

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

October 10, 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.

Guests Present: None

Staff Present (In person): John Wesely. Rachelle DeLoe (in at 5:30), (Virtually): Jeb Pippenger
Mr. Wesely will add roll call of people who attend virtually to the agenda under roll call.

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

BUSINESS MEETING MINUTES

9/12/2023 Business Meeting Minutes

Motion

Director Price moved to approve the 9/12/2023 Business Meeting Minutes. Director Starostka seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 9/15 and 9/30/2023

Director Gogas had some questions. John Explained purchases.

Motion

Director Price moved to approve the accounts payable for 9/15 and 9/30/2023. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 23/24

No comments

MANAGERS REPORT

Mr. Wesely gave a summary of the Manager Report.

Discussion ensued about Horn Creek Stream gauging station.

Discussion ensued about Rueppell contract regarding supply chain issues.

UNFINISHED BUSINESS

A. Employee Handbook Harassment Policy

Mr. Wesely explained where he is on this.

Discussion on investigation/harassment policy ensued. The board would like a written resolution for the investigation. Constituent, board member and employee and penalties for each.

NEW BUSINESS

A. Lift Station Upgrades for Beachy and Madrona

Mr. Wesely explained the upgrades. Mr. Wesely is asking the Board to approve sole source for Lift Station Upgrades.

Motion

Director Price, based on information provided by staff including the advice of SDAO, moved that, with the understanding of PCJWSA will be in compliance with the state law ORS 297B.075 regarding sole source procurement, that we approve the purchase of the equipment for the Madrona Lift Station as quoted as \$44,908.36 and the equipment for the Beachy Lift Station as quoted as \$44,908.36 both of which will be purchased from Xylem Water Solutions USA Inc. Director Starostka seconded, and the motion was carried unanimously.

GUEST QUESTIONS AND COMMENTS

No Comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas said the people who have step systems, do we have a Policy to notify customer when doing work on their property. Also using PCJ Water instead of customers water.

Mr. Wesely will add Step Systems to the agenda for next month to discuss further.

Adjourn the meeting at 5:49PM.

The PCJWSA Board of Directors approved these minutes on November 14, 2023, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager