

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

August 8, 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 at minute 44:00 on the recording.

Guests Present: Tim Hirsch (Virtually)

Staff Present (In person): John Wesely, Rachelle DeLoe. Staff Present (Virtually): Jeb Pippenger, Robert Pippenger at minute 46:00 on the recording, Leonard Whiteman.

Chair Donohue called to order the monthly business meeting at 5:02 PM

BUDGET MEETING MINUTES

6/13/2023 Budget Hearing Meeting Minutes

Motion

Director Price moved to approve the minutes of the 6/13/2023 Budget Hearing Meeting Minutes. Director Starostka seconded, and the motion was carried unanimously.

6/27/2023 Budget Adoption Meeting Minutes

Motion

Director Price moved to approve the fiscal year 2023-2024 Budget adoption meeting minutes of 6/27/2023 Director Carlton seconded, and the motion was carried unanimously.

SPECIAL MEETING MINUTES

6/27/2023 Special Meeting Minutes

Motion

Director Price moved to approve the 6/27/2023 Special Meeting Minutes. Director Carlton seconded, and the motion was carried unanimously.

BUSINESS MEETING MINUTES

7/11/2023 Business Meeting Minutes

Motion

Director Price moved to approve the 7/11/2023 Business Meeting Minutes. Director Starostka seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 7/15 and 7/31/2023

Chair Donohue asked about one purchase.

Motion

Director Price moved to approve the accounts payable for 7/15 and 7/31/2023. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

Chair Donohue said we came in \$177,000 under budget.

C. Fiscal Year 23/24

No comments

MANAGERS REPORT

Mr. Wesely gave a summary of the Manager Report. Subjects discussed were water rights permit, Rueppell pipeline replacement project, bridge pipelines, abandoned plans for hiring a temporary employee, and Charles Conant earning additional certification.

Discussion about who should communicate with the customers for the Rueppell Project. Mr. Wesely will send a letter to homeowners to update them. Communication will come from the Authority.

Discussion about bridge pipelines.

Discussion about hiring a temporary employee next year with the option of getting school credit through the high school. Director Donohue mentioned that SDAO would pay 50% of wages for an intern. Director Starostka discussed getting someone from the Community College.

UNFINISHED BUSINESS

A. Kiawanda Community Center A/V Proposal

Mr. Wesely gave an update and informed Board of options. Mr. Wesely said that the meeting room fees were \$140 per hour, and they will offer it to us for \$10 per hour. Director Donohue discussed training on the system and for the use of teams, and what he expects from it. Microsoft has training and certifications. Discussed offering training in administrative skills for the office staff. Discussion ensued about donation and training. Ms. DeLoe said that they restructured all the rates

at KCC, and we are part of a group that qualifies us for this rate “non-profit” category. It has nothing to do with donations. Discussion continued. Mr. Wesely will reach out to Janette to get training on the system and that its KCC responsibility to make events successful with the equipment that they have got. Director Carlton suggested a member of the staff come down and demo it out when there is no meeting, a quick start guide was suggested.

B. Employee Handbook Revision

Mr. Wesely explained the revisions. Discussion ensued about harassment policy that was reinstated. The Directors will send concerns to Mr. Wesely and he will discuss it with the HR consultant, this needs to be put on the agenda. Discussed change to page 7 that addresses the 4/10 work week.

Motion

Director Price moved to accept and adopt the language that Mr. Wesely proposed to page 7 item C work week and pay periods. Mr. Wesely will put this on the agenda in January 2024 to either make no change or we will remove it. Director Starostka seconded, and the motion was carried unanimously.

NEW BUSINESS

A. Resolution 23-06 Agent of Record

Mr. Wesely and Chair Donohue explained this resolution. Resolution was read out loud. Ms. DeLoe said this resolution was already passed by the board when Mr. Wesely was hired, but it did not get filed properly.

Motion

Director Price moved that we approve Resolution 23-06 in the matter of designating an Agent of Record and designating a registered office. Director Starostka seconded, and the motion was carried unanimously.

B. Mobile Generator Purchase

Mr. Wesely explained why we need to purchase an additional mobile generator for lift station management during a power outage. Mr. Wesely presented the options. Discussion ensued.

Motion

Director Carlton moved that we approve the purchase of the Platt Generator in the amount of \$37,546.65. Director Price seconded, and the motion was carried unanimously.

C. Step System Installation Policy

Mr. Wesely explained his concerns about the policy. There are approx. 10 more vacant lots where a step system will be needed. Discussion ensued. Director Price explained some of the history of step systems and PCJWSA. Director Gogas explained his understanding in a

discussion about replacing step systems with lift stations that took place years ago. Discussion ensued. Mr. Wesely discussed recourse of not allowing access or violating our easement agreement to the point that it puts the system in jeopardy, it is now owned by the property owner and is their responsibility to maintain their step system. Mr. Wesely would like to have an ordinance or resolution that explains the policy. We need to seek legal counsel for this and get this done.

GUEST QUESTIONS AND COMMENTS

Ms. DeLoe said that we had one question in the form of a phone call. The customer said that at one time the authority allowed you to pay your bill 11 months ahead of time and you would get the 12th month free. No one on the board or past employees recollected any such program. The board said no.

Mr. Wesely mentioned that there have been some complaints about the fee increase.

CHAIRMAN/DIRECTOR COMMENTS

The SDC Adoption meeting will be scheduled prior to the next business meeting.

Chair Donohue asked the board to have the Authority Manager Review comments back to him by Thursday, August 29th. He will have it back to the Board no later than a week before the meeting business meeting on September 12th.

Director Gogas said that the cursive writing in the email was very hard to read, Chair Donohue will switch to Ariel font.

Director Gogas asked about the SCBA. He feels that it has walked away from the plant. Mr. Wesely will check into its location, but we no longer need one at the plant due to the changes in process. No one is trained in using it at our plant.

Director Gogas asked about the beard policy. Mr. Wesely said that it has been resolved.

Director Gogas would like to have raises for the Board and possibly get tablets for them. Chair Donohue will check with SDAO about their numbers.

Adjourn the meeting at 6:44PM.

The PCJWSA Board of Directors approved these minutes on September 12, 2023, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager