

Minutes, Pecan Valley RWD, Board of Directors, August 12, 2024

Jim Hampshire, Chairman, called the meeting to order at 7:01 PM.

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

Minutes: Ed Hewett moved that the minutes of the August 12 meeting be approved. Bill Malone seconded the motion. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Kimberly Furrh was given the floor to present the Audit report which covered the extended year October 1, 2022 through December 31, 2023. She did a thorough presentation including various processes which need addressed or improved, but the primary conclusion was that all monies are accounted for and there is no evidence of any improprieties regarding the funds. Ed Hewett had the motion to approve the Audit as presented. Bill Malone seconded the motion. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Financial Report: Bill Malone presented the May Financial Report which had been previously tabled. Bill Malone moved that the report be accepted as presented. Jeff Ewing seconded the motion. Ed aye, Jeff aye, Leighton nay, Bill aye, Jim aye. Motion carried.

The June and July financial reports were presented directly from Quickbooks, our accounting software as had been requested previously. Following some discussion and Ed indicating he would come to the office to help restructure the Chart of Accounts, and Jack indicating that the requested changes would not likely be made prior to the following month's report due to his having surgery that Thursday and Kellie having surgery three weeks later.

Ed Hewett moved that the June Financial report be accepted. Bill Malone seconded the motion. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Ed Hewett moved and Bill Malone seconded that the July financials be accepted. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Manager's Report:

- Jack has filed for Reallocation of the funds awarded for the 2023 RIG grant to cover much of the rock used in rebuilding the lagoons.
- We have received notification of the award of \$150,000 on the 2024 REAP grant from the OWRB, OK Water Resource Board, through the ASCOG, Assoc South Central OK Govts. These funds are to be used for the evaporative system for the lagoons.

- Jack will be having surgery on Thursday, August 15th and will be out for a week with an expected 3 week recovery period.

Old Business:

- A. There was a discussion regarding the Duties or Power of the Board and the Board reviewed § 2:3 and 2:4 of the RWD ByLaws.
- B. Jim Hampshire gave a report on the progress on the reconstruction of the sewage lagoons as per the DEQ Consent Order.

New Business:

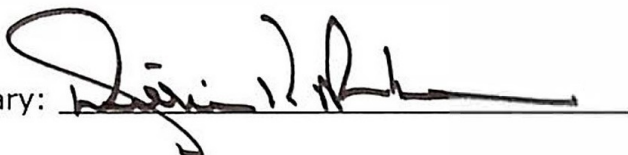
- A. At the Auditor's request, we needed to establish a Deposit Policy. (attached) Ed Hewett moved, Jeff Ewing seconded, that the Deposit Policy be accepted with an 8/13/2024 date. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.
- B. At the Auditor's request, we needed to establish an Inventory Policy regarding the equipment, materials, and supplies. (attached) Ed Hewett moved, Jeff Ewing seconded that we approve the Inventory Policy as presented. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.
- C. Discussed the need for the district to get rid of the Mahindra tractor which had been purchased by the previous company and purchase a new tractor for the uses we need. Jim presented the proposal for a new John Deere 4044M from Standridge in Duncan for which we had a quote including an excellent trade-in on the Mahindra. Ed Hewett made a motion, Jeff Ewing seconded, that we purchase the JD 4044M with the purchase not to exceed \$30,000 after trade-in. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried. Following the approval to purchase the tractor, Jeff made the motion and Ed seconded that we go with a maximum of a 3 year payment plan, with intentions of accelerating the payments. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried.

Unforeseen New Business:

- A. None

Adjournment: Ed made motion to adjourn, Bill seconded. Ed aye, Jeff aye, Leighton aye, Bill aye, Jim aye. Motion carried. Adjourned at 8:57 PM.

Secretary: _____





Pecan Valley RWD

Policies & Procedures

12 Winding Creek Rd

Lawton, OK 73505

Phone 580-510-0306

After Hours/Emergency 580-730-3644

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Deposit Policy and Procedure

Rural Water District, No 5, Comanche County, dba Pecan Valley RWD, assumed the assets of Pecan Valley Waterworks, LLC on January 1, 2022, including the checking account.

Any deposits received by Pecan Valley Waterworks prior to the establishment of the Pecan Valley Rural Water District shall be applied to the administrative expense of establishing the Membership of the homeowners as the owners of the Rural Water District. Any deposits received from Members after January 1, 2022, and pursuant to this policy shall be applied similarly, but with deposits applied as Member Income and the Administration Fee that was paid to be credited to the new member's account.

Following January 1, 2022, Deposits along with an Administration Fee shall be collected only from Renters. These Renter Deposits shall be held until the customer account is finalized. When finalized, Deposits will be credited against the current balance of the account with any remaining balance refunded to the Renter or billed to the Renter, as appropriate.

Approved August 12, 2024



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Personal Property Inventory

In order to track equipment for accounting and budgeting purposes, as well as for tracking useful life of equipment, the District shall update its Personal Property Inventory at the end of each year.

The Personal Property Inventory for equipment shall include all purchase amounts, purchase dates, and serial numbers where applicable.

The Personal Property Inventory of consumable property such as meters, valves, repair fittings, etc. shall include a list, cost, and count. This listing shall include size and type for these items. As items are used the District Manager shall maintain the inventory through the purchase of replacements to our supply.

The Personal Property Inventory shall be reviewed and verified by the District Manager, shared with the Treasurer and Board, and available for the auditor.

Approved August 12, 2024