

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

May 9, 2023

Chair Donohue started the Business Meeting in person at KCC Hobby Room and virtually through Microsoft Teams. Chair reviewed rules of conduct and said that they are changing, rules read.

Directors Present: Tom Donohue, Sean Carlton, Anne Price, and Cameron Gogas.
Kathy Staroska entered at 5:44pm during unfinished business – Authority Manager Review Form.

Guests Present: None

Staff Present: John Wesely, Robert Pippenger, Jebadiah Pippenger and Rachelle DeLoe

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

MINUTES

4/11/2023 Business Meeting Minutes

Director Gogas asked if it were remote, it be stated on the meeting minutes.

Chair Donohue asked that he stated on the authority manager review form it was said that “it was tedious and let a HR person do it”. He believes that he said we would table this until the next meeting. Discussion ensued.

Chair Donohue asked that SDC methodology and schedule adoption. Chair Donohue said that it was said that he said that our Master Plans were done by a subcontractor, he did not say that.

Motion

Director Price moved to approve the minutes as amended of the 4/11/2023 Business Meeting. Director Carlton seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 4/15 and 4/30/2023

Director Gogas asked about Dory Days on Card Services. Ms. DeLoe said they have hopes that we will participate in the parade booths. Mr. Wesely explained what was bought and that this was to participate in the celebration. Discussion ensued about the parade.

Director Gogas asked about Card Services, hazardous materials. Mr. Wesely said we had a lot of misc. chemicals and cleaning supplies that we needed to get rid of.

Director Gogas asked about seasoning and coffee. Mr. Wesely said that the dollar amounts that were spent on coffee from the last meeting were from 3- or 4-months' worth of coffee because we were not reconciling our petty cash until the cash was depleted, we have since then changed that to monthly. Director Gogas asked about the seasonings. Mr. Wesely said that it was for a celebration for Jeb and Jasons celebration. Discussion ensued about spending.

Director Gogas asked HACH pH gel probe. Mr. Wesely said it was a pH probe for testing.

Motion

Director Price moved to approve the accounts payable for 4/15 and 4/30/2023. Director Carlton seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

No comments or questions.

MANAGERS REPORT

Mr. Wesely reported our HR consultant has completed the employee interviews, the analysis and the report. I passed it to Tom, and he passed it on to the other board members. This is done well in advance of my review.

Mr. Wesely said our Water Rights Permit Extension has been sent into the Oregon Water Resources Department. There must be a public comment period of 30 days. The department will review it after that time period and make a determination of our permit extensions.

Mr. Wesely said he decided to postpone the water leak resolution. I have been working on the ADU resolution that I put in the board packet. Explained why he changed direction.

Mr. Wesely said we received our sewer video camera system. We TV'd the line on Rueppell, I wanted to provide a good answer if any questions were asked during our Rueppell meeting. The good news is that the pipeline is in good condition.

Mr. Wesely said we are launching the bridge pipeline replacement. This is the sewer lines that span the 3 bridges in town, the Beachy Bridge, Woods Bridge and the Slough Bridge. Explains what will be replaced and upgraded.

Director Gogas asked about changing from Parametrix. Mr. Wesely said that at the last meeting we had come to a decision about that and decided to stay with Parametrix. Mr. Wesely said that we are happy with their performance with Rueppell. Chair Donohue said that we decided at the last meeting that any further work that we do with them we have incentives and penalties for timeliness. Discussion ensued.

Director Carlton asked about the permits for the Rueppell replacement. Is community development aware that the roads department are going to require you to pave significant portions of it? Mr. Wesely said that they aren't. He wouldn't say that we are going to pave

significant portions of it, but we are going to pave more of it than we had anticipated. The community development is not aware of that, it will not change the grade, but maybe an inch or 2. Director Carlton said that we need to let them know soon. Explains why. Discussion ensued about Rueppell.

UNFINISHED BUSINESS

A. Kiawanda Community Center AV Proposal

Chair Donohue said the proposal has been completed. The chamber asked them to participate in the upgrade. They wanted PCJ to participate in \$5-7,000 which would cover a portion of the AV big screen and the ability to record meetings in the Faye Jensen Room. Discussion ensued about whether to participate or not and the reasons why. This will be tabled until Director Starostka can give her opinion on it on the record. Mr. Wesely will let Glen know that we will get back to him on the decision.

B. Authority Manager Review Form

Chair Donohue said all the competencies came from the old form except for the new competency on financial. If anyone has comments on the language, please give him your thoughts. Discussion about form. Chair Donohue said this will be a working agreement as things change. He will put it together with the board comments and he will have copies for everyone at the next board meeting.

C. SDC Methodology and Rate Schedule Update

Mr. Wesely said that there is a public comment period of 90 days for the board to adopt the methodology. It is posted, the clock is ticking. Everyone had gotten a copy of the report from Parametrix. With this 90-day period, this will extend beyond July 1. Mr. Wesely explains methodology. Discussion ensued. Take current SDC's increase the water one on July 1 according to the economic index, once the SDC Methodology and Rate Structure gets adopted, we adjust the rates by the same increase based off the same economic Indicator.

D. TLC Loan Update

Mr. Wesely said that it was thought that it was a line of credit with small interest. We wanted to use this money, it is not a line of credit, it is a loan.

Revisiting **A. Kiawanda Community Center AV Proposal**

Director Starostka wanted to say she is not in favor of giving the money to the Chamber.

Motion

Director Price made a motion to decline the proposal to donate public funds to an organization for equipment that we will not own or have any supervision of. Chair Starostka seconded, and the motion had with 2 Ayes, 3 Nays from Director Gogas, Carlton and Donohue.

Motion

Director Gogas made a motion to donate \$5000 for the AV equipment for the Community Center. Director Carlton seconded. Discussion ensued. The motion has been withdrawn by Director Gogas.

This has been tabled for now.

NEW BUSINESS

A. Employee Phone Stipend Agreement

Mr. Wesely explained why we would need a stipend agreement. Director Donohue asked about the Zoleos, would we get rid of those? Mr. Wesely said that we would still need those due to the poor cell phone coverage in the area. It was discussed that this doesn't need board approval. Mr. Wesely said that he will reach out to legal counsel and talk to staff about the downsides of this program.

B. Temporary Employee for Seasonal Work

Mr. Wesely said he would like to hire a seasonal employee for 3 months to help with grounds keeping, pressure washing, cleaning. I am drawing up a job description. I would like feedback from the board. Discussion ensued.

C. ADU Resolution Amendment

Mr. Wesely said what he would like to see us apply is the accessibility of it. ADU's can be detached or integrated into an existing structure. Requiring someone to install a new water and sewer service line to an existing dwelling seems extreme to me. We would not get SDC's. if no water and service line is installed. This policy is written to only address detached ADU's. Explained that the old resolution shared his philosophy on the attached ADU. Explained resolution and why it was written how it was. Discussion ensued.

Motion

Director Price made a motion that we approve Resolution #23-02 in the matter of establishing rules and regulations for the connection of water and sewer service to an Accessory Dwelling Unit; amend resolution 03-01. Director Starostka seconded, and the motion was carried unanimously.

D. Rate Discussion for ADU

Mr. Wesely recommended applying rates we have for apartment for an ADU. We do need to determine a rate for ADU's.

Motion

Director Price made a motion to move to adopt the Authority Managers recommendation that SDC's for ADU's be the same as the current apartment rate. Director Carlton seconded, and the motion was carried unanimously.

E. Accounts Payable

Mr. Wesely said that a portion of the AP questions and answers have been awkward. I think it's important that the line of inquiry doesn't become a question or comment that could be deemed inappropriate. As a group we must be very careful in how we discuss stuff like this. Because we don't want to give anyone the impression that I, as the Authority Manager, am inappropriately spending public dollars. It's ok to disagree with a purchase. I fully expect the board to know as part of their responsibility is to be sure that authority funds are to be spent appropriately. Discussion on the topic.

GUEST QUESTIONS AND COMMENTS

No comments.

CHAIRMAN/DIRECTOR COMMENTS

Chair Donohue said that Mr. Wesely sent us a mail chain from Tanya Grass (SDAO) on May 3rd. asking her about making exceptions to our resolutions. It allows us to make exceptions.

Chair Donohue said that last month they asked for the labor breakdown for the Horn Creek Gauging Station. Mr. Wesely said that he overlooked that. He will make sure to get that information.

Adjourn the meeting at 7:20 PM.

The PCJWSA Board of Directors approved these minutes on June 13, 2023, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager