PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

July 14, 2026

Chair Donohue called to order the Monthly Business Meeting at 5:03 PM. The meeting is being held in person at KCC Meeting Room and virtually through Microsoft Teams reviewed rules of conduct, rules read.

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

Guests Present: (In Person) Anne Price

Staff Present: (In Person) John Wesely, (Virtually) Rachelle DeLoe, Jeb Pippenger, Jason Stewart (@ 5:31)

MEETING MINUTES (01:41)

6-9-2026 Budget Hearing Meeting Minutes.

Motion

Director Anderson moved to approve the 6-9-2026 Budget Hearing Meeting Minutes. Director Doyle seconded.

	Aye	Nay	Abstain	Absent
Chair Donohue	X			
Director Starostka				X
Director Shoemaker	X			
Director Anderson	X			
Director Doyle	X			

The motion was carried with 4 ayes.

6-9-2026 Business Meeting Minutes.

Motion

Director Doyle moved to approve the 6-9-2026 Budget Committee Meeting Minutes. Director Shoemaker seconded.

	Aye	Nay	Abstain	Absent
Chair Donohue	X			
Director Starostka				X
Director Shoemaker	X			
Director Anderson	X			
Director Doyle	X			

The motion was carried with 4 ayes.

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6-23-2026 Budget Adoption Meeting Minutes.

Motion

Director Anderson moved to approve the 6-23-2026 Budget Adoption Meeting Minutes. Director Shoemaker seconded.

Chair Donohue	Aye___X _	Nay_____	Abstain_____	Absent______
Director Starostka	Aye___ __	Nay_____	Abstain_____	Absent__X__
Director Shoemaker	Aye___X_	Nay_____	Abstain___ __	Absent______
Director Anderson	Aye___X___	Nay_____	Abstain_____	Absent__ _ __
Director Doyle	Aye___X__	Nay_____	Abstain___ __	Absent______

The motion was carried with 4 ayes.

FINANCIAL REPORT (04:20)

A. Accounts Payable 6/15/2026, and 6/30/2026

Director Doyle asked about Decant Arm and short lived asset. Mr. Wesely and Ms. DeLoe answered question.
Director Doyle asked about Prothman account designation. Ms. DeLoe answered the question.
Director Doyle asked about Cherry City bill for Generator Building. Mr. Wesely answered the question.

Motion

Director Anderson moved to approve the accounts payable for 6/15/2026, and 6/30/2025. Director Doyle seconded.

Chair Donohue	Aye___X__	Nay______	Abstain______	Absent______
Director Starostka	Aye___ _	Nay______	Abstain______	Absent___X___
Director Shoemaker	Aye___X_	Nay______	Abstain______	Absent______
Director Anderson	Aye___ X _	Nay______	Abstain______	Absent______
Director Doyle	Aye___X _	Nay______	Abstain___ __	Absent_____

The motion was carried with 4 ayes.

B. Fiscal Year 25/26 **(12:30)**

No questions or comments

MANAGER'S REPORT (13:18)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. SDC's 6 water, 4 sewer for the year.
2. Unaccounted for water. Discussion ensued.
3. 600K Reservoir Radio Tower Proposals – Tillamook County has backed out of our location. Discussion ensued.
4. Dory Days Parade, we will be in the parade. We will be having the crane truck going through parade.

5. Authority Manager Review – I will have my self-assessment done and to Tom by the end of the week, that gives the board 3+ weeks to put your comments into my review. Executive session will be at the Aug. 11 meeting.
6. Maintenance and Repair – 6 Lift Station sites we had to work on. Kiwanda, Straub and Rogers were done in the past few months.
7. Employee issues, for the 4th month in a row, Jeb Pippenger passed another certification. The Board congratulated Jeb. The other employee issue is that we have received many applications, we do think we have had some good candidates.

UNFINISHED BUSINESS (34:15)

1. Authority Manager position profile. Mr. Wesely gave update. Discussion about salary ensued. $115,000-$150,000/yr will be the listed wage. Insert something about safety in the profile.

Motion

Director Anderson moved to approve the position profile for the Authority Manager with the noted revisions. Director Shoemaker seconded.

Chair Donohue	Aye___X__	Nay______	Abstain______	Absent______
Director Starostka	Aye___ _	Nay______	Abstain______	Absent___X___
Director Shoemaker	Aye___X_	Nay______	Abstain______	Absent______
Director Anderson	Aye___ X _	Nay______	Abstain______	Absent______
Director Doyle	Aye___X _	Nay______	Abstain___ __	Absent_____

The motion was carried with 4 ayes.

NEW BUSINESS (49:20)

1. Parametrix professional services agreement – Discussion ensued. Mr. Wesely asked for the boards approval to go sole source on this.

Motion

Director Doyle moved to accept the Parametrix professional services agreement for the Brooten Road Water Main Project not to exceed $306,570.47. Director Anderson seconded.

Chair Donohue	Aye___X__	Nay______	Abstain______	Absent______
Director Starostka	Aye___ _	Nay______	Abstain______	Absent___X___
Director Shoemaker	Aye___X_	Nay______	Abstain______	Absent______
Director Anderson	Aye___ X _	Nay______	Abstain______	Absent______
Director Doyle	Aye___X _	Nay______	Abstain___ __	Absent_____

The motion was carried with 4 ayes.

2. Aerzen Blower Purchase – Mr. Wesely explained what these are used for. Discussion ensued.

Motion

Director Anderson moved to approve the purchase and have installed of the two new Aerzen Blowers at our WWTP not to exceed $96,022. Director Doyle seconded.

Chair Donohue	Aye___X__	Nay______	Abstain______	Absent______
Director Starostka	Aye___ _	Nay______	Abstain______	Absent___X___
Director Shoemaker	Aye___X_	Nay______	Abstain______	Absent______
Director Anderson	Aye___ X _	Nay______	Abstain______	Absent______
Director Doyle	Aye___X _	Nay______	Abstain___ __	Absent_____

The motion was carried with 4 ayes.

3. Officer Elections – Postpone until all of the Board Members are present.

GUEST QUESTIONS AND COMMENTS (01:18:18)

Ms. Price said she was very proud of Jeb.

Chair/Director Comments (01:18:50)

No Comments

The meeting adjourned at 6:21PM.

The PCJWSA Board of Directors approved these minutes on August 11, 2026, by the following votes:

Aye______ Nay______ Abstain______ Absent______

ATTEST:

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Tom Donohue, Chairman of the Board John Wesely, Authority Manager