

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

October 6, 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, and Anne Price. (via video conference call) Tom Donohue was absent.

Guests Present: Tim Hirsch.

Staff Present: Kirk Medina and Rachelle DeLoe.

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

**OFFICER ELECTIONS**

Chair McVicker entertained a nomination for Board Chair. Director Price nominated Carolyn McVicker for Board Chair. Director Carlton seconded, and the motion carried with four ayes.

Chair McVicker entertained a nomination for Vice Chair. Director Carlton nominated Anne Price for Vice Chair. Chair McVicker seconded, and the motion carried with four ayes.

Chair McVicker entertained a nomination for Secretary. Director Price nominated Sean Carlton for Secretary. Director Gogas seconded, and the motion carried with four ayes.

**MINUTES**

A. 09/01/2020 Business Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 09/01/2020 Business Meeting. Director Gogas seconded, and the motion carried with four ayes.

B. 09/22/2020 Special Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 09/22/2020 Special Meeting. Director Gogas seconded, and the motion carried with four ayes.

**FINANCIAL REPORT**

A. Accounts Payable: 09/01, 09/15, & 09/30/2020

## **Motion**

Director Price moved to approve the accounts payable for 09/01, 09/15, and 09/30/2020. Director Carlton seconded, and the motion carried with four ayes.

### **B. Fiscal Year 20/21**

Director Gogas referred to the budget status document and asked about the line items that had 100% available such as Bond Proceeds. Director Gogas asked when those line items would change. Mr. Medina replied that they would change as the transactions occurred. Mr. Medina gave a few examples of scenarios of expenditures that would and could occur during the year. Mr. Medina offered to discuss the budget status more in depth with Director Gogas prior to the next month's meeting.

Director Carlton asked about the smaller amounts noted in the Capital Improvement Charges, such as \$0.72 in the 002 Fund. Ms. DeLoe said it was possible that it could be from a past due bill prior to the moratorium. Ms. DeLoe continued that they should have made more than \$0.72 and she would look into it and get back to the board.

## **MANAGERS REPORT**

Mr. Medina reported that the office continued to be closed to in person transactions. Mr. Medina continued that they intended to create a policy for reopening based on the Governors State of Emergency declaration. Director Gogas asked what Mr. Medina was proposing for reopening. Mr. Medina said the initial options would involve a window or drive up option. Discussion ensued regarding customer requests and Mr. Medinas plan moving forward.

Mr. Medina reported that due to the high windstorm that occurred in the prior month, the Authority had lost 6 trees but had had no structural damage.

Mr. Medina reported that the Authority had been on alert due to the Echo Mountain Wildfire and had taken that opportunity to update the Authority's Emergency Response Plan to include wildfires and evacuations. Mr. Medina gave a summary of his findings.

Mr. Medina reported that he had recently received his State of Oregon Water Treatment Grade IV and Water Distribution Grade III Certifications.

Discussion ensued regarding the annual audit report. Mr. Medina said the board should expect it to be completed in November 2020.

Mr. Medina reported that Ms. Hughes was working on updating the Water and Sewer Rules and Regulations. Mr. Medina said that they would be complete and ready for board review by December 2020.

Mr. Medina reported that the Authority operators had had a full day confined space training that month and was a critical safety training for water and sewer agencies.

Mr. Medina referred to the graphs and mentioned that the non-revenue water was at 7% for September.

## **UNFINISHED BUSINESS**

### **A. Water and Wastewater Master Plan (Informational Item)**

Mr. Medina reported that the engineers were working hard, and everything was running as planned. Mr. Medina continued that they would be doing the seismic site study in the coming month. Mr. Medina was most excited that he had the opportunity to learn the system by working closely with the engineers.

### **B. In Person Board Meetings**

Chair McVicker said the current State of Emergency declaration was expected to expire on November 3<sup>rd</sup> but would most likely be renewed. Director Carlton said he wanted to make sure the board was still considering whether to have an in-person community meeting. Chair McVicker apologized that it had not made it on the October agenda, as they had not received information back from the community center but assured the board that it would be on the November agenda.

## **NEW BUSINESS**

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

Chair McVicker gave a summary of the prior discussions regarding AMR and highlights of the benefits of AMR meters. Mr. Medina gave a brief summary of the board's options including a cooperative agreement versus going out for bid. Discussion ensued regarding the Authority's purchasing policy and cooperative agreements. The board agreed that Mr. Medina should move forward with the cooperative agreement and discussions with legal counsel.

## **GUEST QUESTIONS AND COMMENTS**

No questions were received.

## **CHAIRMAN/DIRECTOR COMMENTS**

No questions were asked.

Chair McVicker adjourned the meeting at 5:51 PM.

The PCJWSA Board of Directors approved these minutes on November 3, 2020, by the following votes:

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

ATTEST:

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

\_\_\_\_\_  
Kirk Medina, Authority Manager