

Pendleton Water Association  
Minutes of Monthly Meeting  
at Toledo Town  
February 12, 2024

1. The meeting was called to order at 5:09 p.m. by Board President Charln Stewart. Those board directors in attendance were: Mike Meyer, Carl Jeanise, Curt Carver, and Charln Stewart. It was noted that a quorum was present.

2. Proof of meeting was confirmed.

3. The previous January 22, 2024 Board Meeting Minutes were considered. As our Secretary was not present, the January meeting minutes will be reconsidered at the March Board meeting.

4. Guests in attendance were: Gloria Thompson (association member), Tracy Garcie (Community Bank of Louisiana), and Destiny Garcie (Community Bank of Louisiana).

5. Directors' Reports

President's Report:

Budget Sub-Committee Discussion: An update on the progress of the budget sub-committee was given including the approach used to set the budget, some details of the first meeting, and the intention to meet again in the next two weeks.

Treasurer's Report:

Financial Reports for January: A motion was made by Carl Jeanise, seconded by Mike Meyer to approve the January financial reports. The motion passed unanimously.

6. Operator's Report

**Pending State Inspection:**

Tony Farrell reported that the annual state inspection will be 5 months early this year and is scheduled for Thursday, February 15<sup>th</sup>.

**Hiring a class II Operator Status:**

Tony Farrell provided modified model job descriptions to Charln Stewart. She will continue to add to those for posting.

**Grant Discussion:**

The buy/sell agreement is still under review by the attorney, Chuck Soileau. Tony Farrell will follow up with him on status of finalizing the agreement as well as the status of the lien check. Tony Farrell agreed to update the board with an email.

**General Updates:**

PWA is adding 6 new meters.

January billing was late due to the freeze and bill printing issues so late pay dates were extended.

January plant run time averaged 20+ hrs/day.

PWA currently has 871 customers.

7. New Business

**Bank Change:**

The PWA Board of Directors voted in 2023 to change our banking from Sabine State Bank to Community Bank of Louisiana. Tracy Garcie and Destiny Garcie of Community Bank of Louisiana attended the meeting to officially clarify

signing authority for our accounts and discuss a line of credit for \$300,000. Tracy and Destiny shared details of how the line of credit and checking accounts can be structured/styled.

**Line of Credit Signature Authority:** A motion was made by Charln Stewart, seconded by Curt Carver, and unanimously approved to structure the line of credit signature authority as such:

Two signatures are required. Any two directors and/or Tony Farrell may sign with the exception that the two signatures cannot be Charln Stewart and Carl Jeanise, who are related, at the same time.

**Checking Signature Authority:** A motion was made by Charln Stewart, seconded by Curt Carver, and unanimously approved to structure the checking account signature authority as such:

Two signatures are required. Any two directors and/or Tony Farrell may sign with the exception that the two signatures cannot be Charln Stewart and Carl Jeanise, who are related, at the same time.

**Business Credit Card:** A motion was made by Charln Stewart, seconded by Curt Carver, and unanimously approved to structure the business credit card account as such:

As previously set, the card will have the limit of \$5,000. Tony Farrell, Manager, will be the signer on the credit card.

On a motion by Charln Stewart, seconded by Carl Jeanise the meeting was adjourned at 6:12 PM

The next meeting will be at the Pendleton Water Association Office, on Monday, March 11, 2024, starting at 5 PM.