

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

May 14, 2024

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, and Kathleen Starostka.

Guests Present: Tim Hirsch, LuAnn Anderson and Darcy Jones in at (5:48:35)

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

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

Appoint Director to Fill Vacant Board Position #1 – LuAnn Anderson (01:30)

Director Price nominated LuAnn Anderson to fill Vacant Board Position #1, Seconded by Director Starostka. The motion was carried unanimously.

Oath of Office – LuAnn Anderson Board Position #1 (02:21)

Appoint Director to Fill Vacant Board Vice Chair Position (04:00)

Director Price nominated Director Starostka to fill the Vacant Board Vice Chair Position, Seconded by Chair Donohue. The motion was carried unanimously.

BUSINESS MEETING MINUTES (05:43)

4/9/2024 Business Meeting Minutes

Chair Donohue noted several changes to be made.

Motion

Director Price moved to approve the 4/9/2024 Business Meeting Minutes as amended. Director Starostka seconded, and the motion was carried unanimously.

FINANCIAL REPORT (08:30)

A. Accounts Payable 4/15 and 4/30/2024

Director Starostka asked a about an update to the new truck. Ms. DeLoe and Mr. Wesely answered the question.

Chair Donohue asked a question about Generac Power Systems. Mr. Wesely answered the question.

Chair Donohue asked about the compromised account bill from Global Network System. Ms. DeLoe explained.

Chair Donohue asked about the TLC Loan Payment. Ms. DeLoe explained.

Motion

Director Price moved to approve the accounts payable for 4/15 and 4/30/2024. Director Anderson seconded, and the motion was carried unanimously.

B. Fiscal Year 23/24

Chair Donohue noticed that we were under budget on some and over slightly on others. He did notice that the interest made was astronomical. Discussion ensued.

MANAGERS REPORT (12:47)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Vendor booth at Dory Days. Discussion ensued. Director Price said she would put some time in at the booth.
2. Rueppell Avenue Pipeline Replacement Project was completed on the 22nd. County has given their approval, and the State Drinking Water Program approval letter was received.
3. Design work for the emergency generator enclosures is just about done. Mr. Wesely explained that there are complexities. These are for the 100K, 300K and the Spit Wells. Mr. Wesely will be getting 3 quotes.

Director Price asked a question about the generators. Mr. Wesely answered the question.

UNFINISHED BUSINESS (21:40)

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

Chair Donohue asked Mr. Wesely if there was feedback from legal counsel and the HR consultant. Mr. Wesely has contacted legal and hasn't gotten any feedback yet. This will be tabled until next month to get more time for legal counsel and the HR consultant to review.

B. BLM Property Trail Closure

Mr. Wesely explained the unusual circumstance for us with the BLM lease. We will pay for maintenance of the trail out of our operating budget, which is approximately \$5,000. Discussion ensued about maintenance of the trail, insurance, liability, and a timeline of opening the trail. New signs will be ordered and installed after trail maintenance is completed.

Director Price suggested quarterly walk through by Bros and Hoes. Director Anderson suggested marking trails better, Mr. Wesely suggested maybe some arrows on trees.

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

Mr. Wesely explained what STCEVC was wanting to do. In the board packet there is an additional document that is a General Waiver of Liability and Hold Harmless Agreement provided by the insurance agent. Mr. Wesely explained the value of this document, and the roll of STCEVC. Discussion ensued about STCEVC and if it was a 501 C3. Mr. Wesely asked if the Board was ready to decide on this or share thoughts.

Director Anderson asked about this subject to get more background information. Mr. Wesely answered the question. Discussion ensued.

Director Price brought up the difference between a written contract vs. memorandum of understanding, and how we should consult our legal team. Director Price explained her concerns. Discussion ensued. Consensus was reached, Mr. Wesely will get information from legal to see how much it will cost for a contract and send information to the Board Members.

D. Wage Survey Update

Mr. Wesely gave an update. We will need to do it ourselves, asked for scope of work from the Board. Discussion ensued. Mr. Wesely said he will check into small and large utilities some in Central and Eastern Oregon. Discussion ensued. Chair Donohue asked for John to check back in with the board in approx. 6 months. Discussion ensued.

NEW BUSINESS (58:04)

A. Authority Manager Review Process

Chair Donohue was going to check into the review process. Mr. Wesely will contact the HR Consultant to get things started.

B. Administrative Assistant Job Title Proposal

Mr. Wesely explained what this was and why he would like to add this title. There is consensus from the Board to do this.

C. Posting Budget Documents on the PCJWSA Website

Chair Donohue would like the budget calendar published on the website. Discussion ensued. It was decided not to put it on the website.

GUEST QUESTIONS AND COMMENTS (01:15 :00)

Tim Hirsch had no comments

Darcy Jones said the cost of housing in Pacific City is due to Community Development. He plans on addressing this in his residency as commissioner.

CHAIRMAN/DIRECTOR COMMENTS (01:17:20)

Directors welcomed LuAnn to the Board of Directors.

Mr. Wesely said that he had spoke to Director Price about acquainting the new staff to the board. He can either ask them to attend a board meeting or have an annual potluck to introduce the employees to the board and let the board tour the plant.

Director Price said when we have changes in board members, we need to do a new sign card for the bank.

Adjourn the meeting at 6:21PM.

The PCJWSA Board of Directors approved these minutes on June 11, 2024, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager