

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

January 13, 2026

Chair Donohue called to order the Monthly Business Meeting at 5:00 PM

Chair Donohue started the Business Meeting in person at KCC Meeting Room and virtually through Microsoft Teams reviewed rules of conduct, rules read.

Directors Present: (In Person) Tom Donohue, Kathleen Starostka, LuAnn Anderson, Max Shoemaker and Dan Doyle.

Guests Present: (Via Teams) Anne Price

Staff Present: (In Person) John Wesely, (via teams) Jeb Pippenger (05:25)

MEETING MINUTES (01:59)

12-9-2025 Business Meeting Minutes.

Motion

Director Starostka moved to approve the 12/9/2025 Business Meeting Minutes. Director Anderson seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye _____	Nay _____	Abstain <u> X </u>	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried with 4 ayes.

FINANCIAL REPORT (01:38)

A. Accounts Payable 12/1/2025, 12/15/2025, 12/17/2025 and 12/31/2025

Director Doyle had some questions about December being \$100,000 over the previous months. Mr. Wesely answered the questions. Ground Penetrating Radar, Honda Purchase, Lift Station improvement.

Director Doyle asked questions about Lift Station Improvements. Mr. Wesely answered his questions.

Motion

Director Anderson moved to approve the accounts payable for 12/1/2025, 12/15/2025, 12/17/2025 and 12/31/2025. Director Doyle seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
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Director Starostka	Aye <u> X </u>	Nay <u> </u>	Abstain <u> </u>	Absent <u> </u>
Director Shoemaker	Aye <u> X </u>	Nay <u> </u>	Abstain <u> </u>	Absent <u> </u>
Director Anderson	Aye <u> X </u>	Nay <u> </u>	Abstain <u> </u>	Absent <u> </u>
Director Doyle	Aye <u> X </u>	Nay <u> </u>	Abstain <u> </u>	Absent <u> </u>

The motion was carried unanimously

B. Fiscal Year 25/26 (07:19)

Chair Donohue asked if we are in budget. Mr. Wesely answered his question.

MANAGER’S REPORT (08:15)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Received a set of SDC fees. 4 water, 3 sewer.
2. Unaccounted for water is consistent. We had a few water leaks caused by contractors. Also had one on River Ave. and one on one of our PRV valves. This week we have a crew out looking for leaks since it is not raining. Discussion ensued.
3. STEVC have approached us for additional assistance, they want to establish emergency radio communications. They asked about doing radio checks at the 600K, they concluded that with a tower at the 600K the communication path to the area can be completed. Discussion ensued.
4. We purchased a used car. Discussion ensued.
5. Working with Parametrix on the North Brooten Water Main Repair scope of work. Discussion ensued.
6. Generator Enclosure Project, had some stalls with weather and contractor. Good Progress is being made currently. Discussion ensued.

Director Starostka would like for Mr. Wesely to speak about it at some of the community meetings and talk about the North Brooten Water Main Repair. Discussion ensued.

UNFINISHED BUSINESS (48:16)

1. PCJWSA Testing of Privately Owned Backflow Assemblies.

Director Doyle said he and Mr. Wesely had met today and Mr. Wesley will put together a summary of the plan on how to go about this.

2. Authority Manager Annual Review Form Update

Chair Donohue and Director Anderson have made suggested revisions and will present that to the board. They proposed having a meeting on 2-17-2026 @5:00pm. Discussion ensued.

NEW BUSINESS (53:30)

1. Resolution 26-01, Trail Use Immunity Opt-In

Mr. Wesely explained this issue. Discussion ensued about new resolution and signage regarding foot traffic only.

Motion

Director Doyle moved to adopt Resolution No. 26-01 Trail Use Immunity Opt-in. Director Anderson seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried unanimously

2. Appoint Budget Officer for Fiscal year 26/27

Motion

Director Anderson moved to appoint John Wesely as the Budget Officer for Fiscal year 26/27. Director Starostka seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried unanimously

3. Adjustment to Monthly Board of Directors Payment

Chair Donohue proposed getting compensated \$50 for Meetings, Workshops, Trainings, Budget Meetings. If it takes time out of your day, you should be compensated for it. Mr. Wesely proposed a flat rate per month.

Motion

Director Starostka moved that the stipend for the board members to attend Meetings, Workshops, Trainings, Budget Meetings be paid at \$50 per meeting effective Jan 1, 2026. Director Shoemaker seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried unanimously

GUEST QUESTIONS AND COMMENTS (01:13:22)

None

Chair/Director Comments (01:13:33)

Director Starostka asked John to pass along their thanks to the staff for working out in the horrible rainy nasty weather days, I would be driving by and they would be waving and smiling. Discussion ensued.

The meeting adjourned at 6:17PM.

The PCJWSA Board of Directors approved these minutes on February 10, 2025, by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager