

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

September 12, 2023

Chair Donohue started the Business Meeting in person at KCC and virtually through Microsoft Teams. Chair reviewed rules of conduct, rules read.

Directors Present: (In Person) Tom Donohue, Sean Carlton, Anne Price, and Kathleen Starostka. (Virtually) Cameron Gogas.

Guests Present: Tim Hirsch

Staff Present (In person): John Wesely, Leonard Whiteman, Rachelle DeLoe. Staff Present (Virtually): Jeb Pippenger, Robert Pippenger (in at 5:46 PM) Jeb Pippenger came in person shortly after 5:30pm.

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

**SPECIAL MEETING MINUTES**

8/8/2023 Special Meeting Minutes – SDC Methodology Hearing

**Motion**

Director Carlton made one correction, on time adjourned. Director Starostka moved to approve the 8/8/2023 Special Meeting Minutes. Director Carlton seconded, and the motion was carried with 4 ayes and 1 abstain (Gogas).

**BUSINESS MEETING MINUTES**

8/8/2023 Business Meeting Minutes

**Motion**

Director Price moved to approve the 8/8/2023 Business Meeting Minutes. Director Starostka seconded, and the motion was carried with 4 ayes and 1 abstain (Gogas).

**FINANCIAL REPORT**

A. Accounts Payable 8/15 and 8/31/2023

**Motion**

Director Price moved to approve the accounts payable for 8/15 and 8/31/2023. Director Starostka seconded, and the motion was carried with 4 ayes and 1 abstain (Gogas).

B. Fiscal Year 23/24

No comments

## **MANAGERS REPORT**

Mr. Wesely gave a summary of the Manager Report.

Chair Donohue asked about the fiberoptic cable being laid, how close is it to our lines?

Mr. Whiteman said it was on the other side of the bridge. Mr. Wesely said we will keep an eye on where they are going.

Director Gogas asked about his suggestion to put old and obsolete equipment disposal on the agenda. It is under new business.

## **UNFINISHED BUSINESS**

### **A. Employee Handbook Revision**

Chair Donohue asked about recommendations or changes. Mr. Wesely said that we have reinstated that policy that was approved years ago. 2 board members gave editing suggestions. If anyone else has any, please give them to him within the next 2 weeks and he will pull them into a new draft copy and present it to the board at the October meeting.

Discussion on investigation/harassment policy ensued.

Discussion about board member stepping outside of responsibilities for the 3<sup>rd</sup> time in a row by contacting an employee and meeting with the employee to discuss PCJ business. Discussion about what had happened and rules on this. Director Gogas refused to discuss this matter. Discussion ensued on how to handle investigations and harassment.

### **Motion**

Director Carlton moved that we direct the Authority Manager to contact legal as well as our HR Consultant to get advice on how to come up with an investigation policy for whenever we have a harassment complaint, to come up with a specific investigation policy when a complaint is directed at a board member, to get advice from legal council on how we deal with the issue of indemnification when there is potential malfeasance or neglect of duty. And whether or not the board can take action to de-indemnify a board member or if that is something that happens in another way. Director Starostka seconded, and the motion was carried unanimously.

### **B. Mobile Generator Purchase**

Mr. Wesely explained that a late quote came in that was significantly less than the one brought to the board in the previous month. It's a cost savings and we need to revisit it. I recommend we resend the motion from the last meeting and make a new motion to buy this at a substantially reduced price. Discussion ensued about generators.

**Motion**

Director Price moved to resend the motion of Aug 8<sup>th</sup>, 2023 to purchase the generator from Platt Electric and approve the purchase of the identical equipment that is presented by Andrew Baker, Market Development Manager at Western US from Generac. Director Starostka seconded, and the motion was carried unanimously.

**NEW BUSINESS**

A. Water/Wastewater Master Plan Adoption

Mr. Wesely explained Water/Wastewater Master Plans were not yet adopted by the board. Asked if the Board wanted to formally adopt them. Discussion about adopting the plans. Plans should be adopted after sharing it with the public in a public meeting.

B. SDC Methodology and Rate Schedule Adoption

Mr. Wesely said that the public hearing is complete, we need to adopt the methodology and calibrated rate structure that was the result of the consultant these were supplemental to our Water/Wastewater Master Plans.

Director Carlton asked about food cart SDC's. Discussion ensued.

**Motion**

Director Price moved to approve resolution 23-07 in the matter of adopting water/wastewater SDC methodologies and rates effective Sept 13, 2023. Director Starostka seconded, and the motion was carried unanimously.

C. Oregon Coast Bank Signers

Chair Donohue said that OCB notified them that Director Gogas did not want to become a signer. A new signature card needs to be signed. Discussion about why Director Gogas wanted to decline to serve that portion of the board responsibilities.

**Motion**

Director Carlton moved to remove Director Gogas and Director McVicker and add Director Starostka. Director Gogas seconded, and the motion was carried unanimously.

D. PCJWSA Public Meeting Goals

Mr. Wesely had asked for more time for the meeting. Discussed AV equipment and ways to get the word out about the meetings. Discussion ensued about public participation and training for employees on AV equipment.

E. Old and Obsolete Equipment Disposal

Director Gogas requested this be on the agenda. Chair Donohue said that we do not have a policy on how to dispose of equipment but there are some general guidelines. Mr. Wesely included what the State of Oregon does. The biggest problem is the time it takes to dispose of it. Discussion about cost vs. worth and how to get rid of it. Discussion on cleaning up the shops and where the equipment went and the worth. Discussion ensued about who should be in charge of deciding how to dispose of this stuff. The board will leave the decision of disposal up to the Authority Manager.

**GUEST QUESTIONS AND COMMENTS**

No Comments.

**CHAIRMAN/DIRECTOR COMMENTS**

Director Gogas is appalled that we grill board members in a public meeting. Executive session as explained to Director Gogas.

Recessed for Executive session to discuss the Authority Manager annual review to follow the business meeting.

Business meeting was reconvened at 7:16PM

**Motion**

Director Price moved as a result of the review of the Authority Manager, that the Authority Managers salary be increased by 5% and that these changes be made retroactively to his anniversary date. Director Carlton Seconded, and the motion was carried with 4 ayes and 1 nay (Gogas).

Adjourn the meeting at 7:17PM.

The PCJWSA Board of Directors approved these minutes on October 10, 2023, by the following votes:

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

ATTEST:

\_\_\_\_\_  
Tom Donohue, Chairman of the Board

\_\_\_\_\_  
John Wesely, Authority Manager