

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, March 12, 2024, 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. Change Term Served by Board Members to April as Annual Members' Meeting is now in April.
 - B. Board decision regarding the date for the election of officers each year.
6. New Business to discuss and/or vote on:
 - A. Discussion regarding hiring temporary and summer help.
 - B.
7. Any unforeseen new business (for discussion only)
8. Adjourn

Name of person posting this notice: Jack Outhier



(Signature)

District Manager

(Title)

Posted the 11th day of March 2024 at 10:00 AM at the Pecan Valley Rural Water Dist. office, 12 Winding Creek Rd, Lawton, OK 73505.

Minutes, Pecan Valley RWD, Board of Directors, February 13, 2024

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.

Minutes: Ed moved that the minutes from January 9, 2024 be approved as presented. Jeff seconded the motion. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Ed moved, Leighton seconded, that the minutes from the Special Meeting January 16, 2024 be approved as presented. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Financial Report: Bill Malone presented the Financial Report. Jeff moved, Ed seconded, that the financial report be accepted as presented. Jeff aye, Ed aye, Leighton aye, Jim aye. Motion carried.

Manager's Report:

- Status of lawsuit against Hilliary Communications. Filed. March 13, 2024 is the hearing date.
- Completed the water line and meter installation for the Preschool.
- The issue with the resident over the broken driveway when we installed the new main on Pecan Valley Dr. has been resolved. He has indicated his willingness to accept the check for \$2,200 which is what the Concrete Contractor quotes us to repair that section of the drive.
- Filed lien against 40 Sandy Trail Ln for \$726.

Old Business:

- A. Ed made the motion to approve the Water Rate increase as presented: (~6% Base Rate Increase for water (from \$33.56 to \$35.56) with graduated scale increasing to keep all users between 5.4% & 6%) to go into effect in March to show on the April 1 billing. Jeff seconded the motion. Jeff aye, Ed aye, Leighton nay, Bill aye, Jim aye. Motion carried.
- B. Bill made the motion, Jeff seconded, that the Sewer Rate increase of 9% to a flat rate of \$39.24 be approved to go into effect in March to show on the April 1 billing. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye.

New Business:

- A. Approval of Minutes from Annual Members' Meeting January 25, 2024 to be provided to the Annual Members' Meeting in April 2025. Jeff moved, Bill seconded, that we accept the minutes as written to be presented to the

Members at the 2025 meeting. Jeff aye, Ed aye, Leighton aye, Bill aye, Jim aye. Motion carried.

- B. Discussion on timing for Board to receive documents prior to each monthly meeting. Recommended that minutes go out earlier (probably within a week of the meeting) and Agenda goes out several days in advance so people can spot needs for change.
- C. ORWA, OK Rural Water Association, Annual Technical Conference is in Norman, OK April 10 – 12, 2024. Training and vendors, Thursday (all day) and Friday (morning).

Unforeseen New Business:

- A. Jim brought up the issue created by our moving the election of Board Members to April next year. This creates a potential issue of Board members training running out, thereby disqualifying them from being on the board. We will have an item on next month's Agenda to deal with this and related concerns.
- B. Ed pointed out that Arvest is still paying well on CDs.

Adjournment: Bill made motion to adjourn. Adjourned at 7:50 PM.

Financial Report
Pecan Valley RWD
February 2024

First of Month Bank Balance	\$	119,697.97
End of Month Bank Balance ¹	\$	134,472.85
Capital Account (CDs)	\$	40,000.00
Total Funds 3/1/2024	\$	174,472.85

Income

Water	\$	42,107.22		
Sewer	\$	10,800.00		
Other Member Income	\$	428.56		
Other (volunteer labor, incl machine use)	\$	1,188.00		
Total Income			\$	54,523.78

Expense

Cost of Goods Sold / Water - City of Lawton	\$	21,604.75
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Water System

Meter Reading	\$	1,155.80		
Meters/boxes/valves	\$	-		
Equipment/Tools	\$	-		
Laboratory	\$	33.00		
Contractor Charges	\$	12,900.00		
Property Maintenance & Repair	\$	-		
Maintenance Service - volunteer	\$	600.00		
Labor -- 80 % of Payroll	\$	6,909.77		
Administrative exp - 95 % of Office	\$	5,004.50		
Misc	\$	50.00		
Total Water System Expense			\$	26,653.07

Sewer System

Lift Station	\$	-		
Lagoons	\$	-		
Lift Station Pumping	\$	-		
Lagoons Pumping	\$	1,100.00		
Equipment/Tools	\$	270.91		
Roads	\$	-		
Maintenance Service - volunteer	\$	588.00		
Property Maintenance	\$	354.51		
Labor -- 20 % of Payroll	\$	1,994.52		
Administrative exp - 5 % of Office	\$	263.39		
Total Sewer System Expense			\$	4,571.33

Total Expenses	\$	52,829.15
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Net Income	\$	1,694.63
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Expenses BELOW are assigned by % to each: Water & Sewer above

Itemized below for informational purposes.

Office & Administration

Equipment	\$	-	
Software & Subscriptions	\$	1,331.45	
Supplies & Postage	\$	154.22	
Communications	\$	191.20	
Utilities	\$	508.32	
Maintenance & Repair	\$	-	
Cleaning	\$	140.00	
Professional Fees	\$	35.00	
Insurance	\$	-	
Mileage	\$	-	
Labor -- Office Admin off Payroll	\$	2,907.70	
Total Office Expense			\$ 5,267.89

Payroll

District Manager / Operator	\$	5,400.00
Office Administrator	\$	2,907.70
Field Operations	\$	2,436.00
Grounds Maintenance	\$	-
Meter Reading	\$	1,155.80
Payroll Expenses	\$	1,068.29

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.**

Pecan Valley Communities' Demographics

	# homes	% of community	Monthly Water Income	Monthly Sewer Income	Total Monthly Income	% of Income
PV South	397	66.3%	14,117	11,223	25,340	76.6%
PV North	146	24.4%	5,192	549	5,741	17.4%
Shelter Lakes	56	9.3%	1,991		1,991	6.0%
	599					
			\$ 21,300	\$ 11,772	\$ 33,072	

BASED ONLY ON FLAT RATES FOR WATER & SEWER

Annually \$ 396,869.28

Stated income does not include cost of water as that varies monthly by usage.