

PACIFIC CITY JWSA BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES

May 3, 2022

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

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

Guests Present: Tim Hirsch

Staff Present: John Wesely, Leonard Whiteman, and Rachelle DeLoe.

Director Price called to order the monthly business meeting at 5:00 PM.

**MINUTES**

4/12/2022 Business Meeting Minutes

**Motion**

Director Carlton moved to approve the minutes of the 4/12/2022 Business Meeting. Director Donohue seconded, and the motion was approved with three ayes.

**FINANCIAL REPORT**

A. Accounts Payable 4/1, 4/5, 4/15, 4/20 and 4/30/2022

Director Donohue asked about the payments to the Oregon Water Resource Dept and the Oregon Health Authority Drinking Water Services. Mr. Donohue as if both fees were to submit the Water Management and Conservation Plan. Ms. DeLoe in the affirmative. Mr. Wesely made a correction that one payment was for the plan review of the Water Master Plan and the other was the plan review of the Water Management and Conservation Plan.

Director Donohue asked about the Card Services Center charge for photo pages. Ms. DeLoe said the Authority had an abundance of miscellaneous photos in boxes and they had ordered sleeves and albums to put the photos into to help preserve and catalog them.

Director Donohue asked about the Consolidated Supply purchase of Romac Saddles. Mr. Whiteman explained that they were 6” Tapping saddles and 2” Tapping saddles and that supplies were difficult to come by so they had ordered extra.

Director Donohue asked about the payment to USA Bluebook for a wastewater digital titrator. Mr. Wesely gave a description of the use and purpose of a titrator.

### **Motion**

Director Donohue moved to approve the accounts payable for 4/1, 4/5, 4/15, 4/20 and 4/30/2022. Director Carlton seconded, and the motion carried with three ayes.

B.Fiscal Year 21/22

No questions were asked.

### **MANAGERS REPORT**

Mr. Wesely reported that the Authority had received a new utility truck, that was ordered in August 2021. Mr. Wesely said after discussion with Vice Chair Price they planned to announce the 05' Chevy as surplus, and will undergo a silent bid process. Mr. Wesely continued that the board would open the bids at the July 12, 2022 Business Meeting and award the sale of the truck. Discussion ensued regarding the sale of public property and any additional equipment that may be needed for the new utility truck. Director Donohue clarified that the board and employees were not allowed to participate in the bidding process. Director Price said that was correct.

Mr. Wesely said he was almost ready to discuss the Authority's Water Rights. Mr. Wesely referred to the options outlined in the Managers report and gave a brief summary of each. Mr. Wesely said he would be bringing that topic before the board at a future meeting. Discussion ensued regarding possible expansion of the Horn Creek Water Treatment Plant.

Mr. Wesely said that the Horn Creek hardware and software updates were taking place that week. Mr. Wesely added that the Wastewater Treatment Plant had also been upgraded with the latest WIN-911 alarm notification software.

Director Donohue asked about the status of the well head fence. Mr. Wesely responded that it had been surveyed, staked, and quoted. Mr. Wesely continued that the previous week the fence line was cleared by Bros and Hoes. Mr. Wesely said winning bidder for the fence contract was planning a visit soon and they would get on the schedule. Mr. Wesely added that he expected the project to be completed in June.

Director Donohue asked the status of the Authority's leak detection equipment. Mr. Wesely said it had been sent back for replacement. Mr. Wesely told the board of a leak that was discovered during the month but did not believe it was a big contributor to the unaccounted-for water loss.

Director Gogas joined meeting at 5:33PM

### **UNFINISHED BUSINESS**

A. Water-Wastewater Master Plan

Mr. Wesely reported that the State of Oregon had approved the Water Master Plan and the could say it was officially complete. Mr. Wesely said they needed to provide a small handful of items to Parametrix for the Wastewater Master Plan.

B Water Management and Conservation Plan

Mr. Wesely said they were still waiting on the Oregon Water Resource Department to do their review and approval.

C. SDAO Best Practices Insurance Program

Mr. Wesely summarized the qualifications for the SDAO Best Practices Insurance Program, which discounts the Authority already qualified for, and reiterated the two discounts the Authority was still hoping to achieve. Ms. DeLoe said that they needed one more board member to watch an approved board training video. Ms. DeLoe continued that to achieve the final 2% discount, two board members would need to commit to the SDAO Board Leadership Academy. Vice Chair Price said that Director Gogas had indicated that he would be willing to participate but they would need one more member to make the commitment as well.

D. In-person Board Meetings

Ms. DeLoe said she had reached out to KCC and found that the hourly charge to reserve space for an in-person meeting was \$135. Ms. DeLoe said she had tried to contact the Pacific Coast Bible Church but had not heard back yet. Discussion ensued regarding the reasonability of cost at KCC, a different contact option for the church, and possibly remodeling the conference room to add more space. Vice Chair Price said that they could continue to gather information and options but would like to wait for Chair McVicker to be present before the board made a final decision. Mr. Wesely said the Chamber of Commerce was having their first in-person meeting that month and he would like to reach out to Doug Olson to discuss their thought process with returning to in-person meetings.

**NEW BUSINESS**

No new business

**GUEST QUESTIONS AND COMMENTS**

There were no questions or comments.

**CHAIRMAN/DIRECTOR COMMENTS**

Director Donohue wanted to commend the staff for all of their great work the previous months. Director Donohue said she had a lot on their plate and had handled everything with professionalism.

Director Gogas asked when they would be discussing the strategic plan that Chair McVicker had mentioned putting on the agenda. Mr. Wesely said he was reluctant to put it on the agenda without Chair McVicker being present, as she was the one that wanted to present it to the board

Director Gogas asked if the budget committee meeting would be virtual. Ms. DeLoe replied in the affirmative, and added that it would be held on May 17<sup>th</sup> using Microsoft Teams and the board would later adopt the budget at the budget adoption meeting at the end of June.

Adjourn the meeting at 6:06 PM.

The PCJWSA Board of Directors approved these minutes on June 14, 2022, by the following votes:

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

ATTEST:

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Anne Price, Vice Chair

John Wesely, Authority Manager