

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

August 4, 2020

Chair McVicker stated that the board was meeting via video conference call due to the pandemic and the Oregon Governors social distancing recommendation.

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

Guests Present: Tim Hirsch.

Staff Present: Kirk Medina, Rachelle DeLoe, and Michelle Hughes.

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

**MINUTES**

A. 07/07/2020 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 07/07/2020 Business Meeting. Director Gogas seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

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

Director Donohue asked about the payment to Harrington Industrial Plastics. Mr. Medina responded that the Authority purchased PVC and fittings from them for the Brooten Rd. project as well as to replenish inventory.

Director Donohue asked about the payment to McClure and Sons, Inc. Mr. Medina replied that they were the contractor for the Wastewater Treatment Plant Upgrade.

Director Donohue asked about the payment to BMS Technologies. Ms. DeLoe responded that they were formerly known as Bend Mailing Services and were the company used for billing statements.

Director Donohue asked about the payment to H.D. Fowler. Ms. DeLoe responded that the Authority had purchased a Step System panel.

Director Gogas suggested that Director Donohue call the office ahead of the meeting for Accounts Payable questions. Director Donohue responded that his reasoning for asking questions was to have on record that the board was doing their due diligence and paying attention to expenses.

Director Donohue suggested that they added a column to the Check Report that indicated what the payment was for.

Ms. Hughes said they would look into adding a column if it was possible.

### **Motion**

Director Price moved to approve the accounts payable for 07/07, 07/15, and 07/31/2020. Director Gogas seconded, and the motion carried unanimously.

B. Fiscal Year 19/20

No questions were asked.

C. Fiscal Year 20/21

No questions were asked.

### **MANAGERS REPORT**

Mr. Medina reported that there has been no change at the Authority regarding Covid-19. Mr. Medina said they did not feel it necessary to open to the public as of yet. Ms. Hughes mentioned that because the Authority offered a notary service, but the office had not been open, she had made appointments with customers when there was a request. Director Donohue asked if the notary service done on the weekend would be considered overtime. Ms. Hughes said it was considered part of her regular duties and not overtime. Ms. Hughes assured the board that the appointments had been off site and masks were worn.

Mr. Medina reported that the Brooten Road water main project had been completed and placed into service on July 30<sup>th</sup>. Mr. Medina gave a short summary of the project.

Mr. Medina reported that the Authority had coordinated with Coastway Construction to have SC Paving complete several roadway patches throughout the district.

Mr. Medina reported that Terry Rand had successfully completed his Backflow Tester Certification. Director Gogas asked how many backflow tester positions were available. Mr. Medina responded that there were currently three operators certified to test backflows.

Mr. Medina referred to the charts that were included in the board packet. Mr. Medina gave several comparisons, including water production, water sold, wastewater influent flow, and non-revenue water.

Director Gogas asked how much manpower was required per month for rags. Mr. Medina responded that there had been 6.4 hours in the month of July to remove 14 rags. Mr. Medina said that because of the preventative maintenance done over the years by removing rags had been very beneficial to the sanitary system.

## **UNFINISHED BUSINESS**

### **A. Wastewater Treatment Plant Disc Filter Installation**

Mr. Medina reported that the disc filter installation has been completed and was running as expected.

## **NEW BUSINESS**

### **A. Operation Strategic Plan 2020-2021**

Chair McVicker gave a summary of the history of the Operational Strategic Plan. Mr. Medina summarized the changes that he had made to bring the document up to date, including succession planning, community engagement, annual events, advisory committee meetings and public meetings. Discussion ensued regarding aspects of the plan and the timeline that Mr. Medina planned to complete them. Mr. Medina told the board about the goals he had added including Sewer and Water Maintenance Programs, Sewer and Water Infrastructure Programs, and Billing and Financial Software Upgrade. Mr. Medina gave several examples of possibilities regarding each program. Discussion ensued regarding the water and sewer infrastructure goals. Ms. Hughes gave a summary of the training and challenges that the Authority may face with a software upgrade or change. Discussion ensued regarding updates and hard software systems vs cloud software.

### **B. Automated Meter Reading Alternatives**

Mr. Medina gave the board a summary of the advantages of implementing Automated Meter Reading (AMR). Mr. Medina continued that there were many benefits including cost savings per month in operational labor, higher reading accuracy, less water loss, and can help reduce non-revenue water flows, thereby conserving water. Mr. Medina said they would be a customer service benefit and could show whether a customer had a small leak or a running toilet. Director Donohue asked if the existing meters could be modified or would new meters need to be purchased. Mr. Medina responded that new meters would be purchased. Discussion ensued regarding the logistics of the meters. Chair McVicker mentioned that they had looked into AMR meters in 2009 before the Horn Creek Water Treatment Plant Project. Chair McVicker gave a brief history of a large meter change out that began around 2009 to replace meters with a lead content and inaccuracies. Mr. Medina said he was still in the evaluation stages of that project and looking at all their options. Director Carlton had some concern regarding cost and priority of projects. Director Price assured the board that these items were included in the budget for 20-21 and there was a bid process for high dollar items such as the AMR and the Vac Truck. Mr. Medina agreed and added that the goals set were not unachievable. Director Carlton asked if Mr. Medina anticipated going to the public for additional funds for any of the items in the Operational Strategic Plan such as the skid at Horn Creek, AMR meters, and the Vac Truck. Mr. Medina said the skid at Horn Creek was planned for the next fiscal year unless something changed and would need to be expedited. Mr. Medina continued that the other items in the strategic plan had been planned in the current budget and

would not need to ask the public for additional funds. Discussion ensued regarding how the Master Plan may change the strategic plan goals.

#### C. Discharge Permit

Mr. Medina informed the board that the Authority had recently renewed their discharge permit and it had very few changes. Mr. Medina continued that it would be renewed again in five years.

#### D. Workshop Notice

Chair McVicker reminded the board of the special workshop scheduled for August 18, 2020.

### **GUEST QUESTIONS AND COMMENTS**

No questions were received.

### **CHAIRMAN/DIRECTOR COMMENTS**

Director Gogas was concerned that Beachy Lift Station was being blocked by tourists and would be an issue for staff if there was an emergency. Mr. Medina said that the Authority had ordered metal bollards that would be installed around the lift station and could be removed when needed.

Director Gogas asked if the grass could be mowed and trees removed around the reservoirs. Mr. Medina responded that they had recently done quite a bit of work around the reservoirs including mowing. Mr. Medina continued that they were not yet done with everything.

Director Carlton asked that the board consider having a public meeting before the end of 2020. Director Carlton believed it was important to have public input in a meeting setting, rather than over email.

Director Price was concerned about tourists parking along Cape Kiwanda Drive in front of the 100k reservoir. Director Price added that the signage on the fence was faded and they may want to add a sign that inferred "No Parking". Mr. Medina said he would look into it and let the board know what he came up with.

Director Donohue agreed that a public meeting was necessary and suggested the use of the community center and advertise in advance the requirements and limits of the space. Director Gogas assured the board that the community center had limits set for occupancy.

Chair McVicker adjourned the meeting at 6:28 PM.

The PCJWSA Board of Directors approved these minutes on September 1, 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