

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, Curt Carver and Charln Stewart. It was noted that a quorum was present. Christina Bass joined later in the meeting. Advisors to the Board Mike Meyer and Mike Stewart were present.
2. Proof of meeting was confirmed.
3. The May 21, 2024 Board Meeting Minutes were considered and amended to correct spelling of Charln Stewart's name, revise hourly future staff wage in budget from \$17.50 to \$16.50 and, under State Inspection, change "staff responded" to "staff has taken actions in response". The minutes were approved as amended following a motion by Charln Stewart, seconded by Carl Jeanise.
4. There were no guests in attendance.

5. Directors' Reports

President's Report:

Charln Stewart reported on a meeting she and Tony Farrell had at Sheffield & Sheffield. They received copies of the Annual Report. It is understood that an audit of Sheffield's work for PWA must be done at arm's length by another firm. Potential Board replacement. With the demands of her new job, Christina Bass asked to be relieved of serving out the remainder of her current term. Fortunately, Charln Stewart learned of a nearby accountant professional (Tina Barrett) willing to take this responsibility on. A change in Bylaws was necessary since Ms. Barrett didn't actually live at her home where the PWA service makes her otherwise eligible for membership. A motion was made by Charln Stewart, seconded by Curt Carver that the PWA Bylaws be amended to reflect that the PWA Board may include a fifth member who is not a resident provided that they are an owner of a business or secondary home that receives water from PWA and is in good standing. The motion to amend the Bylaws passed.

A motion to accept Christina's Board resignation was made by Charln Stewart, seconded by Carl Jeanise and passed.

A motion to approve Tina Barret as interim Treasurer was made by Curt Carver, seconded by Charln Stewart and passed.

Treasurer's Report:

The May Financial Report was reviewed and found deficient. Water sales were clearly incorrect. Concerned that staff at Sheffield & Sheffield were apparently not proofreading their financial reports before sending to clients, it was agreed that Charln Stewart would contact the firm and call for complete and accurate reports, and that Tony Farrell would request that their reports be timely and more detailed; broken out such that various cost and expense categories could be more closely tracked and understood.

Advisors' reports:

Mike Meyer noted that he had previously finished the Budget and that it included partial costs for the land purchase. He would like to see State approval for PWA to use part of the grant toward land purchase since DHS required the facilities expansion and more land was needed to accomplish it.

Mike Stewart had completed three job descriptions which were then available to be posted. He expressed willingness to work on PWA's Crisis Management Plan as available time allows and the Board encouraged him to do so.

6. Operator's Report

State Inspection:

Since the May 29 deadline for submittal of the Inspection Response had passed, Tony Farrell was tasked with sending the response to Barbara at DHS by July 5.

For Many Operator Orientation an operator's manual will be necessary.

LCRR (lead & copper) system status is about 85% complete. Jennifer is working with the forms but the State keeps making changes, causing a setback.

Tony Farrell reported raising the line for Bobby Hughes' Shagbark Culvert. Since the one contractor PWA has (L&L) isn't always available, Tony Farrell was asked to look into a backup, second company. This would be critical in an emergency.

General Updates: Three new meters were installed in June. Leaks are reported on Queens and Magnolia/Hickory Ridge. With 545.45 hours' operation, the average was 17.5 hours/day.

Water payment to SRA was \$1,048.48 for this month.

7. Adjournment:

On a motion by Charln Stewart, seconded by Curt Carver, the meeting was adjourned at 6:22 PM

The next meeting will be at the Pendleton Water Association Office, on Tuesday, July 16, 2024, starting at 5 PM.