

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

April 11, 2023

Chair Donohue started the Business Meeting in person at KCC and virtually through Microsoft Teams. Chair reviewed rules of conduct and said that they are changing, rules read.

Directors Present: Tom Donohue, Sean Carlton (by Video), Anne Price, Kathleen Starostka, and Cameron Gogas.

Guests Present: None

Staff Present: John Wesely, Robert Pippenger, Leonard Whiteman and Rachelle DeLoe

Chair Donohue called to order the monthly business meeting at 5:00 PM

MINUTES

3/14/2023 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 3/14/2023 Business Meeting. Director Starostka seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 3/15 and 3/31/2023

Director Gogas asked about BMS technologies. Ms. DeLoe said that they were 2 different billings.

Director Gogas asked about Card Services, gloves. Ms. DeLoe said they are disposable latex gloves. They are not on a line item for safety equipment.

Director Gogas asked about Pressure Washing. Ms. DeLoe said it was a pressure washer.

Director Gogas asked about late fee on Card Services. Ms. DeLoe said we only pay bills 2 times a month and the postal service is slow so sometimes we miss the payment deadline.

Director Gogas asked about Cash \$140 for coffee. How often do we buy coffee? Ms. DeLoe said it was for coffee which the petty cash is only replenished every couple of months. Discussion about coffee ensued.

Director Gogas asked Coastway Construction to help with the water leak. Mr. Wesely said that they helped us with flagging because with such short notice we were unable to get Angel Flagging.

Director Gogas asked about the Oregon Department of Justice. Chair Donohue said that it comes out under their checks, and the people who sign checks, see that it comes out of their checks. It is a personal thing that is not supposed to be shared.

Director Gogas asked Rosenbergs for \$130. Ms. DeLoe said she would have to get back to him with an explanation for that.

Director Gogas asked UPS Shipping. Ms. DeLoe said that it is for lab tests, sending things for calibration.

Director Gogas asked about USDA Forrest service annual user fee. Mr. Wesely said we have a special use permit with the forest service. Where our original intake structures are located on. The old diversions that are upstream that we either have to pay the fee or remove them.

Director Gogas asked Harrington Industrial Plastics? Ms. DeLoe said we buy PVC Piping.

Director Gogas asked Oregon State Treasury unclaimed property. Ms. DeLoe said that we have 2 people who had sold their property and had credit, we attempted to send them a credit, they did not cash the checks, so we had to send the money to Oregon state so they can claim their money.

Director Gogas asked about grounds maintenance. Ms. DeLoe said that this is our landscaper, who is cheaper than the last 2.

Chair Donohue asked about 2 entries about the charge for the legal fees. Mr. Wesely said that the executive session cost \$5800, there was additional fees for additional support fees. Chair Donohue said that is a lot of money, reminder to the board to be real careful what you say especially revolving around employees. We could have used that money for something else. Director Gogas said Coffee. Chair Donohue said it was unfortunate that we had to spend that much money.

Motion

Director Price moved to approve the accounts payable for 3/15 and 3/31/2023. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

No comments or questions.

MANAGERS REPORT

Mr. Wesely reported that the office will be closed on Friday April 21, to do Mandatory Employee CPR and First Aid training.

Mr. Wesely Our HR Consultant will be doing interview with staff about his annual review. It starts tomorrow.

Mr. Wesely said our Water Rights Permit Extension is about ready to be sent into the Oregon Water Resources Department, I signed it today, it is for March. We should not have any objections; it will go out for public comment. With no objections we will have until 2070 to fully develop the rest of the water rights.

Mr. Wesely said he decided to withhold the resolution that we had been talking about for the past couple months. After reviewing it, I do believe that there are some policy flaws in our current version that we need to overcome and we need a substantial re-write to overcome some of those flaws, some of which have been mentioned by board members. I will have that for you in another month.

Mr. Wesely said we are doing the permits for the Rueppell job and they consist of a County Road Construction Permit, a County Development Permit, as well as a State Oregon Health Authority Review and approval. We have preliminary construction approval. We are awaiting the permit approval from the County. This work will be below grade so there should not be concerns to grade levels, but we do want to install 3 hydrants on this project, the county is checking with FEMA.

Mr. Wesely said we are working on security upgrades at the WWTP. We have fencing contractors coming to give bids on improving the perimeter of the facility.

Chair Donohue asked about the Rueppell project insurance. Mr. Wesely said that we will as part of the bid documents, be requiring general liability insurance. I talked to Parametrix today. We will be indemnified by requiring the contractor to carry the insurance on this, we are going to be asking them for a performance bond too.

Director Gogas asked about the security, have you thought of cameras? Mr. Wesely said yes, this will be essentially a multi-pronged approach, we are improving the perimeter security, lighting and we are looking at installing alarm systems in our outbuildings. Possibly some security cameras, strategically located.

Director Price mentioned that there are 2 things about staffing in the managers' report. Is it intended to take these up at future meetings agenda for board approval. YES.

Chair Donohue said that there is a grant program for interns for admin projects in our small district association of Oregon, that needs to be taken care of in the next week or so if you have something in mind. Mr. Wesely said that they must be between a freshman and a junior level in college, we can pursue something like that but that limits potential candidates. I do want some temporary employees for the summer, for pressure washer, painting, grounds keeping. Chair Donohue said let's make it an agenda item.

UNFINISHED BUSINESS

- A. Appoint a new Budget Committee Member

Motion

Director Price said I move to appoint Karen Matthews to the Budget Committee, based on her application it is clear that she has extensive qualifications for the position. Director Starostka seconded, and the motion was carried unanimously.

- B. Authority Manager Review Form

Chair Donohue said we should put it off and let the HR person do it, we should hash this out. We will read it; we have 7 competency goals. Utilizing the suggestions, we need to finish this. Nanette said we should have a competency goal for financial. Director Price objected to going over this without Director Carlton having a copy of the document they were looking at. Tabled until next meeting. Chair Donohue will get Director Carlton a copy of it.

NEW BUSINESS

- A. Customer Appeal of Policy Decision.

A customer had a development in the lot next to them. In the course of building the home, they damaged the existing customers' water service line. Once it was uncovered, it was realized that the line was on the neighbor's property. The neighbor will not allow this person onto the property to repair their service line. They are working through that. However, they did request a couple things from the Authority. They requested a water leak adjustment credit. It is written that the leak has to be repaired within 30 days to be eligible for the credit. They are not able to access this line to repair it, the service to this line was shut off shortly after the water leak was reported to us at the beginning of January. They have not had it repaired, through no fault of their own. The request was denied by me, because the current policy does not allow any exceptions for this type of thing. When they were told that it was denied, they respectfully asked to appeal it to the board. They have also requested an indefinite lock off be retroactively applied. They were not aware this was a policy that was available, and they would not have pursued it initially because they thought it would be over in a couple weeks and now its going on 4 months. Both of these requests were denied, they want to appeal. I have provided you all with copies of all the paperwork.

Motion

Director Gogas made a motion to give them a credit for \$205.11. Director Starostka seconded. Discussion ensued. 1 Aye from Director Gogas, 4 Nays. Motion has failed. Consensus from the board to contact attorneys to get their opinion.

Discussion ensued about Indefinite Lock Off - Resolution 22-02

Motion

Director Price made a motion to not allow the requested exception to the implementation of the Lock Off fee. Chair Donohue seconded, and the motion carried with 4 Ayes, 1 Nay from Director Gogas. Consensus from the board to contact attorneys to get their opinion.

Mr. Wesely is to notify the homeowners on the board's decision.

B. Horn Creek Stream Flow Gauging Station

Mr. Wesely said that in a previous managers' report that they needed a daily real time stream flow. This is required of us in our Water Use Permit. It had been done to a limited extent when it was first built. The gauge is in disrepair. The cost for installing the necessary equipment is high enough, and there is a calibration period of the first year, the experts will come onsite and calibrate this system. I have not been able to get 3 quotes because it is highly specialized. Discussion ensued about fees.

Motion

Director Starostka made a motion to accept the proposal from GSI Water Solutions for \$29,205 for the Horn Creek Stream Flow Gauging Station installation. Director Price seconded, and the motion was carried unanimously.

The Board would like to see how they came to the fee schedule.

C. Design Firm Discussion and Decision

Mr. Wesely said this is about who we decide to have as our primary design firm. We have a 20+ year relationship with Parametrix. Concerns about change will take a long time and we will pay a price to educate the new firm about our new system. We would have to get 3 quotes if we changed. If we continue to use Parametrix, I can move forward on the next projects. Discussion about what is asked of Parametrix. We could hire someone for the pipeline over the bridge project, to try a new firm. The consensus from the board is that we will use Parametrix with incentives and penalties.

D. SDC Methodology and Schedule Adoption

Chair Donohue said our Master plans SDC schedules were done by subcontractor; those recommendations were not adopted. Mr. Wesely said that this is brought before the board because part of the scope of work in our Master Plans was the analysis of our SDC's. 2 types of funding reimbursement and improvement, they have applied those as part of their analysis. This is a recalibration of our SDC charges, based on their analysis. Explains law and what we need to do to adopt it. Do we wish to adopt these so we can get the clock started on the 90 days?. Discussion ensues.

Motion

Director Price made a motion to move forward to the proposed SDC Methodology and proposals as presented to the board. Director Starostka seconded, and the motion was carried unanimously.

E. TLC Line of Credit

Mr. Wesely said we had assumed that we had a line of credit from TLC, for \$500,000 that we used for the airport lift station construction. It is almost paid off, we want to maintain that if we can, we have other projects we need funding for. Payments would be the same, but I called today assuming that they would tell me how much available credit on this account, they said there was no available credit on this account. We need to table this until I find out more information about this loan. Discussion ensued. Tabled until next month.

GUEST QUESTIONS AND COMMENTS

No comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked about the Rueppell letter. Any calls? Mr. Wesely said yes, people are interested in the road, not the pipeline. The letter is out and the meeting is scheduled.

Director Gogas asked about the first aid class, AED for the office? Mr. Wesely replied, we have one.

Adjourn the meeting at 7:15 PM.

The PCJWSA Board of Directors approved these minutes on May 9, 2023, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager