

Pendleton Water Association
Minutes of Monthly Meeting
at Charln's shop
January 22, 2024

1. The meeting was called to order at 5:07 p.m. by Board President Charln Stewart. Those board directors in attendance were: Christine Bass, Mike Meyer, Carl Jeanise, and Charln Stewart. It was noted that a quorum was present.

2. Proof of meeting was confirmed.

3. The previous December 11, 2023 Board Meeting Minutes were considered. A motion to accept the minutes as amended was made by Mike Meyer, seconded by Carl Jeanise, and unanimously accepted.

4. There were no guests in attendance.

5. Directors' Reports

President's Report:

Advisor vote: Motion to accept Mike Stewart as volunteer Emergency Response Advisor was made by Mike Meyer, seconded by Christine Bass and approved.

Pay scale vote: A motion was made by Christine Bass, seconded by Charln Stewart to approve a pay scale of 40 hours for Jennifer. The motion passed unanimously.

Rate study: The most recent one was completed last year. A number of options to carry out the study exist, some for free, some for a fee. It is believed that a rate study needs to be completed during the 3-year period of the grant. The decision needs to be submitted in a few days and the President has to change the password to the portal.

Treasurer's Report:

Tony Farrell was concerned that the numbers don't match. Tony said he will get with the Sheffield & Sheffield accounting firm after which he can report to Christine. Mike was concerned with the absence of year-end accounting data

A budget committee was appointed consisting of Christine Bass, Tony Farrell, Mike Meyer and Charln Stewart. With complete data for 2023, projections can be made for the year ahead. A meeting was scheduled for February 5.

6. Operator's Report

Tony Farrell reported having sent all the required information. Mike Meyer needs to get the new password to access the portal and thereby the data and reports delivered by Tony.

Hiring a class II Operator Status: Tony Farrell will modify the model job description provided by Charln Stewart to meet PWA needs, then send it back to Charln. The Board decided to set an hourly rate of \$17-\$18 for a new hire below Class I. A Class I Operator would be paid approximately \$20/hr. An experienced Class II operator would start out at a similar rate as Jennifer, provided he had the similar years Water Treatment experience. If the new Class II operator had a greater amount of expertise and experience than Jennifer, we may set a higher rate.

Grant Discussion

Owners of the 3 AC site agreed to a purchase price of \$300,000, with a down payment of \$30,000 rather than the initially stated \$75,000. There is a bankruptcy tax lien of \$30,000 on the property; Charln noted that an attorney will need to write up a sales agreement with the intent of releasing the lien.

Freeze Operation

PWA staff located and shut off a total of 17 customers that had frozen, damaged systems. At the lake source, a piece of equipment was broken by the freeze and had to be replaced. This further makes the case for an enclosure to protect intake equipment with a cover/building, a project that has been considered for some time.

General Updates

Meter count for December increased by 2 or 3, with 2 more being connected in January.

December plant run time averaged 17 hrs/day.

During the January freeze the average was 20 hrs/day.

On a motion by Mike Meyer, seconded by Christine Bass the meeting was adjourned at 6:09 PM

The next meeting will be at the Pendleton Office, on Monday, February 12, 2024, starting at 5 PM.