

PACIFIC CITY JWSA BOARD OF DIRECTORS
BUSINESS MEETING MINUTES

November 12, 2024

Chair Donohue called to order the Monthly Business Meeting at 5:05 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, LuAnn Anderson, and Kathleen Starostka.

Guests Present: Tim Hirsch (Via Teams)

Staff Present: (In Person) John Wesely

Staff Present: (Via teams) Jeb Pippenger, Rachelle DeLoe and Jason Stewart. Bob Pippenger (in at 5:12pm)

MEETING MINUTES

10/17/2024 Business Meeting Minutes

Motion

Director Starostka moved to approve the 10/17/2024 Business Meeting Minutes. Director Anderson seconded, and the motion was carried unanimously.

FINANCIAL REPORT

A. Accounts Payable 10/15 and 10/31/2024

Chair Donohue asked questions. Mr. Wesely answered the questions.

Motion

Director Price moved to approve the accounts payable for 10/15 and 10/31/2024. Director Starostka seconded, and the motion was carried unanimously.

B. Fiscal Year 24/25

MANAGER'S REPORT

Mr. Wesely gave a summary of the Managers Report.

Subjects mentioned:

1. Water Leak that was found and repaired, the production numbers went back to normal for this time of year. Mr. Wesely explained how flushing the lines impact this.
2. Roof replacement is complete on the west shop. It's time to install interior lighting into this building.
3. The last 2 Lift Station upgrades, Roger and Cindy will be completed this week.
4. On November 21 we are going to be replacing 2 Vacuum Air Relief Valves on the sewer pipeline that spans Beachy Bridge. The job will take 2 hours to complete, there will be traffic control, the traffic on the bridge will be down to one lane. Work starts at 7:00a.m.
5. We are close to filling our Operator in Training position.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

A.Surplus Equipment Declaration – Gas and Diesel Fuel Tanks.

Mr. Wesely is asking for the Board to make a declaration.

Motion

Director Starostka moved to declare our old gas and diesel fuel tanks surplus equipment. Director Anderson seconded, and the motion was carried unanimously.

B.Lighting Upgrade Project Change Order.

Mr Wesely explained that the project is 90% complete. One unexpected thing was, out at Horn Creek, the lights in the office/laboratory there is 480 single phase, instead of 120 single phase. Lighting spec'd for this was not compatible with that voltage. Discussion ensued. \$3439 increase in the total contract cost. Discussion about Rebates.

Motion

Director Price moved to approve the change order from Inland Electric Inc. Increasing the project cost by \$3439 for a combined total of \$33,849. Chair Donohue seconded, and the motion was carried unanimously.

GUEST QUESTIONS AND COMMENTS

No Comments

CHAIRMAN/DIRECTOR COMMENTS

Chair Donohue noticed that there are SDAO emergency preparedness seminars in Tillamook and Salem next month. Discussion ensued. Chair Donohue plans to go to this.

Director Starostka asked if the Board does anything for the staff for Christmas. Discussion ensued. The Staff Christmas lunch is December 18th.

Director Starostka asked about the applications for the Board, and asked if they were invited to the meeting, they were not. The goal was to put it on the next business meeting. She requested for this to be put on the agenda and that the applicants be invited to attend the meeting. Objective would to review applicants and possibly vote on a new board member.

Adjourned the meeting at 5:40PM.

The PCJWSA Board of Directors approved these minutes on December 10, 2024, by the following votes:

Aye_____ Nay_____ Abstain_____ Absent_____

ATTEST:

Tom Donohue, Chairman of the Board

John Wesely, Authority Manager