

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

December 3, 2019

Directors Present: Carolyn McVicker, Cameron Gogas, Anne Price, Tom Donohue, and Sean Carlton.

Guests Present: Lori Whiteman, Mona Shuring, Mike Dill, and Robin Kostrikin.

Staff Present: Tony Owen, Ray Browning, Rachelle DeLoe and Leonard Whiteman.

MINUTES

A. 11/05/19 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 11/05/19 Business Meeting. Director Carlton seconded, and the motion carried with four ayes and one abstention.

FINANCIAL REPORT

A. Accounts Payable: 11/5, 11/15, & 11/30/19

Director Donohue asked about the payment to Oregon Health Authority and asked if it was for the employee health plan. Mr. Owen replied that it was for certification renewal. Director Donohue asked about the payment to the Oregon Department of Justice. Mr. Owen replied that it was a child support payment for an employee. Director Donohue asked who Quill Corporation was. Mr. Owen replied that they purchased office supplies from Quill. Director Donohue asked about the \$100 payment to AH Tillamook Medical. Mr. Owen replied that they were for random drug screening. Mr. Owen asked Ms. DeLoe for clarification. Ms. DeLoe said that particular payment was for a CDL physical. Director Donohue asked about the payment to USA Bluebook. Mr. Owen responded that they purchased supplies for daily operations from USA Bluebook. Director Gogas asked if the Authority had looked into doing in house UA testing. Chair McVicker responded that they could not do them in house as they were a government facility.

Motion

Director Price moved to approve the accounts payable for 11/5/19, 11/15/19, and 11/30/19. Director Donohue seconded, and the motion carried unanimously.

B. Fiscal Year 19/20

No questions were asked.

MANAGERS REPORT

Mr. Owen reported that they would need to make a motion to change the bank signature authorizations to reflect that he will be taken off and the new manager will be added. Mr. Owen added that it needed to take effect at 12:00:01 am on January 1, 2020. Mr. Owen said the board would also need to fill out new signature cards with the bank.

Motion

Director Price moved to work with Oregon Coast Bank to instruct them, that as of 12:00:01 am on January 1, 2020, approved signers would be Carolyn McVicker, Anne Price, Sean Carlton, Tom Donohue, Cameron Gogas, and Kirk Medina, and to remove Tony Owen as a signatory effective on the same date. Director Carlton seconded, and the motion carried unanimously.

UNFINISHED BUSINESS

A. WWTP Improvement Project

Mr. Owen reported that an agreement had been put together and had reminded legal counsel and Parametrix that it needed to be completed before the end of the year as he would be leaving.

B. New Authority Manager Search Update

Chair McVicker said they had had interviews on November 19th and extended an offer to the most qualified candidate, Kirk Medina, and he had accepted. Chair McVicker continued that Mr. Medina would be starting at the Authority on January 6th 2020. Chair McVicker said Mr. Medina would be traveling to Pacific City to work with Mr. Owen and the staff, the week of December 16th.

Chair McVicker said she would be sending out a Doodle Poll to the board to see when they would be available for a workshop in January with Rob Mills.

C. Master Plan/Scope of Work Update Proposal

Mr. Owen said the board had had some concerns at the previous meeting about the clarity of the Scope and they had a revised version in their newest board packets. Mr. Owen continued that the revised version had more information about connections rather than population.

Director Gogas asked if the computer mapping had been previously started. Mr. Owen said that there was a modeling for the water distribution system but not the waste water collection system. Mr. Owen continued that the water distribution would be updated at the same time that they created the wastewater collection system model.

Director Gogas clarified that the district had never digitized the sewer system previously. Mr. Owen responded that newer projects had been digitized but older information was hard copy or in a PDF.

Discussion ensued regarding more specifics of the Master Plans including connections, electronic meters, and recommendations from Parametrix.

Motion

Director Price moved to approve the Master Plan scope of work at a cost of \$278,735. Director Donohue seconded, and the motion carried unanimously.

D. Dwelling Unit Discussion

Mr. Owen reported after discussing the issue with legal counsel, it was decided that the Authority's policies did not prevent the customer from putting in a guest house and the Authority would need to look into changing their policy.

Director Price suggested the board have a meeting with Sarah Absher, with Tillamook County Community Development, to discuss policies at the county level and whether they would be changing their policies to prevent situations such as this.

Chair McVicker said the Authority needed to look at their multi dwelling policies to close loopholes for the future.

E. Sewer Connection Requirement

Mr. Owen reported that after discussing the issue with legal counsel, it was decided that DEQ rules would supersede PCJWSA and the property owner would be required to connect to the districts sewer system and the policy would need to be changed. Director Carlton said he would be comfortable with the board directing staff to change the policy, without a motion, and bring it back to the board.

Motion

Director Price moved clarify with the property owner that sewer service is legally and physically available to the property and he would be required to connect to the public sewer system. Director Gogas seconded, and the motion carried unanimously.

GUEST QUESTIONS AND COMMENTS

Robin Kostrikin said she had spoken with Jeanette Miller who wanted to do a presentation for the board about emergency preparedness. Ms. Kostrikin said Ms. Miller was doing a presentation the next month for the chamber meeting that she planned to attend. Ms. Kostrikin continued that the board had given her two options, first was to use her three minutes during guest questions and comments to present, which she believed was not possible, or second, to submit a written proposal of her presentation to the board. Ms. Kostrikin wondered why Gene Johnson had been able to do a

presentation when Ms. Miller was told she would not be able to. Ms. Kostrikin asked if the no presentations rule was a board policy or bylaw, and if so, would the board provide a copy to her. Chair McVicker said they had offered a few other options as well, including contacting board members individually and contacting Mr. Owen. Chair McVicker said they had needed more information about the presentation, which was a difference with Mr. Johnson's presentation as they had had several discussions and more information to base the decision on.

Ms. Kostrikin asked about the Authority's attorney costs of \$525/hr. (according to Michelle Hughes at the Community engagement workshop) and was wondering why the Authority did not use a local attorney instead to save money. Ms. Kostrikin stated that the Authority used to use Lois Albright and she currently charged \$250/hr. Ms. Kostrikin asked why the Authority had changed attorneys. Mr. Owen stated that in his 30 years with the Authority they had never used Lois Albright as an attorney. Ms. Kostrikin said she must have been misinformed. Ms. Kostrikin asked if the Authority had used the same attorney over the 30 years Mr. Owen had been there. Mr. Owen replied that they had been with Schwabe, Williamson, and Wyatt for the majority of his career because they offered multiple disciplines, and though they might be expensive, they were very well qualified. Mr. Owen continued that the costs could range from \$250-\$650/hr. depending on the attorney and situation. Director Donohue added that they were so reputable they were working with the Secretary of State on a current state issue.

Ms. Kostrikin said there was a complaint from Water Watch in 2011 about Horn Creek. Ms. Kostrikin asked what the complaint was and how was it resolved. Mr. Owen responded that it was not a complaint. Mr. Owen continued that Water Watch was concerned about the drawing of water from Horn Creek. Mr. Owen said to resolve the issue the Authority worked with the organization with the assistance of legal counsel to assure them that they were not and would not draw too much water from Horn Creek.

Mike Dill said he was planning to show a growth model in his next newsletter and would like to work with the board to find accurate information. Mr. Dill gave example of how he planned to show growth across different regions of Pacific City.

Mr. Dill said he planned to write a grant for water testing similar to one he had done previously. Mr. Dill continued that many of the supplies needed were expensive and suggested that PCJWSA may want to sponsor the endeavor. Director Gogas asked if board members were individually allowed to help on projects such as that as a representative of PCJWSA. Chair McVicker responded that board member could not participate as representatives of PCJWSA per state laws. Mr. Dill clarified that PCJWSA was not a non-profit entity. Chair McVicker said the Authority was a governmental agency, which neither made them non-profit or for-profit. Director Donohue reiterated that legally the Authority could not help Mr. Dills cause. Mr. Dill disagreed.

Mona Schuring referred to the Sewer Connection discussion and asked who would be responsible for the line extension to the customers property and how far it was. Mr. Owen responded that it is the responsibility of the property owner. Chair McVicker said because the property is within the district boundary they were required to connect to the district sewer.

Ms. Schuring asked who paid for the Master Update Plans and would it raise the customers rates. Chair McVicker said it was part of the current fiscal year budget and was not a new fee that would be assessed to the customer.

Ms. Schuring said the sewer pipe along Pacific Ave. that runs into Pacific City Trailer Park was clay and needed replaced. Mr. Owen responded that there was no clay sewer pipe in the district, that everything was PVC. Ms. Schuring asked if it had been replaced recently, because while she lived there it was clay. Director Price asked what pipe Ms. Schuring was referring to and what it carried. Mr. Owen said he believed that it was a storm sewer pipe and maintained by the Tillamook County Road Department and she could contact Tillamook County Public Works.

Ms. Schuring asked if the district did regular water testing. Mr. Owen said they did not do in house testing because the Authority was not an authorized certified lab. Mr. Owen continued that the Authority was able to test for pH and chlorine residual. Mr. Owen said all other tests were shipped to an ORLAP approved lab. Ms. Schuring asked where the lab the Authority used was located. Mr. Owen responded that the samples were sent to Waterlab in Salem. Ms. Schuring asked who collected the samples. Mr. Owen said PCJWSA staff collected samples and sent them in. Ms. Schuring asked how often the testing was done. Mr. Owen said there was a schedule of what tests were done and when and the schedule could be found on the Oregon Drinking Water Program website.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked if PCJWSA had been able to move forward with purchasing new back up pumps. Mr. Owen responded that it was something he was still working on as they had recently sent in a few to be repaired but had purchased one new one. Director Gogas asked how old the pumps that were sent in were. Mr. Owen said he wasn't sure but could look it up.

Director Gogas asked for an update on the website. Mr. Owen said they did not have an update at the moment, but Ms. Hughes and Ms. DeLoe would be contacting the website designer the following day. Director Carlton said he had noticed Sean Lambert was still listed as a board member. Mr. Owen said it was on the list of things to fix.

Director Donohue apologized for missing the previous couple meetings as he had been ill. Director Donohue announced that he would not be at the January meeting, but would attend remotely. Director Donohue suggested the Authority look into video conferencing equipment for board and community members to attend the meetings from outside locations. Director Donohue gave a summary of some research he had done, including handouts, and suggestions to make the video conferencing run smoothly. Chair McVicker said they had looked into something similar in the past and the cost would have been around \$20,000, but technology may have changed, and they could look into it.

Director Price gave a very sincere recognition of Mr. Owen's time with PCJWSA and a generous thanks for his service.

Chair McVicker noted that Mr. Owen had asked to not have an open house in his honor and gave her thanks to Mr. Owen for his wealth of knowledge and was sad to see him go.

Chair McVicker adjourned the meeting at 6:09 PM.

The PCJWSA Board of Directors approved these minutes on January 7, 2019, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager