

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

March 10, 2026

Chair Donohue called to order the Monthly Business Meeting at 5:00 PM

Chair Donohue started the Business Meeting 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, Kathleen Starostka and LuAnn Anderson.

Guests Present: (In Person) Anne Price, Tim Hirsch, Larry Rouse

Staff Present: (In Person) John Wesely, (via teams) Rachelle DeLoe

MEETING MINUTES (01:35)

2-10-2026 Business Meeting Minutes.

Motion

Director Doyle moved to approve the 2-10-2026 Business Meeting Minutes. Director Shoemaker seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye _____	Nay _____	Abstain <u> X </u>	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye _____	Nay _____	Abstain <u> X </u>	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried with 3 ayes and 2 abstain.

FINANCIAL REPORT (03:30)

A. Accounts Payable 2/15/2026 and 2/28/2025

Director Doyle had some questions about refund check. Ms. DeLoe answered the question.

Director Doyle asked about the Pacific Power annual service. Mr. Wesely and Ms. DeLoe answered the question.

Director Starostka asked about the KCC event rental. Mr. Wesely answered the question.

Director Anderson asked about the PUD Bill. Mr. Wesely answered the question.

Motion

Director Starostka moved to approve the accounts payable for 2/15/2026 and 2/28/2025. Director Anderson seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried with 5 ayes.

B. Fiscal Year 25/26 (07:48)

Director Doyle asked about an account on the ledger with 0 balance. Ms. DeLoe answered the question. Director Doyle noticed that CIC and SDC’s are not there yet. Ms. DeLoe said we are still waiting on SDC’s. Mr. Wesely said, we do have about a dozen in various states of development. We do expect a couple more.

MANAGER’S REPORT (12:38)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Unaccounted for water, still holding steady. We have done leak detection. Mentioned all streets that have been leak detected, we will keep looking. Mr. Wesely explained what has been happening with leak detection.
2. Auditors. We have changed auditors for 24/25 audit. This audit will be done in 3 months. Discussion ensued.
3. North Brooten Water Main project update.
4. Generator Enclosure Project update. Completion date is end of April.

UNFINISHED BUSINESS (30:02)

1. Testing of Privately Owned Backflow Assemblies.

Mr. Wesely summarized the options that He and Director Doyle came up with. Discussion ensued

Motion

Director Starostka moved that in regards to testing privately owned Backflow Assemblies that the Authority does suggestion D, where the Authority will pay to have the backflow assemblies removed, assuming cross connection reveals that there are no hazards on the properties. Director Anderson seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried with 5 ayes.

Discussion ensued.

2. Authority Manager Annual Review Form – Update after 2 workshops. Chair Donohue and Director Doyle spoke on this subject.

Motion

Director Anderson moved that we approve the Revised Manager Annual Review Form with suggested changes in the instructions with bullet point format. Director Shoemaker seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried with 5 ayes.

3. STCEVC Radio Tower Proposal – Mr. Wesely gave an update, discussion ensued.
4. Grant Funding for Watershed Protection Plan – Mr. Wesely gave an update. We have applied and it is due tomorrow, needs signed by the Board Chair.

NEW BUSINESS (01:15:29)

1. Fiscal Year 26/27 Budget Calendar – Ms. DeLoe presented this calendar. Discussion ensued.
2. SDIS Best Practices Insurance Discount – Ms. DeLoe presented this to the Board.

Protection Plan. Director Shoemaker seconded.

Chair Donohue	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Starostka	Aye _____	Nay _____	Abstain _____	Absent <u> X </u>
Director Shoemaker	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____
Director Anderson	Aye _____	Nay _____	Abstain _____	Absent <u> X </u>
Director Doyle	Aye <u> X </u>	Nay _____	Abstain _____	Absent _____

The motion was carried with 3 ayes.

GUEST QUESTIONS AND COMMENTS (01:21:50)

Mr. Rouse asked about rationing of water. Mr. Wesely answered his question.

Chair/Director Comments (01:25:37)

Chair Donohue thanked Director Anderson and Authority Manager for working on the Authority Manager Review form. Thank Doyle and Authority Manager for working on the Backflow Project.

The meeting adjourned at 6:26PM.

The PCJWSA Board of Directors approved these minutes on April 14, 2026, by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager