

Minutes, Pecan Valley RWD, Board of Directors, February 14, 2023

Jim Hampshire, Chairman, called the meeting to order at 6:30 PM.

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

Minutes of January meeting; Ed made the motion the minutes be accepted, Leighton seconded, roll call; Ed aye, Bill aye, Leighton aye, Jim aye. Minutes were approved.

Financial Statement presented by Bill. Ed moved to approve, Leighton seconded, Ed aye, Bill aye, Leighton aye, Jim aye. Financial Statement approved.

Jack gave the District Manager Reports:

1. Reported on EPA and OWRB conferences re. funding.
2. Received documentation of our DEQ grant.
3. Calendar of bid process and discussion of board members attending.

Old Business:

1. Signed the amended ByLaws with the meeting date and time changes approved at the January Annual Meeting. No vote required.
2. Bill presented the 2023 Fiscal Year budget. He explained how we are breaking out the costs of administration and labor between water and sewer. Bill explained some changes he wants to make to the format. There was considerable discussion regarding depreciation and how it should be shown as well as how we should be showing funds on deposit; reserve, matching funds, emergency, etc.. No action was taken on the budget.

New Business:

1. Discussed Policy for holidays that would establish when office would be closed. Ed made motion that holiday policy not be set as a Policy but determined on annual basis. Motion died for lack of a second.
2. Discussed policy regarding late fees and shutoff policy. There were several suggestions on wording which were incorporated in the Policy, thus the mailing. Leighton moved, Bill seconded, that policy be approved as rewritten.

Change in Policy for LATE PAYMENTS - Effective March 1, 2023

Water bills arrive on or about the 1st and are due by the 20th. Any payments not RECEIVED by the 20th of the month are PAST DUE.

A Late Fee of 10% will be assessed on the 21st for PAST DUE amounts.

Change in CUT-OFF Policy for Unpaid Accounts - Effective March 1, 2023

CUT OFF NOTICES will no longer be delivered for PAST DUE amounts prior to service being cut off.

TO AVOID CUT-OFF, any PAST DUE amounts owed MUST BE PAID BY THE 20th of the month. On the 21st of each month, or the first following business day if the 21st falls on the weekend or a holiday, service will be CUT-OFF WITHOUT FURTHER NOTICE to those now over 1 MONTH PAST DUE.

A RECONNECT FEE OF \$100 will be charged any account CUT-OFF.

TO RECONNECT WATER SERVICE AFTER BEING CUT-OFF, the FULL Balance, including the Reconnect Fee (not just the PAST DUE amount), MUST BE PAID.

3. Adjourned to Executive Session at 7:01 to discuss Employee Salaries.
4. Returned to open meeting at 7:15 PM
5. Bill made the motion that a salary increase of 8% for salaried employees and two weeks vacation be approved effective March 1st. Ed seconded. Bill aye, Ed aye, Leighton aye, Jim aye, approved.

No Unforeseen Business

Bill made motion to adjourn, Ed seconded. Adjourned.