met on September 23<sup>rd</sup> to offer the position to the top candidate. Chair McVicker continued that on September 24<sup>th</sup> the candidate decided to withdraw his or her application. Chair McVicker said the board met on September 26<sup>th</sup> to determine the next steps and after consultation with Prothman the board decided to tweak the profile and repost the position. Chair McVicker continued that the position was reposted online on September 30<sup>th</sup>. Director Gogas asked what the closing date was. Chair McVicker responded that it would be Sunday October 25<sup>th</sup>.

### **C. Master Plans Update Proposal**

Ms. DeLoe said they were still waiting for updates.

### **D. Public Records Resolution**

Chair McVicker said they would table the topic for now as Sean Carlton was not present.

## **GUEST QUESTIONS AND COMMENTS**

No questions were asked

## **CHAIRMAN/DIRECTOR COMMENTS**

Director Gogas asked the status of the water line on Brooten Rd. near the slough bridge. Ms. DeLoe asked Mr. Browning to give some insight on the subject. Mr. Browning said the line was a very old, brittle, black poly line. Mr. Browning continued said they planned to replace from the slough bridge to Roger Ave. Director Gogas asked if they would put in a bigger line. Mr.

Browning said it would be the same size just a different kind. Director Gogas asked how much of the district also had that type of water line. Chair McVicker said probably not much as they were not having breaks on a daily basis in other areas. Mr. Browning said there was some on Rueppell Ave. and replacing the line was moving up there priority list.

Director Gogas said he had mentioned previously that the Authority needed a resolution regarding service animals at business meetings. Director Price said because they were an independent authority they could set their own rules and did not have to have similar rules to a courthouse or federal building regarding service animals. Chair McVicker asked what was the concern with having animals at meetings. Director Gogas responded there was a concern of allergies and pet dander. Chair McVicker asked Director Gogas if it would be a policy of only allowing certified service animals be at the business meetings. Chair McVicker continued that they had several other higher priority items on the agenda but would keep Director Gogas's concern noted.

Director Price asked for an update of the new website. Ms. DeLoe reported that their website developer was working on it and they had paid them an initial proposal fee. Ms. DeLoe continued that the developer had asked if they were interested in a "ticker" on the web page. Chair McVicker said they would prefer something to be used with their subscriber list similar to Tillamook PUD's Nixel.

Director Gogas wanted to commend the staff on their hard work with Mr. Owen and Ms. Hughes being on vacation.

Director Gogas said because they had employees close to retirement, including Ms. Hughes, and he would like Ms. DeLoe to have an opportunity for continuing education.

Chair McVicker wanted to respond to several questions asked at the prior meeting.

Questions from Mike Dill:

1. Who are the regional water and/or water-sewer groups in Tillamook and Lincoln counties? We would like to have their email addresses. Thank you.

Chair McVicker said she did not have that information but it should be available from the Drinking Water Program and Oregon DEQ.

2. Of the 62 projects listed in the Master Plans, what is the status to each line item and how much has been spent on completed projects so far (completed, partially-completed, not-completed, within scope to projection,...)?

3. What is the schedule for replacing the A-C pipe from the PC bridge to Woods bridge? What is the estimated cost to this project?

Chair McVicker responded that the Master Plans were last written in 2005 and parts updated in 2009, and would be considered out of date both financially and in priority. The board was

waiting on a new proposal from their engineering firm and when completed they would have more information.

4. Are there any mistakes in "Water Sources and Treatment" or "Outfall" in the newsletter?  
Please correct any line items.

Chair McVicker responded thank you for asking but it was not the duty of the board to fact check for them.

5. What is the algorithm for the distribution of water to the various parts of our business region?  
If this can be represented on a map, this is better but if not I can build this from descriptions.  
What are the factors that can make it change?

Chair McVicker said she did not believe there was an algorithm for distribution of water to the districts business region. Chair McVicker continued that if the question was in regards to water distribution to customers, the distribution was by design using gravity and based upon usage.

Questions from Robin Kostrikin regarding the emergency preparedness plan.

Recently, Oceanside Water District had a potential water contamination scare. Can you answer the following questions:

1. If something like this happened in our district, how would you have dealt with it?
2. How would you notify people in the community?

Chair McVicker responded that PCJWSA had an emergency response plan. Chair McVicker continued that the Oregon Health Authority, Oregon Drinking Water Services, and the Emergency Preparedness & Security were used as guides. Chair McVicker continued that PCJWSA did not share details in regards raw water intake facilities, water treatment processes, storage facilities, pump houses, or distributions systems.

3. Do you have a plan to provide bottled water to those who might be affected?

Chair McVicker responded no.

4. Who in our district knows our emergency preparedness plans?

Chair McVicker responded that the Authority Manager and staff did.

5. Is it a standard practice that board members are not briefed on these plans?

Chair McVicker responded that because board members come and go they were not briefed on any details.

6. Do you have a coordinated plan with fire/rescue, Tillamook PUD, law enforcement and any other local, state, or federal government agencies that are involved in emergency management?

Chair McVicker responded that she was unsure, would choose an agency such as OR-WARN rather than a small informal group that was doing something very similar.

Ms. DeLoe gave a summary of her experience at the STCVV (South Tillamook County Volunteer Corps) meeting on September 9<sup>th</sup>. Ms. DeLoe told the board of a Mutual Aid Agreement that was presented that a few of the districts of South Tillamook County were a part of, with hopes to have other districts on board. Ms. DeLoe said the agreement was not beneficial or specific to PCJWSA as they were the largest district in South Tillamook County. Ms. DeLoe continued that OR-WARN already had something similar in place that covered all of Oregon and had several large districts on board. Chair McVicker gave a summary and more specifics about OR-WARN.

Chair McVicker said in doing research to answer these questions she found that a water system should always follow four steps.

1. Confirm and analyze the type and severity of the emergency.
2. Take immediate action to save lives, reduce injuries, and prevent system damage.
3. Make repairs based on service area priority.
4. Return the system to normal operation.

Chair McVicker adjourned the meeting at 6:01 PM.

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

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

ATTEST:

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Carolyn McVicker, Chair

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Tony Owen, Authority Manager