

Pendleton Water Association
Minutes of Monthly Meeting
at PWA Office
April 16, 2024

1. The meeting was called to order at 5:04 p.m. by Board President Charln Stewart. Those board directors in attendance were: Carl Jeanise, Charln Stewart and Gloria Thompson. Advisor to the Board Mike Meyer was also in attendance. It was noted that a quorum was present.

2. Proof of meeting was confirmed.

3. The March 11, 2024 Board Meeting Minutes were considered and approved following a motion by Charln Stewart, second by Gloria Thompson.

4. Guest in attendance was Tracy Garcie (Community Bank of Louisiana).

5. Directors' Reports

Treasurer's Report:

Tracy Garcie presented information regarding securing an additional credit card. Presence/absence of signatories were discussed and agreed upon.

Two options the PWA Board might take to secure the Line of Credit (LOC) with Community Bank of Louisiana were presented to the Board by Tracy Garcie. Following a thorough discussion a motion was made by Gloria Thompson, seconded by Charln Stewart and approved, to proceed with Option #2, to use the Accounts Receivable and a blanket UCC on equipment as collateral.

Continuing data inconsistencies with the Financial Reports made further review/approval impossible. Action Items were agreed upon that would address and resolve ongoing issues with Sheffield's work.

Advisors' Reports

Mike Stewart, in absentia, reported a constructive conversation he had with PWA staff. They drafted job descriptions and benefit packages for three different levels of PWA employee.

Mike Meyers offered to rough up a budget, including cost of a new employee at the rate of \$15/hr.

6. Operator's Report

State Inspection:

Tony Farrell reported on improvements made during the past month in response to the February 15 State inspection. All items are to be addressed within 90 days of issuance of the Report.

-Recorder information is being combined and sent in that format to the State.

-Tank has been labeled.

-Disinfectant was re-calibrated; now it is on a single sheet.

The Board complimented staff on the neat appearance of PWA's site

Ford Road:

PWA's part of the work had been completed.

Fish & Fuel:

A 4" water line will be connected at two points. PWA's contractor, L&L, is responsible for plumbing on site which ensures applicable standards are met. These costs are borne by the landowner/developer.

Grant:

The closer of the two potential new sites was chosen for a number of good reasons, including the much higher infrastructure costs necessary with the more distant site. Soil compaction study shows that it is hard clay, able to

support whatever is built on it. And since all three acres will not be necessary for the expansion, part of the \$300,000 cost may be mitigated if surplus land is eventually sold off.

Total cost of all the planned improvements exceeds the grant amount. PWA's capital budget list could be presented to the State by Mark to illustrate what is possible with existing funding.

New Employee Status:

Tony Farrell expressed satisfaction with Chris Cook, who scores well with common sense and aptitude. His training schedule was discussed. Chris should have his I's collected soon; (these include experience, training to achieve Class I) it will take 2 years for him to attain Class II.

General Updates:

PWA installed 1 new meter.

March plant run time averaged 18.9 hrs/day.

The Board reviewed its bylaws regarding homeowner non-payment, grace period and Disconnect Fee.

7. New Business

To simplify the depositing of checks, Charln reported on potential use of a Remote Capture Device. It would allow staff to make more efficient use of their time. Cost of the equipment is \$400 - \$500 with a \$100 warranty fee next year.

8. Adjournment:

On a motion by Charln Stewart, seconded by Carl Jeanise, the meeting was adjourned at 6:30 PM

The next meeting will be at the Pendleton Water Association Office, on Tuesday, May 21, 2024, starting at 5 PM.