

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

February 14, 2023

Vice Chair Carlton started the Business Meeting in person at KCC. Explains rules for meeting.

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

Guests Present: Matt Williams, Tim Hirsch

Staff Present: John Wesely and Rachelle DeLoe

Vice Chair Carlton called to order the monthly business meeting at 5:04 PM

MINUTES

1/10/2023 Business Meeting Minutes

Director Gogas stated that he wanted to know who was joining via video due to not knowing that Jebadiah Pippenger had joined the meeting.

Motion

Director Price moved to approve the minutes of the 1/10/2023 Business Meeting. Director Starostka seconded, and the motion was carried unanimously.

2/3/2023 Special Meeting Minutes

Motion

Director Price moved to approve the minutes of the 2/3/2023 Special Meeting. Director Starostka seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 1/15 and 1/31/2023

Chair Donohue asked about the T&L Septic service charge. Chair Donohue asked why the Authority's vac trailer could not do the work. Mr. Wesely said that it could but didn't have the capacity and they had nowhere to dispose of it.

Chair Donohue asked about the charge from consolidated supply for water meters and mentioned they had purchased some the prior month also. Ms. DeLoe said that the prior months were ¾" meters, that months were 1 1/2" and 2" meters from an order they had placed in Nov. 2021.

Motion

Director Price moved to approve the accounts payable for 1/15 and 1/31/2023. 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 was happy to report they finally found the large water leak. Mr. Wesely gave details of where the leak was located within the district. Mr. Wesely said they had also repaired some smaller water leaks throughout the month. Mr. Wesely continued that they were relieved that they had solved the largest part of the mystery.

Mr. Wesely mentioned that they had received the 90% design submittal for the Rueppell Ave. project. Mr. Wesely continued that everything was on schedule. Mr. Wesely said he would send a copy to the Directors. Mr. Wesely added that it was a cost estimate from the engineers.

Mr. Wesely reported that they had filled the OIT position and that the person has performed very well. Mr. Wesely said he believed that they would need to add another OIT position in the future.

Mr. Wesely reported that Terry Rand passed two certification tests early in February and they had two other employees receive certifications.

Director Gogas asked if the Canal House was done. Mr. Wesely said the Authority's part of the project was done. Director Gogas asked if it was on an asbestos line. Mr. Wesely said that it was not. Director Gogas said that the road signage had not been adequate. Mr. Wesely said he would keep an eye on that.

UNFINISHED BUSINESS

A. Accessory Dwelling Units

Mr. Wesely reported that they would probably see more ADU's going in. Mr. Wesely reiterated that they had talked about enforcement. Mr. Wesely said the county had assured him that communication would be free flowing. Mr. Wesely continued that before they review Authority policies, they would need to wait to allow time to report the existing ADU's to the county.

Director Price said that is an excellent way to handle this, developing a working relationship would serve them well.

B. BLM R&PP Lease

Mr. Wesely referred to a conversation that started at the last business meeting. Mr. Wesely said he had recently received a phone call from a prominent community member that wanted to help with some of the BLM commitments.

Chair Donohue said that they had several items to present to the public including the Wastewater Master plan and Water Master Plan, the BLM land, and the Water Conservation Plan. Chair Donohue made some suggestions for community meeting dates. Director Price said that they needed to try not to include too much information in one conversation. Director Price added that they may need to have speakers that would need to be scheduled to be there. Mr. Wesely said he could put together a tentative calendar. Mr. Wesely continued that he would like to work up a power point presentation and have the engineering consultant be present at one of those meetings. Director Starostka said that July was a busy month and maybe they should consider doing them later in the year. Mr. Wesely would come to the next meeting with a suggestion of dates.

NEW BUSINESS

A. 23/24 Budget Calendar

Ms. DeLoe said that there was a budget calendar in the board packet. Ms. DeLoe said it would be made available to community members as well. Vice Chair Carlton asked that they be given three weeks to look over the budget before the meeting.

B. Budget Committee Vacancy

Ms. DeLoe said they were short a budget committee member. Ms. DeLoe asked the board to select a date to stop taking applications for a budget committee member. The Board wanted staff to advertise the open position and applications would be accepted through March 31.

C. SDIS Insurance Inquiry

Vice Chair Carlton wanted a sense of what liability insurance, from SDIS, covered the Authority and the Board of Directors. Ms. DeLoe said that she received had an email. Ms. DeLoe read from the email “the coverage applies to the district itself as well as any liability arising from the actions of employees, volunteers or board members acting within the course and scope of their duties. The liability limit was 5 million dollars, per lawsuit. Chair Donohue asked if they needed more coverage. Ms. DeLoe said that was not talked about without a specific lawsuit mentioned. Vice Chair Carlton said that there was a torte limit on lawsuits, and they should investigate that.

D. Authority Manager Review Form

Chair Donohue said his suggestion was to put together his draft and other directors’ comments, send it to the HR Consultant and get her opinion as to how that would best fit into the review form.

E. Resolution: Customer Water Leaks

Mr. Wesely apologized for being tardy getting the resolution draft to the board. Mr. Wesely’s hope was that the board would adopt the resolution, but understood if the board needed more time. Chair Donohue said that he’s read resolution 23-02, and went through and made comments. Vice Chair Carlton also had comments, to be sent to Mr. Wesely by email. The resolution was tabled until the next meeting.

GUEST QUESTIONS AND COMMENTS

No comments.

CHAIRMAN/DIRECTOR COMMENTS

Director Gogas asked about the new water loss spreadsheet form. Mr. Wesely said that it was something that he had put together to put all of the parameters on one form. Mr. Wesely explained form.

Board Members congratulated staff on getting certified.

Director Price welcomed the new employee.

Director Price talked about the passing of long time Authority Director Carolyn McVicker.

Adjourn the meeting at 6:12 PM.

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

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager