

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

November 8, 2022

Business meeting held in person at KCC.

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

Guests Present: Doug Olson and Lori Whiteman.

Staff Present: John Wesely, Rachelle DeLoe, and Leonard Whiteman

Chair Donohue called to order the monthly business meeting at 5:00 PM and read rules of conduct for the meeting.

MINUTES

10/11/2022 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 10/11/2022 Business Meeting. Director Carlton seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 10/15 and 10/31/2022

No comments

Motion

Director Price moved to approve the accounts payable for 10/15 and 10/31/2022. Director Carlton seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

No questions.

MANAGERS REPORT

Mr. Wesely reported that they had received another communication from a customer about the short-term rental rates, and referred to the email in the board packet. Mr. Wesely said the complaint was identical to the one the board had already ruled on, so he addressed it in the same fashion. Discussion ensued regarding short term rental permits.

Mr. Wesely said with the boards permission he would like to start an internal review of the Authority's Ordinances and Resolutions. Mr. Wesely continued that some of the resolutions and ordinances were quite old, and over time policies and procedures had evolved. Mr. Wesely said there is information in there that is no longer relevant or applicable. Mr. Wesely said he would like to bring one to the board per month for the board to review. The Board agreed that it would be a great idea.

Mr. Wesely mentioned that they had a new CMMS software for workorders.

Mr. Wesely said the stream gauging station at Horn Creek needed to be updated.

Director Gogas asked about the upgrades on the Kiwanda and Straub lift stations. Mr. Wesely said that they were close to being done. Mr. Wesely continued that there had been supply chain problems with the electrical components in the panels. Mr. Wesely said these would be followed by four other lift station upgrades that had been budgeted for.

Chair Donohue asked about the unaccounted-for water percentage. Mr. Wesely said the unaccounted-for water was higher than they would like to see. Mr. Wesely continued that it was difficult to pin down because it was virtually impossible to estimate how much water was lost on a water leak. Mr. Wesely said that during the month there were four water leaks. Discussion ensued about the leak detection program and how unaccounted for water was calculated.

Director Gogas asked about the open OIT position, Mr. Wesely said that they had not had any new applicants and had decided to increase the wage offered.

UNFINISHED BUSINESS

A. Water-Wastewater Master Plan

Mr. Wesely reported that they had the draft and would now need to review it. Mr. Wesely asked the board to give it a good read and get comments assembled and back to him by the end of day November 30th.

B. Water Management and Conservation Plan

Mr. Wesely said the plan had been approved. Mr. Wesely said they had received the final order from the Oregon Water Resources Department, and said a copy was included in the board packet. Mr. Wesely continued that they had placed a development limitation of 1.35 cubic feet per second. Discussion ensued regarding water rights.

C. Board Director Vacancy

Chair Donohue asked for an update. Mr. Wesely said that they had not received any applications. The directors said they had been talking to people in the community to get interest.

D. Change of TLC Authorized Signer

Chair Donohue asked for an update. Director Price said the email that was sent out had a detailed explanation of the procedure. Director Price continued that two people would be signers and the other two board members were governing bodies that had agreed that the other two people would sign. Director Price said that everyone would now be able to go into TLC to sign.

NEW BUSINESS

A. Audio-Visual Upgrade Proposal

Chair Donohue introduced Doug Olson with the Nestucca Valley Chamber of Commerce. Mr. Olson explained how KCC came to be and how the audio currently worked. Mr. Olson told the board of the system they had raised funds to purchase and pursue. Mr. Olson explained how the Chamber received their funding and the timeline for installation of the new system.

Mr. Olson told the board that they would need an additional \$6,000 for equipment that had been missed in the original bid. Mr. Olson made a comment about PCJWSA moving to KCC permanently for their meetings. Director Price said that she did not remember the decision to do so and believed that their move to KCC was temporary until the covid threat was over and then they would move back to the Authority. Discussion ensued regarding the equipment and funding. Director Price asked for a specific proposal to be brought to the board at the next month's meeting.

B. Water Use permit

Mr. Wesely reiterated that the Oregon Water Resources Department had set a water rights limitation of 1.35 cubic feet per second in the final order. Mr. Wesely said the path forward was to pursue a Partial Perfection. Mr. Wesely continued that Partial Perfection with the current water use permit of 2.0, would mean that they could only certify 1.35, to partially certify a portion and they would file for a permit extension for the remainder. Mr. Wesely said he was waiting for a proposal from a water rights examiner about what it would cost for them to act as the Authority's agent. Discussion ensued regarding permitting. Mr. Wesely asked for permission from the board to proceed. The board came to a consensus for Mr. Wesely to move forward.

C. Accessory Dwelling Units (ADU) Enforcement Capabilities

Chair Donohue referred to the information provided in the board packet as discussion material about previous ADU discussions. Chair Donohue said the county currently did not have an ordinance regarding ADU's. Discussion ensued regarding the boards options for enforcement and why they would want to do so. Chair Donohue said he would contact Sarah Absher at the county to open up a discussion about this subject.

GUEST QUESTIONS AND COMMENTS

No comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas referred to the Strategic Plan that Carolyn McVicker had been working on the previous year. Director Gogas continued that they had been working on the boards abilities to work as a team following a workshop with Rob Mills. Director Price said that maybe they could do the next chapter of it. Chair Donohue said he did not believe it was necessary at that point. Director Gogas thought that there may be a policy written, but added that it would be something written just between the board members.

Director Gogas asked for an update about the Rueppell project. Mr. Wesely said that they had sent letters to residents with property on Rueppell Ave. Mr. Wesely said he had received one call from a customer that wanted paving of the whole road to be considered. Mr. Wesely said that he told them they could not commit to that. Mr. Wesely said that they would get the road back to the original condition. Mr. Wesely continued that his advice to that person was to draft a letter and have the homeowners along Rueppell Ave. sign it and give it to the county. Discussion ensued regarding communication about the project.

Small discussion about the new website.

Adjourn the meeting at 6:43 PM.

The PCJWSA Board of Directors approved these minutes on December 13, 2022, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager