

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

March 14, 2023

Chair Donohue started the Business Meeting in person at KCC. Reviewed rules of conduct.

Directors Present: Tom Donohue, Sean Carlton, Anne Price, Kathleen Starostka, and Cameron Gogas.

Guests Present: Lori Whiteman, Tim Hirsch

Staff Present: John Wesely, Jeb Pippenger, Robert Pippenger, Leonard Whiteman, Dale Pesterfield, Shamra Pippenger (By Video) and Rachelle DeLoe

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

MINUTES

2/14/2023 Business Meeting Minutes

Motion

Director Price moved to approve the minutes of the 2/14/2023 Business Meeting. Director Carlton seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 2/15 and 2/28/2023

Director Gogas asked the payment to Card Service Center for employee training. Ms. DeLoe said that an employee was taking a class in April.

Director Gogas asked about the payment for a white board. Ms. DeLoe said that they got one for the office.

Director Gogas asked about the cost of advertising. Ms. DeLoe said they had to advertise the board member vacancy and had advertised for an open OIT position.

Director Gogas asked about the payment to Dans Leak Detection and if they had received any training? Mr. Wesely said they got training by osmosis. Conversation about leaks ensued.

Motion

Director Price moved to approve the accounts payable for 2/15 and 2/28/2023. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 22/23

No comments or questions.

MANAGERS REPORT

Mr. Wesely reported that he had talked to Doug Olsen, who was not ready to meet yet, but was hoping to talk about it at the April meeting.

Mr. Wesely said the SDC portion of the Wastewater Master Plan had not been completed by Parametrix. Mr. Wesely continued that it was just about done and offered to do a board comment section if they would like.

Mr. Wesely said there would be other projects coming up that they would need engineering on and they needed to make a decision whether to continue or not continue their relationship with Parametrix. Mr. Wesely continued that he wanted to start the sewer line replacement over the three bridges in town. Mr. Wesely said it would include the suggestions from the seismic study, and the plans would take some engineering. Conversation ensued about engineering.

Director Donohue asked about the water loss percentage. Mr. Wesely said a lot of the water the prior month they had to estimate. Mr. Wesely continued that they would need a clean month to know where they really stand. Mr. Wesely said 24% was where they were and they had three water leaks that month and had to estimate the loss.

Mr. Wesely said they had experienced a trespass and robbery. Mr. Wesely continued that in terms of perimeter fencing, security lighting, they should bolster security. Mr. Wesely said the perimeter fencing was inadequate. Conversation ensued about loss of supplies and security.

Mr. Wesely said he would like to increase the staffing level, and add a OIT in the next fiscal year.

Mr. Wesely said he would like to congratulate Jeb Pippenger and Jason Stewart for passing a certification test each last month.

UNFINISHED BUSINESS

A. Budget Committee Vacancy

The Authority had received one application.

B. Authority Manager Review Form

Mr. Wesely said that he had not sent the new drafted review for to the HR consultant. Mr. Wesely apologized for the misunderstanding. Chair Donohue said the board could not interact with staff other than the Authority Manager, the original form had asked them to review the Authority Managers actions with staff, which was impossible to do. Chair Donohue continued that the board

wanted feedback from staff, and they had come up with an idea of having the consultant ask questions of what staff think of the performance and then the feedback would come back to the board. Chair Donohue said the prior year it had been well presented to the Board and was very helpful. Chair Donohue continued that with Ms. Starostkas feedback, they would present the new draft to the same HR consultant as last time, have her review it and change it so it worked better for the board. The board directed Mr. Wesely to present the new draft to the HR Consultant.

C. Customer Water Leaks from the meter to their home.

Mr. Wesely said he knew the resolution was vague and the reason for that was that they must take it on a case-by-case basis. Mr. Wesely gave several examples of his reasoning. Mr. Wesely said within his research he did not find any allowances for hardship in the State of Oregon. Mr. Wesely had discussed the situation with other water utilities, and they had said that they were uncomfortable with the lack of prior notice to doing so and giving the homeowner an opportunity to resolve the situation before cutting off their water. Conversation ensued about leaks. Mr. Wesely wanted more time to talk to all the board members about this. Board Members were to contact Mr. Wesely by March 24th.

NEW BUSINESS

A. Oregon Coast Bank

Ms. DeLoe said that they needed a motion to remove Carolyn McVicker and add Kathy Starostka to the Oregon Coast Bank check signors.

Motion

Director Price moved to remove Carolyn McVicker and add Kathy Starostka to the signors at the Oregon Coast Bank. Vice Chair Carlton seconded, and the motion was carried unanimously.

B. Proposed Calendar for Public Meetings

Mr. Wesely referred to a calendar included in the board packet and said that they were proposed dates for community meetings. Mr. Wesely continued that he had not checked with KCC about available dates but wanted to know if they worked for the board. Discussion ensued about different meetings. Mr. Wesely suggested they cover one subject at a time. Chair Donohue said that he felt that the Master Plans should be one meeting. The board agreed that the dates proposed would work for most of them.

C. Water Leak Cost Determination

Mr. Wesely said that there had been discussion about trying to determine some kind of cost. Mr. Wesely continued that they had not lost revenue on the water because there was no demand for it. Mr. Wesely said he could figure out how much it cost to make a million gallons of water but wanted to make sure that directives to him and the staff, came from the whole board not just one or two board members. Mr. Wesely read from Resolution 18-01. Mr. Wesely said if there was a consensus that the board wanted to pursue the project, he would do so. Mr. Wesely was also looking for clarification about what steps needed to be taken when a board member wanted something done by the manager or staff.

Chair Donohue said that the board member needed to go to the Chair or the Authority Manager and it would need to be put on the agenda for the board to discuss at the next meeting.

The boards consensus was that the cost determination was not a crucial item, though it would be interesting, they could make it a goal to get it done in late summer or early fall.

GUEST QUESTIONS AND COMMENTS

No comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Starostka mentioned that Mr. Wesely took her on a tour of the facilities and to meet some of the employees and said thank you to Mr. Wesely

Director Gogas asked about the new mask mandate rules. Discussion about mask mandate ensued. The board agreed to keep the current rules.

Director Gogas asked how many people visited the website. Ms. DeLoe said there were about 5,000 page views per month. Director Gogas asked if customers could ask questions on the website. Ms. DeLoe said there was a section to ask questions or leave comments.

Director Gogas asked about replacement of step system lids. Mr. Wesely said it needed to be done because there was infiltration. Mr. Wesely said an easy way to diminish infiltration was to change to watertight manhole covers. Mr. Wesely continued that they needed to inspect the ones that were in place first.

Director Gogas asked about the lift station upgrades. Mr. Wesely said the goal was to have them complete that year, or it would go into the next budget cycle.

Chair Donohue asked that they include something in the budget committee packet about projects or major purchases so it would be easier to understand. Mr. Wesely said in many cases we throw money into there for contingencies, but they had planned to do something to inform the committee of upcoming projects and the cost.

Adjourn the meeting at 6:08 PM.

The PCJWSA Board of Directors approved these minutes on April 11, 2023, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager