

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

July 9, 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

OFFICER ELECTIONS (1:30)

Nomination for Chair

Director Price nominated Director Donohue as Chair. Director Starostka Seconded. Nomination was carried unanimously.

Nomination for Vice Chair

Director Price nominated Director Starostka as Vice Chair. Chair Donohue Seconded. Nomination was carried unanimously.

Nomination for Secretary

Director Starostka nominated Director Anderson as Secretary. Director Price Seconded. Nomination was carried unanimously.

MEETING MINUTES (3:35)

6/11/2024 Budget Hearing Minutes

Director Price noted changes to be made.

Motion

Director Anderson moved to approve the 6/11/2024 Budget Hearing Meeting Minutes as amended. Director Starostka seconded, and the motion was carried unanimously.

6/11/2024 Business Meeting Minutes

Director Price noted changes to be made.

Motion

Director Anderson moved to approve the 6/11/2024 Business Meeting Minutes as amended. Director Price seconded, and the motion was carried unanimously.

6/25/2024 Budget Adoption Meeting Minutes

Director Price noted changes to be made.

Motion

Director Anderson moved to approve the 6/25/2024 Budget Adoption Meeting Minutes as amended. Chair Donohue seconded, and the motion was carried unanimously

FINANCIAL REPORT (14:05)

A. Accounts Payable 6/15 and 6/30/2024

Motion

Director Price moved to approve the accounts payable for 6/15 and 6/30/2024. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 23/24

Director Donohue noted how the different funds were over/under budget.

MANAGERS REPORT (17:25)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Will have a couple more SDC's than what we thought we were.
2. Wage survey. Rachelle is going to help with this. Director Price shared information and it was helpful.
3. Meeting with Earth Works schedule was moved to July 22nd. Attending will be Mr. Wesely and his counsel and Bill Howard and his counsel. The meeting will be held in Pacific City.
4. Water loss numbers were not in the original board packet submission, they were sent to the board members yesterday. Mr. Wesely explained the water loss numbers.
5. Employee/Board of Directors Potluck Lunch will be Wednesday August 14th from 11:30 to 1:00pm. This can be adjusted if needed.
6. The Consumer Confidence Report has been completed and posted to our website on June 27th. The deadline was July 1. Needs to be on file at the library.
7. Paving work was done on the week of June 9th.

UNFINISHED BUSINESS (24:30)

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

Chair Donohue explained Title ought to be Board of Director Duties and Responsibilities. One last item of advice to obtain is from our HR Consultant. She will have the information to Chair Donohue in a week or so. Should be able to vote on it next month.

B. BLM Property Trail Closure

Mr. Wesely said this is to close the loop on this, maintenance has been done, trail is reopened, and signs are in place. We will try to make arrangements that the inspection and maintenance will be a yearly thing. Director Starostka said that the non-residents are also using it and enjoying it. Mr. Wesely said that the parking signs will be replaced since they have been vandalized.

C. Authority Manager Review Process

Chair Donohue discussed this process. Mr. Wesely said its difficult to do your own evaluation. He will have it to Tom by or before the 19th.

D. STCEVC (South Tillamook County Emergency Volunteer Corps) Emergency Supply Shed Proposal

Mr. Wesely gave an update. STCEVC approved the Memorandum of Understanding addendum A. I pulled the Indemnification Agreement, as addendum B. Is the board ready to approve this agreement? Discussion ensued.

Motion

Director Starostka moved that the Memorandum of Understanding Pacific City Emergency Supply Shed between the South Tillamook County Emergency Volunteer Corp and the Pacific City Joint Water-Sanitary Authority be approved as presented. Director Anderson seconded, and the motion was carried unanimously.

E. Mobile Business Policy

Mr. Wesely said that it is 85% done, but didn't get it done for the meeting. He will send this out to the board in the next week, so they can review it and provide comments. If we get backed into a corner on this, we will have a special meeting to get it approved. Discussion ensued.

NEW BUSINESS (43:10)

A. PCJWSA Lighting Upgrade Project

Mr. Wesely asked the board to approve the purchase at this meeting. Mr. Wesely explained project. There are 3 quotes with Inland Electric being the least expensive quote at \$30,410.00. Discussion ensued.

Motion

Director Price moved that we proceed with the PCJWSA lighting upgrade project and award the bid to Inland Electric in the amount of \$30,410.00. Director Starostka seconded, and the motion was carried unanimously.

GUEST QUESTIONS AND COMMENTS (49:08)

Tim Hirsch had no comments

CHAIRMAN/DIRECTOR COMMENTS (49:15)

Chair Donohue congratulated the financial team for coming in under budget.

Director Starostka wanted to mention when they got the budget information with the employee wages, she was a little bit concerned about how low our beginning employees are paid. She explained her concerns. Discussion ensued. Mr. Wesely said that we need to reconfigure the vacation accrual, it was agreed to put this on the agenda for next meeting.

Director Starostka wanted everyone to know that her and Director Price attended the Water/Wastewater Utilities Discussion at the Tillamook County Courthouse.

Director Price wanted to explore adding language about political speech. This was supposed to be on the agenda for this meeting. She would like for it to be on the next agenda for the board to approve.

Adjourn the meeting at 5:59PM.

The PCJWSA Board of Directors approved these minutes on August 13, 2024, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager