

Minutes, Pecan Valley RWD, Board of Directors, December 12, 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.

November Minutes: Discussion whether the motion from the previous meeting establishing that the RWD Compensatory Time Policy would adhere to the Fair Labor Standards Act, FLSA, and OK Dept of Labor regulations was sufficient or whether there needed to be a separate written policy stating we were adhering to the law. Leighton made a motion, Ed seconded, that we have a written policy saying we would adhere to the law.

Bill moved, Jeff 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, Leighton seconded, that the financial report be accepted. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Manager's Report:

- A. Reminder; ORWA Scholarship for Employees, Directors, or their children or grandchildren. Avg \$2,000.
- B. 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.
- C. We replaced the 4 inoperative fire hydrants, as reflected in our financials this past month.
- D. 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.
- E. 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.

Old Business:

- A. No Old Business

New Business:

- A. Chairman Commented on Out of Order Discussion. No discussions of District business before or after meeting.
- B. Catherine Gunnel had requested to be on the Agenda but was not present.
- C. Bill presented the Audit for FY 2022 pointing out the things they had indicated as deficiency and how we already have or are addressing each of those. Most were simply lack of a written policy so Jack and Kellie are writing the policies and will have them at the next meeting to be placed in our Policies and Procedures.
- D. Bill presented the preliminary 2024 FY Budget, pointing out that we are recommending a 5% increase across the board to meet the expenses due to the increased cost of repairs and construction. We will have this rate increase laid out before the next meeting so the budget can be approved at the January Board meeting.

- E. Ed made the motion that we place a Propose Amendment to ByLaws Article I. §11.3 to change our Fiscal Year to the Calendar Year to reduce complications for multiple reporting. Bill seconded. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.
- F. Per ByLaws Article II. §12.9 & Board Member Policy, Board must determine whether to continue waiving compensation. Ed moved, Jeff seconded, that the Board waive compensation for another year. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.
- G. Board discussed whether Bill and Ed plan to run for their seats on the board. Both expressed a willingness to continue serving so they will be up for election at the Annual Meeting.
- H. Board Officers were elected for the next year. ByLaws Article II §12.10 & Board Member Policy.
- Leighton moved that Jim remain as chairman; Ed seconded. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim abstained. Jim will continue to serve as board chairman.
 - Jeff moved, Bill seconded, that Ed continue to serve as Vice Chairman. Jeff aye, Ed abstained, Leighton aye, Bill aye, Jim aye, motion carried. Ed will continue to serve as Vice Chairman.
 - Ed nominated Bill to continue to serve as Secretary/Treasurer, Leighton seconded. Jeff aye, Ed aye, Leighton aye, Jim aye. Bill will continue to serve as Secretary/Treasurer.
- I. The question has been raised whether some of the service charges are too high and a new scale suggested. The previous month the board had added unauthorized use of fire hydrants, but there was a discussion about the fees. Agreed to remain with the policy as established in November.
- J. Discussed items for draft of annual meeting to refine for final approval at January board meeting. These will be prepared for approval at the January meeting.
- Jim had several things to present.
- K. Discussed advertising for the Annual Meeting. We will meet all legal guidelines and the board discussed whether to update the signs to post at the Community Exits. Leighton made the motion, Jeff seconded, that we have the signs updated and post those at all the exits. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Unforeseen New Business:

- A. Ed suggested that where we are changing our Fiscal Year to the Calendar Year, then we need to move our Annual Members' Meeting to March. This will have to be placed on the Agenda for the January Meeting for Board to vote to place it on the Annual Meeting Agenda.

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

Secretary