

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

November 3, 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, Tom Donohue, Sean Carlton, and Anne Price. (via video conference call) Cameron Gogas was absent.

Guests Present: Tim Hirsch.

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

Chair McVicker called to order the monthly business meeting at 5:01 PM.

**MINUTES**

A. 10/06/2020 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 10/06/2020 Business Meeting. Director Carlton seconded, and the motion carried with four ayes.

**FINANCIAL REPORT**

A. Accounts Payable: 10/06, 10/15, & 10/31/2020

Director Donohue asked about the description for the payment to Industrial Software Solutions. Director Donohue asked what SCADA stood for. Mr. Medina responded that it stood for Supervisory Control and Data Acquisition. Mr. Medina continued that it was an annual contract for 24/7 support at Horn Creek Water Treatment Plant.

Director Donohue asked about the payment to Tesco Controls for Flow Meter Calibrations. Director Donohue asked if the Authority would need to continue to pay these kinds of large expenditures after the AMR meters were installed. Mr. Medina clarified that the flow meters that Tesco Controls calibrated were not the same kind of meter as they measured produced water at Horn Creek and the Wells. The flow meters at the Wastewater Treatment Plant had also been calibrated at that time.

**Motion**

Director Price moved to approve the accounts payable for 10/06, 10/15, and 10/31/2020. Director Donohue seconded, and the motion carried with four ayes.

B. Fiscal Year 20/21

No questions were asked.

## **MANAGERS REPORT**

Mr. Medina reported that the Authority office was still closed to in person transactions and social distancing had been enhanced.

Mr. Medina reported that water and sewer usage were in normal ranges compared to prior years.

Mr. Medina reported that he had drafted an infectious control plan, following OSHA requirements. Discussion ensued regarding the county proceedings regarding the OSHA guidelines.

Mr. Medina reported that they had recently had the reservoirs cleaned and inspected by Marine Industrial Divers.

Mr. Medina referred to the graphs included in the board packet and noted the higher flows, which could be related to more visitors. Mr. Medina continued that the non-revenue water was around 6%-7%. Director Carlton agreed that he had noticed more visitors sticking around in September and October than in prior years.

## **UNFINISHED BUSINESS**

A. Water and Wastewater Master Plan (Informational Item)

Mr. Medina reported that the Water Master Plan would be complete by December 2020. Mr. Medina continued that the Wastewater Master Plan had been delayed because they wanted to capture wastewater flows during peak times. Chair McVicker asked if they should anticipate reviewing the Water Master Plan in January. Mr. Medina responded that it may not be ready by the January 2021 board meeting but did expect to have it ready for review in January. Director Price believed the board had a workshop to review the last Master Plan update with the Authority Manager and the Engineer. Mr. Medina said he would look into what was done in 2009.

## **NEW BUSINESS**

A. Automated Meter Reading Alternatives (AMR) (Action Item)

Mr. Medina referred to the water meter purchase summary that was included in the board packet and gave a brief overview of key points. Discussion ensued regarding specifics of the purchasing agreement. Mr. Medina said the total cost of radios and meters would be \$270,000 and there were a few other AMR related items that would need to be taken into account for a project total of \$370,000-\$400,000. Mr. Medina clarified that they had budgeted \$430,000 for that project. Discussion ensued regarding price, guarantees, and timeline.

### **Motion**

Director Price moved to authorize the Authority Manager and Board Chair to proceed with the permissive cooperative agreement covering the purchase of meters and associated equipment in an amount up to \$270,000 and fulfilling all legal requirements in the process. Director Donohue seconded and the motion carried with 4 ayes.

### **B. Billing and Financial Software Upgrade**

Mr. Medina reiterated that the Authority was deciding whether to upgrade the existing billing and financial software or go with a new company. Ms. Hughes said she had looked at 6 companies including cloud and on premise based. Ms. Hughes believed that the Authority was not ready for a cloud-based software. Ms. Hughes continued that the range for this software costs from \$25,000-\$33,000. Ms. Hughes said that Springbrook, the company the Authority was currently using, had offered an upgrade for \$10,000. Ms. Hughes continued that the Authority would need to upgrade the server, but the benefits to the customers was well worth it. Ms. Hughes gave a summary of the many pros of choosing the Springbrook upgrade and said she highly recommended the Authority go that route. Director Donohue asked if the new AMR software would be able to integrate into the billing software. Ms. Hughes replied in the affirmative. Chair McVicker asked for the total cost of the project. Ms. Hughes replied that Springbrook had projected \$10,000 maximum, and \$6,700 for the server software upgrade. Chair McVicker said that because the software had been budgeted for and does not exceed the board approval threshold, a motion would not be needed.

### **C. In Person Community Meeting**

Director Carlton reiterated that he believed it was important to continue the Authority's commitment to transparency and public process. Director Carlton recommended a public meeting at Kiawanda Community Center (KCC) in early 2021. Director Donohue agreed and gave some information he had gathered about the COVID requirements at KCC. Director Donohue suggested that they use KCC for a Master Plan Workshop. Director Price noted that the Governor had extended the State of Emergency and felt the Authority had a responsibility to protect its customers health. Discussion ensued regarding the boards difference of opinions, readiness for a public meeting, and customer requests and participation. The board agreed that no motion would be made and in person meetings could be discussed at the next meeting. Chair McVicker suggested that they reach out to the community in a new way to invite them to future meetings.

### **GUEST QUESTIONS AND COMMENTS**

No questions were received.

### **CHAIRMAN/DIRECTOR COMMENTS**

Director Donohue asked about the streetlight on Beachy Bridge that had been taken down recently. Director Donohue wanted to know if it was the responsibility of the Authority or Tillamook PUD. Mr. Medina replied that the streetlight belonged to Tillamook PUD and he did not have a status of whether it would be replaced. Ms. Hughes said a petition could be made and presented to the board to purchase and install a streetlight.

Chair McVicker adjourned the meeting at 6:27 PM.

The PCJWSA Board of Directors approved these minutes on December 1, 2020, by the following votes:

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

ATTEST:

\_\_\_\_\_  
Carolyn McVicker, Chair

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Kirk Medina, Authority Manager