

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

September 13, 2022

Chair Donohue stated that the board was meeting via video conference call.

Directors Present: Sean Carlton, Tom Donohue, Cameron Gogas and Anne Price. (via video conference call)

Guests Present: None.

Staff Present: John Wesely

Chair Donohue called to order the monthly business meeting at 5:01 PM.

**MINUTES**

08/09/2022 Business Meeting Minutes

Director Price made a correction regarding the water rights discussion, saying Mr. Wesely had backtracked his suggestion of a workshop.

**Motion**

Director Carlton moved to approve the minutes of the 08/09/2022 Business Meeting as corrected. Director Gogas seconded, and the motion was approved with 3 ayes, and one abstention.

**FINANCIAL REPORT**

A. Accounts Payable 8/15 and 8/30/2022

Director Gogas asked about the payment to Cameron Brand for incubator repair. Mr. Wesely responded that the BOD incubator had needed repaired.

Director Gogas asked about the payment to Card Service Center for Employee Appreciation. Mr. Wesely said he believed it was a team building lunch for the staff.

Director Gogas asked about the multiple charges for capacitors. Mr. Wesely answered that he would have to be the on/off capacitors to the lift stations.

Director Gogas asked about Global Network Support Horn Creek Scada. Mr. Wesely said it was for IT support.

Director Gogas asked about locks and knobs. Mr. Wesely said that the lock on his office needed replaced and a couple other locks that needed to be replaced were replaced.

Director Gogas asked about the charge for RJM equipment sales. Mr. Wesely said it was for the acoustic leak detector system. We are waiting on accessories to use it to its fullest.

Director Gogas asked about the cost of Mag Hydrox. Mr. Wesely said that chemical prices were continually going up.

Director Carlton asked about the payment to Schwabe, Williamson, and Wyatt. Mr. Wesely said he had made an inquiry about the Authority's cross-connection program.

Director Donohue said that there was a second payment to Scwabe, Williamson, and Wyatt. Mr. Wesely said that payment was discussion of water rights and current permit conditions.

Director Donohue asked about the payment to Pall. Mr. Wesely said that Pall was the manufacturer of the micro-filtration membrane system and the charge was for an ongoing technical support contract.

Director Donohue asked about the payment to Consolidated Supply for meters. Mr. Wesely answered that the water meters were for new construction.

### **Motion**

Director Price moved to approve the accounts payable for 8/15 and 8/31/2022. Director Carlton seconded, and the motion carried unanimously.

B. Fiscal Year 22/23

No questions.

### **MANAGERS REPORT**

Mr. Wesely reported that during the month of August they had received a high BOD result but was not representative. Mr. Wesely said he was petitioning DEQ for a dismissal. Discussion ensued regarding what the BOD test entailed and historical data.

Mr. Wesely mentioned that Dale Pesterfield had passed two wastewater tests in a single day. He wanted to recognize him for that. (The board members congratulated and thanked him)

Director Carlton asked about Short Term Rentals. Director Carlton was curious about the average consumption and revenue in each category, Commercial, Vacation Rental and Residential. Mr. Wesely said that commercial lead the way and Vacation Rentals were right behind them. Mr. Wesely said he would check with Ms. DeLoe about exact numbers.

Director Gogas commented that the unaccounted for water numbers looked better that month.

### **UNFINISHED BUSINESS**

A. Water-Wastewater Master Plan

Mr. Wesely reported that Parametrix was currently calibrating the wastewater model and would have a draft to them by November 1st. Mr. Wesely continued that Parametrix would like a contract extension until the end of the year. Mr. Wesely explained that they were asking for peak water demand which was only possible in winter months. The board agreed to the extension.

B. Water Management and Conservation Plan

Mr. Wesely said the plan was complete and submitted to the Oregon Water Resources Department for a review and approval. Mr. Wesely said they had requested a handful of things they wanted the Authority to revise. Mr. Wesely said the changes had been made and resubmitted. Mr. Wesely said they were still waiting for final approval.

C. Authority Manager Review

Chair Donohue requested comment of Johns self-assessment by October 15<sup>th</sup> and would like to include the recommendations for form changes.

**NEW BUSINESS**

A. Director Vacancy

Chair Donohue said he would like to stop taking applications prior to the November board meeting to be assessed and voted on during the meeting.

Chair Donohue said they would need to advertise in the Sun, at the post office, and in the Headlight Herald.

Chair Donohue lost connection. Vice Chair Carlton took control of meeting.

B. Sewer Inspection Equipment Purchase

Mr. Wesely referred to the three quotes for sewer inspection equipment included in the board packet. Mr. Wesely explained how it would benefit the Authority and how the equipment worked. Mr. Wesely said they had budgeted \$60,000. Mr. Wesely said no two pieces of equipment were exactly alike but had many similarities. Mr. Wesely said that equipment from Inside Vision was the best fit for the Authority's needs. Mr. Wesely asked the board to approve the purchase not to exceed \$36,000.

Chair Donohue took back over the meeting.

Discussion ensued on the function of the inspection equipment.

**Motion**

Director Price moved to accept the Authority Managers recommendation to purchase the Iris Mainline for a price not to exceed \$36,000. Director Gogas seconded, and the motion carried unanimously.

C. The Access Road Paving Project.

Mr. Wesely said that SC Paving, after 7 weeks had not given them a bid. Mr. Wesely continued that they did have two other bids and recommended that they work with Gettis Paving. Mr. Wesely said they had budgeted \$50,000 for paving.

Mr. Wesely suggested that they approve the quote from Gettis Paving for an amount not to exceed \$34,000.

**Motion**

Director Price makes a motion. I will move that we accept the Gettis Paving detail for \$31,260. Director Carlton Seconded the motion and the motion carried unanimously.

D. Rueppell Pipeline Engineering Contract.

Chair Donohue asked if there was a contract. Mr. Wesely said that he thought there was a contract. Discussion ensued regarding what was included in the packet. Mr. Wesely apologized that a contract was not included.

Chair Donohue asked for the topic to be tabled to get more information before moving forward. Director Price felt that all board members needed to read the information and come to the next meeting ready to discuss and make a decision. Director Price suggested considering a special meeting for this. The board agreed that a special meeting was necessary.

E. Wastewater Master Plan

**Motion**

Director Price moved to extend the professional services agreement with Parametrix for the Wastewater Master Plan to Dec. 31, 2022, with all other terms and conditions remaining in full force and effect. Director Carlton seconded, and the motion carried unanimously.

F. Authorized Signers for TLC

Director Price said that there were 3 signers on the account at TLC. Chair, Authority Manager and Vice Chair. Director Price said she was currently the only signer on the account still with the Authority. Director Price said they would need a motion to designate the authorized signers on the account and later they would authorize Director Carlton as he was the Vice Chair.

**Motion**

Director Carlton moved to authorize Anne Price to authorize John Wesely and Tom Donohue to be authorized signers of the TLC account and remove Carolyn McVicker and Kirk Medina from said account. Director Gogas seconded, and the motion carried unanimously.

## G. BLM Property Development

Chair Donohue recommended the board create a steering committee to maintain the Authority's commitment to BLM and the R&PP lease. Discussion ensued regarding obligations, community involvement, and requirements of a committee.

Director Carlton said they had been having the discussion of public outreach meetings for several years and would suggest tabling the topic until they can have an in-person community meeting.

The board agreed to table it.

## **GUEST QUESTIONS AND COMMENTS**

Director Donohue said they had received a letter from Mr. Richard Potempa who had filed for a Short-Term Rental (STR) permit with the county, causing his capital improvement charge to increase, but did not plan to use it until the first of the year.

Director Price said the situation was prompted by the county's decision to suspend (temporarily) the issuance of STR permits. Director Price continued that the Authority's billing structure did not have any provision for exceptions, and they did not have any flexibility on the issue. Director Gogas said we have had this conversation before, and we cannot make exceptions. Mr. Wesely said that meeting invites were sent to two other citizens but did not see them on the meeting. Mr. Wesely said if someone was waiting to speak to chime in.

Pause for a minute, no one answered.

## **CHAIRMAN/DIRECTOR COMMENTS**

Chair Donohue gave congratulations to Dale for passing his tests.

Director Gogas mentioned that he had taken a board training recently and was scheduled for another one that week.

Director Gogas said that board members should be named in the minutes as to who voted yea or nay.

Director Gogas said it was nice to see employees stepping up to take classes, it was a credit to Mr. Wesely.

Mr. Wesely recognized Director Gogas and Chair Donohue for taking the lead on the board training.

Directors Carlton and Price congratulated Dale and Charles (for last month) and congratulations to John for leading the employees to develop in the organization.

Adjourn the meeting at 7:39 PM.

The PCJWSA Board of Directors approved these minutes on October 11, 2022, by the following votes:

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

ATTEST:

\_\_\_\_\_  
Tom Donohue, Chairman of the Board

\_\_\_\_\_  
John Wesely, Authority Manager