

# **NOTICE OF REGULAR MEETING AND AGENDA FOR Pecan Valley Rural Water District**

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Directors of Pecan Valley Rural Water District will hold a regularly scheduled meeting on Tuesday, December 12, 2023, at 7:00 p.m. at the Conference Meeting Room (back of office), 12 Winding Creek Rd, Lawton, OK 73505. Public should use back door of Office Building.

## **AGENDA**

Following is a list of the business to be conducted by the Board of Directors at the above meeting:

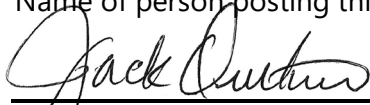
1. Roll Call
2. Approval of Minutes of last month's meetings
3. Acceptance of Financial Report
4. District Manager/Operator Report
5. Old Business to discuss and/or vote on:
  - A. No Old Business
6. New Business to discuss and/or vote on:
  - A. Chairman to Comment on Out of Order Discussion.
  - B. Catherine Gunnels wishes to ask for us to pay for the water lost to a broken joint in her water line. Has to be on the Agenda to address the board.
  - C. Presentation of Fiscal Year 2022 Audit.
  - D. Presentation of 2024 FY Budget.
  - E. Propose Amendment to ByLaws Article I. ¶1.3 to change our Fiscal Year to the Calendar Year to reduce complications for multiple reporting. Some legal requirements are that we prepare Fiscal Year reports while some require Calendar Year reports. The law allows us to change our FY ONE time.
  - F. Per ByLaws Article II. ¶2.9 & Board Member Policy, Board must determine whether to continue waiving compensation.
  - G. Need discussion whether Bill and Ed plan to run for their seats on the board. If not, we need to put out that candidates for their seats be submitted before January board meeting.
  - H. Elect Board Officers for next year. ByLaws Article II ¶2.10 & Board Member Policy.
  - I. Consider "Revised services charges policy including fire hydrants," for board approval. The question has been raised whether some of the service charges are too high and a new scale suggested.
  - J. Prepare list of items for draft of annual meeting to refine for final approval at January board meeting.

K. Advertising for Annual Meeting. We will meet all legal guidelines, but are open to suggestions of other types of postings. (Do we remake the signs to post at the Community Exits?)

7. Any unforeseen new business (for discussion only)

8. Adjourn

Name of person posting this notice: Jack Outhier



District Manager

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(Signature)

(Title)

Posted the 11<sup>th</sup> day of November 2023 at 11:00 AM at the Pecan Valley Rural Water Dist. office, 12 Winding Creek Rd, Lawton, OK 73505.

## **Minutes, Pecan Valley RWD, Board of Directors, November 14, 2023**

Jim Hampshire, Chairman, called the meeting to order at 7:00 PM.

**Roll Call:** Jeff Ewing present, Ed Hewett present, Leighton Duitsman present, Bill Malone present, and Jim Hampshire present. Also present, Jack Outhier, District Manager. Jim declared a quorum.

**September Minutes:** Ed moved, Leighton seconded, that the minutes be approved as written. Jeff aye, Ed aye, Bill aye, Leighton aye, Jim aye. Motion carried.

**Financial Report:** Bill Malone, Treasurer, presented the financial report. Ed made the motion, Jeff seconded, that the financial report be accepted with a correction to previous reports to reflect the month being reported rather than the month in which the report was made. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.

### **I. Manager's Report:**

- A. ORWA Scholarship for Employees, Directors, Board, children, grandchildren. Average Scholarship is \$2,000.
- B. Repaired multiple line leaks (had discussed during financial discussion) 2 were joint failures, seem to have been related to ground movement.
- C. Fire hydrant on Ashbury has been replaced.
- D. We have several fire hydrants that are inoperative and must be replaced. I've ordered the new hydrants and the fittings and engaged a contractor to do this as soon as the hydrants arrive.
- E. Have had aluminum tags printed to ID fire hydrants.

### **II. Old Business:**

- F. Investing Capital in CDs. We have invested another \$10,000 in a 14-month CD at Arvest at 5.25%. Continuing monthly as directed previously.

### **III. New Business:**

- A. Discussed Compensatory Time Policy in keeping with Fair Labor Standards Act for salaried employees. Ed moved, Leighton seconded, that our policy reflect the law as set out by the Fair Labor Standards Act and the OK Dept of Labor. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim abstained. Motion carried.
- B. Discussed adding line to Service Charges Policy related to unauthorized use of our Fire Hydrants (water theft). Ed moved, Bill seconded, to add verbage to our Service Charges Policy to set a \$750 charge for unauthorized connection plus estimated cost of water used. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.
- C. Consider alternatives of shutting off the water as opposed to lowering water pressure when possible while doing repairs. Was determined no motion required for Jack to make the decisions of when to shut off water and when not to.
- D. Discussed customer complaint about driveway settling after we bored under to install the 10" line on Pecan Valley Drive in the spring. Board reviewed pictures of driveway that included prior to our project. One section 10' long, 13' wide, has cracked due to settling resulting from the boring under his driveway. Agreed we should pay to replace the section of the driveway that is above the line bored, not entire driveway. Ed moved, Leighton seconded, Jack check regarding insurance to determine whether we should

file this or pay it directly, and find a contractor who will give us a quote on repairing that section. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion Carried.

**IV. Unforeseen New Business:**

A. No Unforeseen New Business

**V. Ed made the motion to adjourn.** Meeting adjourned at 8:00 PM.

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Secretary

Financial Report  
Pecan Valley RWD  
**November 2023**

First of Month Bank Balance		\$ 170,331.96
End of Month Bank Balance <sup>1</sup>		\$ 159,940.89
Capital Account (CDs)		\$ 20,000.00
Ordinary Income and Expense		
Income		
Water	\$ 61,117.51	
Sewer	\$ 10,800.00	
Other Member Income	\$ 400.00	
Other (volunteer labor, incl machine use)	\$ 828.00	
Total Income		\$ 73,145.51
Cost of Goods Sold / Water - City of Lawton		\$ 38,975.20
Gross Income		\$ 34,170.31
Expense		
Water System		
Meter Reading	\$ 1,142.30	
Meters/boxes/valves	\$ -	
Equipment/Tools	\$ 16,742.06	
Laboratory	\$ 146.00	
Contractor Charges	\$ -	
Property Maintenance & Repair	\$ 15,110.00	
Maintenance Service - volunteer	\$ 828.00	
Labor -- 80 % of Payroll	\$ 6,355.20	
Administrative exp - 95 % of Office	\$ 7,780.06	
Misc	\$ -	
Total Water System Expense		\$ 48,103.62
Sewer System		
Lift Station	\$ 1,823.66	
Lagoons	\$ -	
Lift Station Pumping	\$ -	
Lagoons Pumping	\$ 825.00	
Equipment/Tools	\$ -	
Roads	\$ -	
Maintenance Service - volunteer	\$ -	
Property Maintenance	\$ -	
Labor -- 20 % of Payroll	\$ 1,588.80	
Administrative exp - 5 % of Office	\$ 409.48	
Total Sewer System Expense		\$ 4,646.94
Total Expenses		\$ 91,725.76
Net Income		\$ (18,580.25)

**Expenses BELOW are assigned by % to each: Water & Sewer above**  
Itemized below for informational purposes.

Office & Administration

Equipment	\$	317.31
Software & Subscriptions	\$	56.95
Supplies & Postage	\$	49.64
Communications	\$	191.16
Utilities	\$	1,878.87
Cleaning	\$	210.00
Professional Fees	\$	2,577.91
Insurance	\$	-
Mileage	\$	-
Misc. (Pecan Creek VFD annual fee)	\$	-
Labor -- Office Admin off Payroll	\$	2,907.70

Total Office Expense \$ 8,189.54

Payroll

District Manager / Operator	\$	5,400.00
Office Administrator	\$	2,907.70
Field Operations	\$	2,544.00
Grounds Maintenance	\$	-
Meter Reading	\$	1,142.30
Payroll Expenses	\$	960.43

Payroll & Office Expenses are included on a percentage basis in either the Water or Sewer Expenses above, so are **not added as a separate Expense here**

Meter Reading is shown under Payroll but accounted separately above as it is **entirely a Water Expense.**

## **Manager's Report December 2023**

1. Reminder; ORWA Scholarship for Employees, Directors, or their children or grandchildren. Avg \$2,000.
2. REAP Application Priority List for Fiscal Year 2024 received and we are #1 on the list for the ASCOG's, Association of South Central Oklahoma Governments, funding. This application was for \$150,000 (their maximum) for the Lagoon Evaporation system.
3. We replaced the 4 inoperative fire hydrants, as reflected in our financials this past month.
4. Customer complaint about boring under driveway and later settling resulting in damage to driveway. Haven't been able to get a contractor to quote us a price yet.
5. Invested another \$10,000 in CD at Arvest.

# Pecan Valley Rural Water District FY 2024 Budget

	<b>Total Expense FY 2023</b>	<b>Budget FY2024</b>
<b>Income</b>		
Water	640,946	673,050
Sewer	129,600	141,264
Other	1,500	1,500
<b>Total Income</b>	<b>772,046</b>	<b>815,814</b>
Cost of Goods Sold / Water - City of Lawton	369,345	<b>369,345</b>
<b>Gross Income</b>	<b>405,012</b>	<b>446,469</b>
<b>Expense</b>		
Water System		
Labor	60,000	
Administrative exp - 95 % of Office	35,734	
<b>Total Water System Expense</b>	<b>291,276</b>	<b>320,404</b>
Sewer System		
Labor	60,000	
Administrative exp - 5 % of Office	1,881	
<b>Total Sewer System Expense</b>	<b>105,786</b>	<b>116,364</b>
<b>Total Expenses</b>	<b>397,062</b>	<b>436,768</b>
<b>Net Income</b>	<b>7,950</b>	<b>9,701</b>