

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

September 1, 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. 08/04/2020 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 08/04/2020 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

FINANCIAL REPORT

A. Accounts Payable: 08/04, 08/15, & 08/31/2020

Director Donohue asked about the payment to TLC Federal Credit Union. Mr. Medina said that loan was for the Horn Creek Water Treatment Plant. Chair McVicker corrected that the TLC loan was a line of credit for Airport Lift Station, not Horn Creek Water Treatment Plant.

Director Donohue asked about the payment to Ken Zwald Trucking. Mr. Medina said that payment was for sewer lift station maintenance and jet rodding.

Director Donohue asked about the payments to Oregon Coast Creative. Ms. Hughes responded that they were for website maintenance. Director Donohue asked for clarification of why there were multiple entries. Ms. Hughes said they were separate invoices and were split between the 104 and 105 funds.

Director Donohue asked about the payment to Roto Rooter. Mr. Medina said although the Authority had the equipment to do wastewater pumping, they contracted out to Roto Rooter for step system maintenance.

Ms. Hughes referred to the prior months meeting, when asked if there could be a description added to the accounts payable items. Ms. Hughes said it was possible and the board would see it reflected in the next months board packet.

Motion

Director Price moved to approve the accounts payable for 08/04, 08/15, and 08/31/2020. Director Gogas seconded, and the motion carried unanimously.

B. Fiscal Year 20/21

No questions were asked.

MANAGERS REPORT

Mr. Medina reported that the office was still closed to in person transactions. Mr. Medina said he would like to open by appointment in the future. Mr. Medina continued that they had brainstormed a few ideas of precautions to protect customers and staff from Covid-19 transmissions. Director Gogas suggested that they post a sign to ask customers to wear masks before entering the building. Director Gogas asked if they had received any calls from customers regarding a need to be open. Ms. DeLoe said they had not received any calls for typical customer payments and interactions. Ms. DeLoe continued that they had received appointment requests from customers that were turning in SDC applications and payments and had made the office available with precautions. Director Price said that the governor had extended the state of emergency to November 3rd and they should take that into consideration. Chair McVicker asked that Mr. Medina create a policy and have it in place before the Authority opens. Discussion ensued regarding a policy timeline.

Mr. Medina congratulated Dale Pesterfield for passing his Class A CDL driving test the previous month. The board wanted to congratulate Mr. Pesterfield as well.

Mr. Medina referred to the graphs in the board packet. Mr. Medina noted that water production was down from the previous year. Mr. Medina said the wastewater influent flows were up. Mr. Medina said July and August 2020 were very similar. Mr. Medina continued that the non-revenue water was below 10%, which was their goal. Director Gogas asked what month was the busiest. Ms. Hughes responded that July, August, and September were usually the highest months.

Director Price said she liked the look of the bollards around Beachy Lift Station and added that they seem to give enough room to access the pumps. Discussion ensued parking issues around lift stations and reservoirs.

UNFINISHED BUSINESS

A. Water and Wastewater Master Plan (Informational Item)

Mr. Medina reported that they had completed the water system modeling. Mr. Medina continued that they had been able to review the wastewater flow data and had asked the contractor make

adjustments so that the data was more reflective of actual usage. Mr. Medina said they were in the beginning stages of the seismology study. Discussion ensued regarding specifics of the seismology study and considerations for the master plan.

NEW BUSINESS

A. Workshop Follow-up (Action Item)

Chair McVicker referred to the summary provided by Ryan Fleming of HR Solutions, regarding the recent board workshop. Chair McVicker reiterated that the board had vocalized the absence of employee input in the Authority Managers annual review. Chair McVicker continued that the board had contacted Mr. Fleming to discuss options and the board agreed to several parameters including confidentiality, reliable information, and enhancement of the employee/manager relationship. Chair McVicker said the board endorsed the filter up approach beginning between June 2021 and December 2021. Chair McVicker gave a summary of the feedback process. Discussion ensued regarding the workshop, employee input, and future Authority Manager reviews.

B. Automated Meter Reading Alternatives (Informational Item)

Mr. Medina gave a summary of his reasons for pursuing Automated Meter Reading. Mr. Medina gave several examples including reduced labor costs and improved water conservation. Mr. Medina referred to the Cost/Benefit Analysis included in the board packet and weighed the pros and cons over the coming 20 years. Discussion ensued regarding the benefits including a customer portal and early leak detection. Director Donohue expressed concern about replacing all 1400+ meters, since 700 meters had been replaced only 10 years prior. Mr. Medina understood Director Donohue's concern, and reiterated the benefits of the new radio meters, pointing out that the new meters were accurate to 0.1 gallons per minute versus the current meters that were accurate to 0.5 gallons per minute. Mr. Medina added that the cost of converting to the new metering system would be very close to the Authority's current cost of manually reading. Director Price asked that Mr. Medina provide the board with more information regarding the automated meter reading system options and recommended that they schedule a workshop to discuss those options. Discussion ensued regarding a cooperative procurement versus competitive bidding. Chair McVicker suggested they take the next few weeks to gather information and contact legal, to then be prepared for a workshop that would occur a week or two before the October board meeting to discuss details and new information and be fully informed to make a decision to move forward at the board meeting.

GUEST QUESTIONS AND COMMENTS

No questions were received.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas referred to the previous months meeting and asked how the board felt about having an in-person meeting. Chair McVicker said with the extension of the state of emergency

and the limited number of guests that would be able to attend, they should table the discussion. Director Carlton believed it was important to have an in-person meeting within the coming six months. Discussion ensued regarding the state of emergency and previous experience with public meetings and the lack of interest from customers. Chair McVicker suggested they have an agenda item on the next month's business meeting to discuss an in-person public meeting.

Director Donohue mentioned that the Pacific City Sun had done an article highlighting that month's business meeting agenda item regarding Automated Meter Reading Systems and yet they still had no guest participation. Director Donohue continued that an in-person meeting would possibly have increased participation from the community.

Director Price asked if it was possible to see how many people listened to the MP3 on the website after a meeting. Ms. Hughes responded that they could not.

Chair McVicker adjourned the meeting at 6:34 PM.

The PCJWSA Board of Directors approved these minutes on October 6, 2020, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager