

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

January 7, 2020

Directors Present: Carolyn McVicker, Cameron Gogas, Anne Price, and Tom Donohue (via phone).

Guests Present: Kevin Schluka, Larry Rouse, Tim Hirsch, Bud Miller, Robert Elledge, Marie Heimburg, Mike Dill, and Robin Kostrikin.

Staff Present: Kirk Medina, Ray Browning, Michelle Hughes, Rachelle DeLoe and Leonard Whiteman.

Chair McVicker welcomed Kirk Medina the new Authority Manager. Mr. Medina gave a short summary of his water and wastewater experience and his take on the community and the Authority thus far.

Larry Rouse welcomed Mr. Medina to the community.

MINUTES

A. 12/03/19 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 12/03/19 Business Meeting. Director Gogas seconded, and the motion carried with four ayes.

FINANCIAL REPORT

A. Accounts Payable: 12/3, 12/15, & 12/31/19

Director Donohue asked about the payment to TLC Federal Credit Union. Ms. Hughes responded that it was a monthly loan payment. Director Donohue asked about the payment to the Legislative Council. Ms. Hughes responded that it was for a set of Oregon Statutes that the Authority ordered every couple years. Director Donohue asked about the payment to Coyote Gardens. Ms. Hughes responded that Coyote Gardens maintained the landscaping at the Authority office.

Motion

Director Price moved to approve the accounts payable for 12/3/19, 12/15/19, and 12/31/19. Director Gogas seconded, and the motion carried with four ayes.

B. Fiscal Year 19/20

Chair McVicker stated that she was happy to see that the budget was moving along as to be expected at the halfway mark in the fiscal year. Chair McVicker said the electricity and streetlight line items were at about fifty percent and that was usually a good indicator that the budget was going as planned.

Director Gogas asked if PUD checked the streetlights regularly. Ms. Hughes said a customer must call the office and then they will call PUD to replace a light. Ms. Hughes added that not all the streetlights were public, that some were privately owned.

MANAGERS REPORT

Mr. Medina reported that one of the Authority's immediate priorities was to appoint a Direct Responsible Charge (DRC) for both water and wastewater. Mr. Medina continued that because he did not have the proper certifications for wastewater, he had asked Ray Browning to take on the responsibility. Mr. Medina said that Leonard Whiteman had the proper certifications to become the water DRC and would be discussing that with him soon. Mr. Medina continued that he had also had a discussion with Mr. Browning regarding the classification of the wastewater treatment plant and everything was moving in the right direction.

Director Gogas asked how long it would take to transfer Mr. Medinas certifications from Colorado to Oregon. Mr. Medina replied that the water certifications should only take a few months. Mr. Medina continued that because the wastewater treatment plant was a class III, he did not have enough experience or time put in to test for those certifications and the Authority would rely on staff to fulfill that need. Mr. Medina continued that it would take him at least two more years as an operator full time to test for the wastewater certifications.

UNFINISHED BUSINESS

A. WWTP Improvement Project

Ms. Hughes reported that they were waiting for approval of the change orders from Rural Development. Ms. Hughes continued that she and Mr. Medina had a meeting the following day with Rural Development to discuss where they were in the process. Chair McVicker asked if they would be discussing the change of the completion date during that meeting as well. Ms. Hughes said they were looking at change orders and the original completion date, and the change of completion date was still questionable.

B. Sewer Connection Policy

Chair McVicker said they had discovered the ordinance for Sewer Connection would need to be modified, but because it was an ordinance, they would need to go through a public process including meetings and a public hearing. Chair McVicker continued that they would be moving forward in that process. Chair McVicker asked if they had looked through the whole ordinance to see if any other updates would need to be made. Ms. Hughes replied that they had not but should

do so. Ms. Hughes clarified that it would just be an amendment to the original ordinance. Ms. Hughes said she would send copies of the ordinance to the board so they can look over it as well.

C. Website Update

Ms. Hughes said she had sent a link to the board of the draft website. Ms. Hughes continued that all the information was not on each page yet, but it gave the board an idea of what it would look like and a chance to comment on things that would need changed. Ms. Hughes wanted to make sure the board liked the website and wanted to continue with the current path. Director Donohue asked if the website was connected to the Authority's server. Ms. Hughes said it was not, and that it was hosted by someone else. Director Donohue asked how it was possible that customers would be able to ask questions and interact with the website. Ms. Hughes responded that the website was on a cloud platform. Director Gogas asked Ms. Hughes if she was confident in the draft website. Ms. Hughes responded that it met the criteria that she believed they were looking for. Ms. Hughes said Director Price had offered to come to the office and go through the website together. Director Price said her concerns were mostly visual and felt the website did not feel as inviting and clear as the current website. Chair McVicker liked the aspect of online board access with minutes, agendas, and resolutions. Discussion ensued regarding other aspects of a new website the board was looking forward to.

NEW BUSINESS

A. Appoint Budget Officer for FY 20/21

Director Price said though Mr. Medina had extensive experience in budgets, she would like to nominate Ms. Hughes as the Budget Officer with the expectation that she would work closely with Mr. Medina preparing the FY 20/21 budget.

Motion

Director Price moved to appoint Michelle Hughes as the 20/21 Budget Officer. Director Gogas seconded, and the motion carried with four ayes.

B. Resolution 19-08 Agent of Record

Motion

Director Price moved to approve Resolution 19-08 in the matter of designating an Agent of Record and designating Registered Offices. Director Gogas seconded, and the motion carried with four ayes.

C. SB 479 Harassment Policy

Ms. Hughes gave a summary of SB 479 and why the Authority would need to amend their employee handbook. Director Donohue asked if Ms. Hughes could point out which items were different from the previous policy. Ms. Hughes said she could not tell which items had been changed in the moment but would send him an email with the changes.

Motion

Director Gogas moved to approve the amendment to the employee handbook with the new harassment policy. Director Price seconded, and the motion carried with four ayes.

GUEST QUESTIONS AND COMMENTS

Marie Heimburg, Nestucca Valley Community Alliance (NVCA) board representative, told the board that NVCA had permission from Tillamook Light Wave (TLW) to connect to their existing water and sanitary system. Ms. Heimburg said a few years prior that Mr. Owen had provided NVCA with an estimate of \$8,000 to connect the water and sewer. Ms. Heimburg had come to ask the board to either waive the fee or reduce it. Ms. Heimburg said Mr. Owen had also provided NVCA with letters of support for grant submissions. Ms. Heimburg continued that they would be submitting a TLT facility grant due February 7th and hoped the board would be able to provide a letter of support for that grant. Director Price asked what the grant monies would be used for. Ms. Heimburg gave a summary of several grants and their plans. Ms. Heimburg continued that the money from the TLT infrastructure grant would be used for water and sewer lines as well as sidewalks and electricity conduit. Ms. Hughes said it had been PCJWSA policy to lay water and sewer lines up to the property line. Ms. Heimburg said that it was her understanding that PCJWSA would be laying the water and sewer lines on their property. Ms. Hughes said it was against policy for PCJWSA to do any work on private property. Director Price clarified that they would not need a separate connection. Ms. Hughes responded that because it was on the same tax lot it would be between TLW and NVCA. Chair McVicker clarified that they would not need to pay SDC fees as the property already has services. Chair McVicker said if TLW wanted NVCA to be metered separately, PCJWSA would have minimal requirements regarding that but would need to be initiated by the property owner. Ms. Heimburg asked if the Authority would be willing to provide a letter of support for NVCA's TLT grant application. Mr. Medina said that would not be a problem.

Robin Kostrikin welcomed Mr. Medina to the community. Ms. Kostrikin gave a history of her time and experience in Pacific City. Ms. Kostrikin asked Mr. Medina for some more information about his family. Mr. Medina said he was married with two dogs and already felt comfortable in Pacific City. Ms. Kostrikin asked what Mr. Medina's beginning salary was. Chair McVicker said it was public record, but Ms. Kostrikin would need to make a request for public information.

Mike Dill gave a summary of his history and experience in Pacific City. Mr. Dill welcomed Mr. Medina to the community.

Bud Miller referred to Ms. Heimburg's question, and asked if the lines and infrastructure at the TLW property would be able to meet the demand of NVCA's plans. Chair McVicker said she believed that there was only one bathroom at the moment, but they would need to examine it. Chair McVicker continued that the standard size was ¾" and seemed to be more than adequate for all of the large homes in the district. Director Price added that she had been on the NVCA board when the plan was created and believed that there was only two bathrooms planned, which would be very minimal. Mr. Miller was concerned that NVCA would falsely believe that there would not be any other costs, when it was a possibility.

Larry Rouse asked where the sign out front had gone, and whether or not it would be coming back. Chair McVicker said they had had some issues finding the proper hardware for the coastal climate, but the sign would be going back up soon.

Robert Elledge said he had come in earlier that day to talk to Ms. Hughes. Mr. Elledge said Ms. Hughes had confirmed for him that ten years prior, while creating the Master Plan, the Authority had used two engineering companies, but this time they were only using one company. Ms. Hughes disagreed and rephrased her response. Ms. Hughes said the Authority had one engineering company but had also used a financial advisor that had helped Parametrix with the SDC portion of the Master Plan. Ms. Hughes said it would probably be a similar situation this time as well. Chair McVicker confirmed Ms. Hughes response. Mr. Elledge said Ms. Hughes had said it was difficult to determine what work had been completed and what would need to be carried over. Chair McVicker said that didn't sound like something Ms. Hughes would say. Ms. Hughes said Mr. Elledge had asked her what percentage of the projects had been completed and Ms. Hughes did not know an exact percentage. Chair McVicker said because large projects had been completed from the previous Master Plan, such as Horn Creek Water Treatment Plant, Airport Lift Station, and the Waste Water Treatment Plant, Parametrix would look at the projects that had not been completed and help set priority. Mr. Elledge was concerned that the new plan could miss certain items that had not been completed from the old plan. Chair McVicker said Parametrix was very capable of making sure something like that did not happen. Discussion ensued regarding comparisons of 2005 pricing and projections versus current pricing and projections.

Kevin Schluka commented that he was planning to build a workforce housing apartment building at the west end of Beachy Bridge. Mr. Schluka said he was getting close to submitting his conditional use permit and was hoping the board would provide a letter of availability. Chair McVicker said the board had called a number of special meetings for items such as that, when there was a timeline involved and it shouldn't be a problem.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas wanted to thank Mr. Medina for accepting the position of Authority Manager and had learned a lot about the hiring process and was hopeful for the future.

Director Donohue welcomed Mr. Medina to Pacific City and PCJWSA.

Chair McVicker adjourned the meeting at 5:57 PM.

The PCJWSA Board of Directors approved these minutes on February 4, 2020, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Carolyn McVicker, Chair

Kirk Medina, Authority Manager