

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

September 10, 2024

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

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, Anne Price, and LuAnn Anderson. Kathleen Starostka was absent.

Guests Present: Max Shoemaker (In Person) Tim Hirsch in at 5:13pm (via teams)

Staff Present: (In Person) John Wesely and Rachelle DeLoe. Jason Stewart in at 5:28pm. Dale Pesterfield in at 5:31pm.

Staff Present: (Via teams) Jeb Pippenger.

MEETING MINUTES (1:30)

8/13/2024 Business Meeting Minutes

Motion

Director Anderson moved to approve the 8/13/2024 Business Meeting Minutes. Director Price seconded, and the motion was carried unanimously.

FINANCIAL REPORT (01:56)

A. Accounts Payable 8/6, 8/15 and 8/31/2024

Director Donohue had a couple of questions, Mr. Wesely answered the questions.

Motion

Director Price moved to approve the accounts payable for 8/6, 8/15 and 8/31/2024. Chair Donohue seconded, and the motion was carried unanimously.

B. Fiscal Year 24/25

Chair Donohue asked a question about Short Lived Assets. Rachelle will look into it.

MANAGERS REPORT (13:15)

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Improvements
2. Proposed final order for Water Use Permit Extension. The comment period ends in 10 days.
3. IconiPro security updates.
4. Vacant Operator Position.

UNFINISHED BUSINESS (16:50)

- A. Wage Survey. Mr. Wesely gave an overview of the wage survey. Discussion ensued. We will wait until the missing Board Member is present before making an action item. Chair Donohue mentioned bringing on Max as a Board Member next month. The Wage Survey will be talked about on the agenda next month.

NEW BUSINESS (28:45)

- A. Water/Sewer Availability Request

Mr. Wesely explained that they want to develop the piece of property between Nestucca Adventures and The Riverhouse Nestucca. They are looking at putting in 6 apartment units. They are working with the county. The developer is looking for an availability letter from us for the county. Mr. Wesely explained how the step systems will be done.

Motion

Chair Donohue moved that the Board approve and Mr. Wesely write a letter for water/sewer availability for the Rivers Edge Apartments. Director Anderson seconded, and the motion was carried unanimously.

- B. Internal Manager Training Proposal

Mr. Wesely explained why this would be needed, as suggested by the HR Consultant. Leadership training for all staff was discussed. Discussion ensued about training and succession planning. Mr. Wesely will take some of these courses and let the Board know what he thought about these trainings.

- C. System Development Charge for Mobile Businesses

Mr. Wesely explained that we have not determined a SDC rate for this. Recommends adopting the same rates for Mobile Businesses as the RV parking spot SDC, due to the similarities. Discussion ensued. Mr. Wesely suggested that he would go back to the consultant and ask about how this should be rated.

- D. October 2024 Business Meeting

Mr. Wesely recommended that we postpone the October 2024 Business Meeting due to people being out of town. Director Anderson suggested October 17th. Mr. Wesely will need to have the board packet done and out on Oct. 15th.

GUEST QUESTIONS AND COMMENTS (01:14:14)

Mr. Shoemaker said he is just taking it all in.

CHAIRMAN/DIRECTOR COMMENTS (01:14:51)

Chair Donohue said that we had a very good audit. Discussed Audit points. The Audit is available to view on the website or in the office.

Adjourned the meeting at 6:18PM.

The PCJWSA Board of Directors approved these minutes on October 17, 2024, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager