

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

June 11, 2024

Chair Donohue called to order the Monthly Business Meeting at 5:02 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

**BUSINESS MEETING MINUTES (1:45)**

5/14/2024 Business Meeting Minutes

Director Price noted 2 changes to be made.

**Motion**

Director Starostka moved to approve the 5/14/2024 Business Meeting Minutes as amended. Director Anderson seconded, and the motion was carried unanimously.

5/15/2024 Special Meeting Minutes

**Motion**

Director Anderson moved to approve the 5/15/2024 Business Meeting Minutes. Director Price seconded, and the motion was carried unanimously.

5/21/2024 Budget Meeting Minutes

Director Price noted 1 change to be made.

**Motion**

Director Anderson moved to approve the 5/21/2024 Budget Meeting Minutes as amended. Director Starostka seconded, and the motion was carried unanimously

**FINANCIAL REPORT (05:55)**

A. Accounts Payable 5/15 and 5/31/2024

Chair Donohue asked a question about Chase Manhattan Bank Check. Ms. DeLoe answered the question.

**Motion**

Director Starostka moved to approve the accounts payable for 5/15 and 5/31/2024. Director Anderson seconded, and the motion was carried unanimously.

B. Fiscal Year 23/24

No questions or comments

**MANAGERS REPORT (08:27)**

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Wage survey. We are lagging behind on the OIT position. Hoping to make more meaningful progress with that by next meeting.
2. No updates on the Rueppell Contract Issue, other than what the board already knows.
3. The paving work (at plant) was finished today, if anyone wants to come by and look.
4. We did lose an employee last month. We have completed a round of interviews and had good results. One person stood out and we have made an offer to this person. Hunter Boehler is his name we are waiting on the pre-hire contingencies.
5. Bob Pippenger obtained a Competent Person Certification. Mr. Wesely explained what this was for and why it was needed.

Director Anderson asked questions about interviews.

**UNFINISHED BUSINESS (15:31)**

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

Chair Donohue explained what this was for (Director's duties and responsibilities) and the communication that has taken place. A previous resolution has been found and added to the draft resolution 19-05. There will be a draft document to give to the directors next month. There has been preliminary communication with HR and Legal. Small things needing to be changed are coming from Legal and the HR Consultant. John was late in getting this to the HR Representative, so her comments were not back in time for Tom to put them in there.

B. BLM Property Trail Closure

Mr. Wesely said we decided to fund the maintenance, the contractor still had not committed to the exact days he will do the work. Signage is here and compliant with the insurance company. Director Starostka said that the trail has been worked on. Ms. DeLoe said that Josh had been there last Tuesday. Mr. Wesely did not know this information and asked Director Starostka questions about changes on the path. Mr. Wesely will call Josh tomorrow and confirm the status of the project. When maintenance is done, the new signs will be put up. Director Starostka asked Mr. Wesely about where signs were purchased. Mr. Wesely explained why and where they were ordered from.

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

Mr. Wesely said that he had reached out to our legal counsel about this. Mr. Wesely updated the board on the Hold Harmless Agreement. Memorandum of Understanding and Indemnification Clauses Legal said to have the board tighten up the verbiage and if everyone agrees, then it will be just fine. Mr. Wesely is asking for the Boards feedback within the next week and will send it to the board for final review at the next board meeting.

Mr. Wesely explained how STCEVC could use a secondary fence to get into the shed and would like feedback on that.

#### D. Authority Manager Review Process

Chair Donohue will forward Mr. Wesley's self-evaluation and the comments to the Board and give them 2 weeks to review the comments and take the standard form and fill it out. Chair Donohue will include the calendar with this.

Director Starostka asked what mechanism is in place to give the employees raises. Mr. Wesely explained these mechanisms. Director Starostka asked about cost-of-living increases. Mr. Wesely explained that he keeps that in mind when giving raises and that the wage survey can catch us up on that if needed. Discussion ensued.

### **NEW BUSINESS (48:37)**

#### A. Resolution 05-02 Mobile Dwellings and Mobile Businesses

Mr. Wesely explained that there have been many people coming forward interested in adding food trucks to properties. He looked at the policy and having a trailer with a hose attached (temporary connection) or having a food truck are 2 different things. Mr. Wesely explains concerns and questions about what the county is going to approve. Discussion ensues. Mr. Wesely said this policy needs to be re-written and separate policies need to be written. Mobile dwelling units (RV's) and Mobile Food Trucks need to have their own policies. Discussion ensued on how policy is currently written. Mr. Wesely said he will write a policy and give it to the board for approval no later than the next board meeting.

#### B. PCJWSA Mobile Business Policy Discussion

Mr. Wesely explained that discussion about New Business A & B were discussed at the same time and he will make the Mobile Food Cart Policy a priority.

C. Oregon Coast Bank

Chair Donohue said that we need to sign a new form.

**Motion**

Director Price moved to remove Director Carlton and add Director Anderson and confirm that going forward that the authorized signers on the Oregon Coast Bank Accounts will be Directors Donohue, Starostka, Anderson, Price and Authority Manager Wesely. Director Starostka seconded, and the motion was carried unanimously.

D. TLC Federal Credit Union Account

Chair Donohue asked about the loan from TLC. Ms. DeLoe said it is paid off. Discussion ensued.

**Motion**

Director Anderson moved to close the savings account at TLC Credit Union. Director Starostka seconded, and the motion was carried unanimously.

**GUEST QUESTIONS AND COMMENTS (01:15 :06)**

Tim Hirsch had no comments

**CHAIRMAN/DIRECTOR COMMENTS (01:15:20)**

Directors Price asked to revise the Rules of Conduct to include that there should be no political statements. Chair Donohue agreed. This will be put on the agenda for the next meeting.

Chair Donohue congratulated Bob Pippenger on his certification.

Director Price welcomed the new employee.

Director Starostka inquired about the Board/Staff picnic/BBQ. Mr. Wesely will check the calendar and get back to the board with a couple of proposed dates.

Adjourn the meeting at 6:20PM.

The PCJWSA Board of Directors approved these minutes on July 9, 2024, by the following votes:

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

ATTEST:

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Tom Donohue, Chairman of the Board

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John Wesely, Authority Manager