

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

August 13, 2024

Chair Donohue called to order the Monthly Business Meeting at 5:00 PM

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, Anne Price, LuAnn Anderson and Kathleen Starostka.

Guests Present: Tim Hirsch

Staff Present: (In Person) John Wesely and Rachelle DeLoe

MEETING MINUTES (1:50)

7/9/2024 Business Meeting Minutes

Motion

Director Anderson moved to approve the 7/9/2024 Business Meeting Minutes. Director Starostka seconded, and the motion was carried unanimously.

FINANCIAL REPORT (02:23)

A. Accounts Payable 7/15, 7/22 and 7/31/2024

Director Donohue had a couple of questions, Mr. Wesely answered the questions.

Motion

Director Starostka moved to approve the accounts payable for 7/15, 7/22 and 7/31/2024. Director Anderson seconded, and the motion was carried unanimously.

B. Fiscal Year 24/25

No comments

MANAGERS REPORT (11:15)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Water Rights – Water Use Permit, Claim of Beneficial Use.

2. Lost an employee last month, left to make more money elsewhere. No replacement has been hired yet.

UNFINISHED BUSINESS (16:10)

A. Resolution 24-XXX: Investigative Policy; Harassment Policy

Chair Donohue explained updates and HR comments. This would be Resolution 24-05. Discussion ensued.

Motion

Director Starostka moved that Resolution #24-05 Board Member Duties, Responsibilities and Behavior be approved. Director Anderson seconded, and the motion was carried unanimously.

B. Resolution 24-06: Mobile Food Unit Policy

Mr. Wesely explained this policy. We do not have an SDC Rate for this. Discussion ensued. This would amend Resolution 05-02 to omit mobile food units.

Motion

Director Price moved that Resolution #24-06 in the matter of establishing rules and regulations for the connection of water and sewer service to a mobile business; amends Resolution 05-02 be approved. Director Starostka seconded, and the motion was carried with three ayes and one nay (Donohue).

C. Wage Survey

Mr. Wesely updated everyone on this. Credit given to Rachelle for getting done most of the work on this. Would like to get it to the board a week before the next board packet.

NEW BUSINESS (54:10)

A. Lift Station Upgrades

Mr. Wesely explained why there was one quote for each. Straub, Beachy, Kiwanda, Madrona are done. We have Cindy and Roger to do. Asking the board to approve the purchases to upgrade Cindy and Roger.

Motion

Director Starostka moved that we accept the bids from Xylem for \$49,298.70 for the Cindy Upgrade and \$49,298.70 for the Roger Upgrade be approved. Director Anderson seconded, and the motion was carried unanimously.

B. Rules of Conduct Policy

Chair Donohue explained an addition to this policy.

Motion

Director Price moved that under Rules of Conduct for Public Conduct we add item 3, add subparagraph e. Refrain from any speech of political nature be approved. Director Anderson seconded, and the motion was carried unanimously.

GUEST QUESTIONS AND COMMENTS (01:01:26)

Ms. DeLoe spoke to the Directors about completing a best practice training video to save 2% on our insurance. To be completed before November 2024.

CHAIRMAN/DIRECTOR COMMENTS (01:03:00)

Director Starostka thanked everyone for the potluck. Discussion ensued.

Chair Donohue would like to thank all of the (current and former) board members on Resolution 24-05.

Recessed for Executive session under ORS 192.660 (2)(i), to review and evaluate the employment related performance of the chief executive officer of any body, a public officer employee or staff member that does not request an open hearing.

Reconvened the meeting at 7:15PM.

Motion

Director Price explained how pleased they are with the work of Mr. Wesely and moved to increase his salary 5%. Director Anderson seconded, and the motion was carried unanimously.

Director Anderson said she appreciates his work, others agreed.

Adjourned the meeting at 7:17PM.

The PCJWSA Board of Directors approved these minutes on September 10, 2024, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager