

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

July 7, 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, Tom Donohue, and Anne Price. (via video conference call)

Guests Present: Tim Hirsch.

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

Chair McVicker called to order the monthly business meeting at 5:01 PM.

**MINUTES**

A. 06/02/2020 Budget Hearing Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 06/02/2020 Budget Hearing. Director Carlton seconded, and the motion carried unanimously.

B. 06/02/2020 Business Meeting Minutes

Director Donohue mentioned the paragraph regarding the backflow assembly discussion for the temporary restroom and whether a decision had been made. Mr. Medina responded that it hadn't been raised as a question, but an informational item for the board. Mr. Medina continued that a backflow assembly had been installed.

**Motion**

Director Price moved to approve the minutes of the 06/02/2020 Business Meeting. Director Carlton seconded, and the motion carried unanimously.

C. 06/23/2020 Budget Adoption Meeting Minutes

**Motion**

Director Price moved to approve the minutes of the 06/23/2020 Budget Adoption. Director Carlton seconded, and the motion carried unanimously.

**FINANCIAL REPORT**

A. Accounts Payable: 06/02, 06/15, & 06/30/2020

Director Donohue asked about the payment to TCB. Ms. DeLoe responded that TCB was the dispatch service the Authority used for emergency dispatch services.

Director Donohue asked about the two payments to Inland Environmental Resources. Director Donohue continued that one payment had gone to the 004 Sewer CIC Fund and the other to the 104 Sewer Operating Fund. Mr. Medina responded that the Authority purchased Magnesium Hydroxide from them. Mr. Medina continued that the smaller payment was for the chemical and the larger payment was for the storage containment and chemical feed pumps for the chemical.

Director Donohue asked about the payment to Pauley, Rogers and Co. Mr. Medina replied that they were the auditing firm used by the Authority.

### **Motion**

Director Carlton moved to approve the accounts payable for 06/02, 06/15, and 06/30/2020. Director Price seconded, and the motion carried unanimously.

### **B. Fiscal Year 19/20**

Director Donohue asked about the interest earned line item in the 002 Fund, wondering if the Authority had earned more interest than expected because the variance percentage was negative. Director Donohue said he noticed the same thing in a few other line items as well. Ms. Hughes responded that that was correct.

Director Donohue asked what LGIP stood for in the 003 Fund. Ms. Hughes responded that it was the Local Government Invest Pool through the State of Oregon. Ms. Hughes continued that all of the Authority's savings went to the Pool accounts to earn interest.

Director Donohue asked about the Lift Station Improvements line item in the 004 Fund. Director Donohue wondered what lift stations referred to. Mr. Medina responded that lift stations were sewage pump stations throughout the district.

Director Donohue asked about the Chemicals line item in the 104 Fund and wondered why there was a negative \$11,000 in the year to date. Ms. Hughes responded that the Magnesium Hydroxide had cost more than they had expected.

Mr. Medina clarified that the polymer the Authority was using for the land application biosolids had an impact on the Chemical line item as well.

Director Donohue asked about the Backflow Prevention Expense line item and why it was so much higher than the budgeted amount. Mr. Medina responded that the Authority had contracted out the backflow testing for a few months, which was an unanticipated cost. Ms. DeLoe agreed and added that an employee had moved on during the year that had been the Authority's primary backflow tester and there were too many backflows to test for the current tester to keep up with along with their other duties. Director Gogas asked how many backflow assemblies were in the district. Ms. DeLoe responded that there were around 220 and it took roughly 30 minutes to test each assembly.

Director Carlton asked what the Miscellaneous line item had been used for as \$500 was budgeted but they had greatly exceeded that amount. Ms. Hughes replied that the expenses of bringing in a new Authority Manager had been the large majority of the expense.

Director Gogas referred to the Chemical line item and asked what the reason for changing chemicals had been. Mr. Medina responded that the Magnesium Hydroxide was a liquid chemical that did not build up and cause blockages like the Magnesium Oxide had. Mr. Medina continued that he believed the polymer had had a larger impact on the chemical costs as it was also a costly chemical.

## **MANAGERS REPORT**

Mr. Medina reported that the Authority was still closed to in person transactions and did not see an immediate need to make a change. Discussion ensued regarding alternatives to in person transactions with customers.

Mr. Medina reported that the operations staff had remained healthy and the water and sewer flows had returned to normal. Mr. Medina continued that the office staff continued to work remotely as much as possible.

Mr. Medina reported that the Brooten Rd. main replacement was moving forward and service connections were being made.

Mr. Medina reported that they had installed a holding tank cover to prevent algae accumulation and growth and had been very successful so far. Mr. Medina continued that the cover had cost just over \$1,000 and could turn into a long-term solution.

Mr. Medina reported that a fire hydrant had been replaced in Woods.

Mr. Medina reported that the Water Quality Report had been made available for customers including copies at the post office and on the Authority's website.

Mr. Medina wanted to recognize Ms. DeLoe in receiving her Associate of Applied Science in Business Administration.

Mr. Donohue referred to the charts Mr. Medina had included in the board packet and asked what Non-Revenue referred to. Mr. Medina said non-revenue water is the difference between the amount of water produced (Horn Creek and the wells) and the amount of water sold (billed). Discussion ensued regarding what the Authority would be using the charts for in the future and how the different charts correlate.

## **UNFINISHED BUSINESS**

A. 2020 Water and Wastewater Master Plan

Mr. Medina reported that three wastewater flow meters had been installed in the wastewater collections system. Mr. Medina continued that they would be able to determine storm water infiltration. Mr. Medina said the flow meters would show the sewer demands of the district and help the engineers project future demands for the Master Plan. Mr. Medina added that the flow meters would be monitored for nine months. Director Donohue asked if the engineers would average the summer months to determine the February, March, April, and May flows due to the COVID-19 impact on the community. Mr. Medina said they had installed the flow meters before the 4th of July holiday weekend in hopes to catch normal summer flow patterns. Mr. Medina continued that looking at the charts he had added to the board packet, he was confident that they would get typical summer flow rates. Director Donohue clarified that there would be some estimation regarding the spring months. Mr. Medina replied in the affirmative. Chair McVicker clarified that the flow meters were installed in July and would be removed in February, and the data would then be used for the sewer master plan. Chair McVicker asked if the water master plan would be delayed matching the sewer master plan timeline. Mr. Medina said he anticipated that they would receive the water master plan in December 2020 as originally planned. Chair McVicker asked if the delay of the sewer master plan would change the cost that was originally agreed upon. Mr. Medina said he had not received any indication that the cost would change.

#### B. Wastewater Treatment Plant Disc Filter Installation

Mr. Medina reported that the new disc filter had been received that day and was ready to be connected in the coming weeks.

#### C. Wastewater Treatment Plant Capital Improvement Charge

Chair McVicker said that it had been asked that that item be brought up during the July board meeting to determine if an amendment needed to be made to the budget for the Wastewater Treatment Plant Capital Improvement Charge (WWTP CIC). Chair McVicker continued that the board had approved a 15% decrease from the prior year.

### **NEW BUSINESS**

#### A. Payroll Bracket Update for Fiscal Year 2020-2021

Chair McVicker told the board that typically a payroll bracket update was included with the budget packet during the budget committee meeting in May but had been left out that year.

Mr. Medina referred to the 20-21 Payroll Bracket form in the board packet. Mr. Medina said he had added the Western Area Consumer Price Index (CPI) of 2.5% to the beginning and ending of each range. Mr. Medina continued that the Office Assistant was at the top of the range for that position and recommended that they modify the position to be able to provide that employee performance increases. Mr. Medina added that he had included some positions that had not been budgeted for. Mr. Medina said he was not proposing to eliminate the Office Assistant position, but to move that employee to the Office Specialist position to allow for a larger pay range. Mr. Medina said he would recommend they keep the Office Assistant position in case down the road the Authority may need an entry level position. Mr. Medina continued that the current office assistant

was performing more duties related to the Office Specialist job description. Chair McVicker added that in previous years they had had other positions such as Lead Operator and Utility Worker that had been dropped off the document due to the position being open. Discussion ensued regarding the reasons for adding an Office Specialist position, some minor changes to the current document for coming years, and salary ranges for the positions.

Director Donohue mentioned that other districts similar to PCJWSA pay their board members a higher gratuity. Director Donohue recommended that they either eliminate the gratuity entirely or raise it to match other districts. Chair McVicker said she would like to do some research and present it as an agenda item at a future meeting.

Director Gogas asked if the Lead Operator position would eliminate the Assistant Manager position. Mr. Medina replied that he believed they would move forward with the Assistant Manager position as they have been working on it for some time. Discussion ensued regarding the Office Specialist position, and training and education. Chair McVicker clarified that the employee handbook, that the board approved, stated that employees would be reimbursed for training and education that pertained to the job.

#### **GUEST QUESTIONS AND COMMENTS**

No questions were received.

#### **CHAIRMAN/DIRECTOR COMMENTS**

Director Price asked what the status on direct deposit payroll was. Ms. DeLoe replied that it was working well. Director Price asked if it would be possible to do for the board checks. Ms. Hughes replied that it would need board approval. Director Price asked if they could extend the direct payments with vendors. Ms. DeLoe said they currently did not do it, but agreed they could look into it.

Director Carlton asked if there had been much interaction with the typical meeting goers since the pandemic had begun. Mr. Medina said he kept in touch with a few community members on a regular basis.

Director Gogas asked if the Authority had been in touch with neighboring districts throughout the pandemic. Mr. Medina said he kept in touch with a regional networking group to discuss radio communications for disaster preparedness.

Director Gogas asked that the Authority put on a picnic after the pandemic has ended to celebrate and show appreciation.

Director Donohue asked what the Authority's emergency response plan would be in case of disasters. Mr. Medina responded that they had a complete emergency response plan that he was currently updating. Director Donohue asked if there were any guidelines from higher governments that they were using. Mr. Medina said he was using a template from the State of Oregon that put it

in an easy to read format. Director Price clarified that the Authority had always had an emergency response plan and it had always been a high priority.

Chair McVicker said she would be meeting with Ryan Fleming in the next week and they would plan a date for him to meet with the board in August or September.

Chair McVicker adjourned the meeting at 6:28 PM.

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

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

ATTEST:

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Carolyn McVicker, Chair

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Kirk Medina, Authority Manager