

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

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

Guests Present: Tim Hirsch.

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

Chair McVicker called to order the monthly business meeting at 5:02 PM.

MINUTES

A. 11/03/2020 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 11/03/2020 Business Meeting. Director Carlton seconded, and the motion carried with three ayes.

FINANCIAL REPORT

A. Accounts Payable: 11/03, 11/15, & 11/30/2020

Motion

Director Price moved to approve the accounts payable for 11/03, 11/15, and 11/30/2020. Director Carlton seconded, and the motion carried with three ayes.

B. Fiscal Year 20/21

No questions were asked.

MANAGERS REPORT

Mr. Medina reported that there had not been any significant changes to the Authority's COVID status. Discussion ensued regarding the new OSHA regulations.

Mr. Medina reported that the Wastewater Treatment Plant project was coming to a close and they would be receiving the final invoice from Parametrix. Discussion ensued regarding the remaining grant funding. Ms. Hughes said the remaining contingency balance would be around \$18,000. Ms. Hughes continued that the Authority had made around \$146,000 in interest over the course of

the project, that had to be used before the grant money. Ms. Hughes said Rural Development was willing to work with the Authority in paying for smaller items that had not been included in the original bid.

Mr. Medina referred to the graphs included in the board packet. Mr. Medina said he believed the increase in unaccounted for water could be related to the backwash water numbers at Horn Creek that may not be being captured. Mr. Medina gave some specifics regarding the backwash water and flushing throughout the month.

UNFINISHED BUSINESS

A. Water and Wastewater Master Plan

Mr. Medina reported that the engineers were working to meet their expected completion date of December. Mr. Medina said he had been working on a Capital Project priority list, including the second phase of the Horn Creek Water Treatment Plant, that he expected to begin in 2022. Mr. Medina gave several examples of projects they hoped to accomplish in the coming 20 years, such as adding 200,000 gallons of water storage, additional fire hydrants, pump station improvements, and around 20 water main replacements. Director Carlton asked if there was a way to coordinate water main replacements with the County Road Departments plans to pave or improve roads. Mr. Medina said that should be possible. Mr. Medina continued that the Authority was lucky that most water mains were in the shoulder of the road and should not affect road conditions.

B. Electronic Water Meter Purchase

Mr. Medina reported that he had worked with the Authority's attorney to complete appropriate public notice postings for both the Headlight Herald and the Daily Journal of Commerce. Mr. Medina said that with the postings complete he and the board chair would be able to sign the meter contract and set a delivery time for the meters and plan for installation. Director Price asked if the weather and time of year would influence the timeline of installation for the project. Mr. Medina said that many contractors appreciated work in the winter months.

C. Billing and Financial Software Upgrade

Ms. Hughes reported that Global Network Support had already upgraded the server and they were now waiting on Springbrook. Ms. Hughes said that Springbrook was currently two months out in updating the software.

D. In Person Community Meeting

Director Carlton commented that though cases of COVID were rising, he believed they needed to continue to keep in person meetings in mind as a future possibility. Director Carlton shared his experience at a recent community meeting and the difficulty they had with social distancing. Director Price gave a summary of Representative Gomberts newsletter and the matrix the state was using to determine risk in each county and precautions for indoor gatherings. Director Price

agreed that the possibility of in person meetings should be on the agenda and discussed each month.

NEW BUSINESS

A. Water Management and Conservation Plan Update

Mr. Medina reported that he had recently completed the Water Management and Conservation Plan Update, and it was one of the first steps to certifying the Authority's largest water rights. Mr. Medina said that it would need to be certified by 2025 or a request for extension would need to be submitted. Mr. Medina said that the plan identified the average monthly withdrawals taken from each of the Authority's water rights. Mr. Medina continued that the Authority had eight water right permits, five with Horn Creek and three from the well fields. Mr. Medina said there would be more steps to take in the future and he would keep the board up to date.

GUEST QUESTIONS AND COMMENTS

No questions were received.

CHAIRMAN/DIRECTOR COMMENTS

Director Price asked if there had been any questions or requests from the public about what the Authority had been up to. Director Price was curious if there had been demand from the public as there had not been any guest comments. Ms. DeLoe said there had not.

Director Price gave the Authority staff kudos for being essential staff. Mr. Medina said they were all grateful to still be working.

Ms. Hughes commented that Tillamook County currently was not providing testing for COVID when requested. Ms. Hughes continued that the dilemma had arose when an employee, that had requested a test after being out of state, was refused as they did not show symptoms. Ms. Hughes concern was that as essential employees it was important for their staff to be able to return to work, rather than self-quarantine for the recommended 10 days. Discussion ensued regarding COVID testing and the importance of essential workers. Mr. Medina said he would call the Tillamook County Health Department and/or the Tillamook County Commissioners to press more available testing. Chair McVicker asked Mr. Medina to also keep the staff in mind for the COVID vaccine when it came available.

Chair McVicker adjourned the meeting at 5:55 PM.

The PCJWSA Board of Directors approved these minutes on January 5, 2020, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager