

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

February 2, 2021

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, Sean Carlton, Cameron Gogas, Tom Donohue, and Anne Price. (via video conference call)

Guests Present: Tim Hirsch.

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

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

MINUTES

A. 01/05/2021 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 01/05/2021 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable: 01/05, 01/15, & 01/31/2021

Director Donohue asked about the payment made to TLC Federal Credit Union. Mr. Medina responded that the line of credit was used for Airport Lift Station.

Director Donohue asked about the payment made to Card Service Center for a laptop. Mr. Medina responded that laptops were purchased for remote workstations, as well as the automated meter reading software. Mr. Medina added that the laptops were purchased with 100% grant funding.

Director Donohue asked about payment to Card Service Center for a microphone and webcam and wondered if they were for the laptops mentioned previously. Mr. Medina responded that they were for one of the laptops.

Director Donohue asked about the payment to Grainger for magnet for the AMR project. Mr. Medina responded that the radios on the electronic water meters were activated by a magnet.

Director Gogas mentioned he had spoken with Ms. DeLoe about uncleared checks for prior board members that had been voided and reissued in January. Ms. DeLoe informed the board that if a vendor does not deposit a check and it sits uncleared in the system for a time, the auditors

recommend that they be removed. Ms. DeLoe continued that she and Ms. Hughes had decided to void the checks and reissue to previous and current board members, as they knew how to contact them.

Motion

Director Donohue moved to approve the accounts payable for 01/05, 01/15, and 01/31/2021. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 20/21

Director Price mentioned that despite the state of emergency, the fiscal report did not show any funds being utilized within the Customer Assistance Program. Director Price wondered if customers had considered using the program. Ms. Hughes said from what they could see, most past due accounts were renters, and the program was unavailable to them per the CARE criteria. Discussion ensued regarding specifics of the requirements and repercussions for homeowners when the state of emergency is lifted.

MANAGERS REPORT

Mr. Medina reported that he was closely monitoring the Tillamook County Health Department website and the precautions that the staff was taking. Discussion ensued regarding COVID and wastewater sampling.

Mr. Medina reported that the SDAO Annual Conference would begin the next day, February 3, 2021.

Mr. Medina reported that the Authority had installed SCADA monitoring equipment at both the 300k reservoir and Beachy Lift Station. Mr. Medina gave a few examples of the benefits of SCADA monitoring equipment and his intent for installation at other locations around the district.

Mr. Medina referred to the graphs included in the board packet and noted that water produced had increased from 2020, sales had stayed the same, showing an increase in unaccounted for water. Mr. Medina added that the wastewater flow had increased dramatically in January due the flooding and significant infiltration.

UNFINISHED BUSINESS

A. Water and Wastewater Master Plan

Mr. Medina reported that the existing system and capital improvement plan were laid out clearly. Mr. Medina said that there were two remaining projects, the seismic resiliency and financing sources portion. Mr. Medina continued that Parametrix had assured him they would have a complete Water Master Plan by mid-March.

Director Donohue asked when the budget process would begin. Mr. Medina responded that they would begin meeting the beginning of May 2021. Director Donohue clarified that the Master Plan

would play a part in the budget and capital projects and it was important to have reviewed the Master Plan prior to the budget committee meeting. Mr. Medina agreed.

B. Electronic Water Meter Purchase

Mr. Medina reported that the meters, radios, and hangers had all been delivered. Mr. Medina continued that they were still waiting for traffic rated lids to be delivered. Mr. Medina said they had received two bids and the winning bid from Pleasant Hill Development coming in at \$42.31 per meter. Mr. Medina continued that he had prepared a contract and the Authority's legal advisor had reviewed it. Mr. Medina said he recommended the Authority move forward with Pleasant Hill Development and begin meter installation the following day. Mr. Medina added the contract would not exceed \$48,657.00 for 1150 meters installed, leaving 300 meters to be installed by Authority staff. Discussion ensued regarding the vetting and bidding process that had occurred.

Motion

Director Price moved to approve the Automated Meter Reading Equipment Installation Contract with Pleasant Hill Development for an amount not to exceed \$48,657.00. Director Carlton seconded, and the motion carried unanimously.

C. Billing and Financial Software Upgrade

Ms. Hughes reported that they were in the engineering phase and kick off would be in roughly two weeks. Ms. Hughes gave a brief summary of the timeline.

D. In Person Community Meeting

Chair McVicker reiterated that they had tentatively planned for May 2021 with anticipation of the completed Water Master Plan.

E. Budget Committee Vacancy

Mr. Medina reported that he had sent out two applications for the budget committee thus far to two very qualified candidates. Chair McVicker clarified that the position vacancy was posted through end of day February 26, 2021.

NEW BUSINESS

A. Tsunami Assembly Area

Mr. Medina referred to an email that was included in the board packet from the PC Tsunami Wayfinding Group in conjunction with the South Tillamook Emergency Volunteer Corps (STEVC). Mr. Medina continued that the email was a courtesy as to provide comments on a tsunami assembly area that would be located near the 300k reservoir site. Mr. Medina said he had taken into consideration PCJWSA's emergency procedures and would recommend the assembly area be moved further away from the reservoir site. Discussion ensued regarding the security and reliability of the water system and other considerations they may want to consider.

B. Budget Calendar

Chair McVicker referred to the budget calendar that was emailed to the board that afternoon. Director Carlton noted that the board needed at least a week to review the Master Plan before the workshop. The board discussed whether to include a consultant in the workshop.

GUEST QUESTIONS AND COMMENTS

No questions were received.

CHAIRMAN/DIRECTOR COMMENTS

Director Donohue informed the board and wanted to inform the community of a few scholarships that would be available in the near future. Director Donohue gave some specifics regarding the scholarships from the Dory Association and Tillamook County Water and Soil Conservation.

Chair McVicker adjourned the meeting at 6:17 PM.

The PCJWSA Board of Directors approved these minutes on April 6, 2021, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager