

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

June 13, 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: Barbara Giddings (In person), Tim Hirsch (Virtually)

Staff Present (In person): John Wesely. Staff Present (Virtually): Rachelle DeLoe, Jeb Pippenger, Robert Pippenger, Leonard Whiteman.

Chair Donohue called to order the monthly business meeting at 5:04 PM

MINUTES

5/9/2023 Business Meeting Minutes

Discussion about recordings of business meetings to be included in the minutes. Recordings are online, written minutes are a summary of the meeting.

Director Carlton said there needs to be a correction, that he was here in person on 5/9/2023.

Motion

Director Starostka moved to approve the minutes of the 5/9/2023 Business Meeting with correction. Director Price seconded, and the motion was carried unanimously.

BUDGET MEETING MINUTES

5/16/2023 Budget Meeting Minutes

Director Starostka said there needs to be a correction, that Karen Matthews who asked about the fund for \$18,000, not Chairman Culp.

Motion

Director Starostka moved to approve the minutes of the 5/16/2023 Budget Meeting with correction. Chair Donohue seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 5/15 and 5/31/2023

Director Gogas asked several questions about AP

Director Gogas requested a copy of the updated policy and procedures of the Fall Protection / Lock out Tag out.

Motion

Director Price moved to approve the accounts payable for 3/15 and 5/31/2023. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

Chair Donohue commented on his findings in his review of the budget.

MANAGERS REPORT

Mr. Wesely gave a summary of the Manager Report. Subjects discussed were water rights permit, Master Plan meeting Reschedule, Rueppell project bids, temporary position (for seasonal work), Dale Pesterfield passed 2 certification tests in one day.

Director Gogas asked for a job description for the temporary job position.

Discussion about staff getting certifications.

Discussion about unaccounted for water.

UNFINISHED BUSINESS

A. Kiawanda Community Center A/V Proposal

Mr. Wesely gave an update and informed Board of options. Director Donohue suggested to table until more information is obtained. Mr. Wesely will be in contact with Janette at KCC. Discussion ensued about donation.

B. Authority Manager Review Form

Chair Donohue said we need to approve the form to use it for this year's annual review of John. Discussion about form and process. Chair Donohue asked for Johns Certs for the job description and a self-assessment on the new review form to him by Friday, August 4th. Chair Donohue will have a copy to the board by August 7th-8th. Chair asked for all Board comments and notes to be back to him by the EOB on August 29th. Chair Donohue will collate all the comment copies and will be distributed to the board, no later than Tuesday, September 5th. That is a week prior to the executive session following our regular business meeting on September 12th.

Motion

Director Starostka moved to approve Authority Manager Performance Review Form. Director Carlson seconded, and the motion was carried unanimously.

C. Employee Handbook Revision

Mr. Wesely explained the revisions. Discussed was adding temporary employee descriptions and other positions at the Authority, option for employee to accrue compensatory time, added PPE section with boot (safety shoes, footwear) allowance, Hepatitis B vaccine to be offered to all employees and emergency closings.

Discussion about Virus and Tetanus Vaccination.

Discussion about policy about employee facial hair. Director Donohue asked if we need to be clean shaven for wearing a respirator for working with asbestos Pipe. Mr. Wesely is going to investigate into that, we would make sure that the person doing that job would be clean shaven.

Discussion about the handbook ensued. Mr. Wesely needs to check with workers comp and see what their understanding of a reasonable time to report an injury is.

Director Donohue said that he would like to give the employees a government leave day. A day off for employees for holidays only. Starts a week before thanksgiving and ends a day after new years day, we can call it a Board of Directors Day. Discussion ensued about an extra day off for holidays. Mr. Wesely said he was going to discuss it with staff and will bring a proposal next month.

Director Carlton wants to revisit the sexual and unlawful harassment section and make suggestions off meeting. Mr. Wesely and Director Carlton are going to discuss this before next meeting. Mr. Wesely will bring proposed revisions at the next meeting.

NEW BUSINESS

A. Water/Sewer availability request for proposed food court.

Mr. Wesely said Director Price pointed out that the people who asked for this do not own the property and are buying it. It makes sense to wait until they are the owners to fill the request. Discussion about SDC structure. There would be a central grease trap for the property.

GUEST QUESTIONS AND COMMENTS

Barbara Giddings said that she heard that they could not have any structure on that piece of land because of the flooding of the river. Mr. Wesely said that since they are on wheels, it may be different.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas wanted it to be noted that the people that are online, be noted at the beginning of the meeting.

Director Carlton congratulated Dale on his certifications. Chair Donohue agreed.

Adjourn the meeting at 6:41PM.

The PCJWSA Board of Directors approved these minutes on July 11, 2023, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager