

Minutes of Pecan Valley RWD Board Meeting 7/12/2022

Meeting called to order by Jim Hampshire, Vice Chairman, at 6:30 PM.

Roll Call, Bill Malone present, Larry Adair present, Ed Hewett present, Jim Hampshire present. Josh Powers, Chairman absent. Also present, Jack Outhier, Manager.

Larry made the motion, Ed seconded, to approve the minutes of the June 14th meeting. Roll call, Bill aye, Larry aye, Ed aye, Jim aye. Minutes approved.

Discussion and approval of financial report. Bill Malone, Treasurer, gave summary and noted numbers looking better at the end of the month. A new page Billing Register Summary was included due to Bill's request the previous month that Water Income and Sewer Income be split out. We cannot do that with our INCOME but this report shows the BILLING split out. There was a discussion about the Format of the Bills and what people see when they pay their bill online. Jack suggested he be able to send everyone a paper bill so that they have all the information. Ed made the motion, Bill seconded, to approve the minutes of the May 10th meeting. Roll call, Bill aye, Larry abstained, Ed aye, Jim aye. Motion passed.

Manager's Reports -- Jack reported on the following items:

- 1) Update on employee status and needs. One man cannot do all the things we are currently asking Ron to do. We don't need skilled labor, but we need someone who can work in the heat and can run a shovel and do plumbing.
- 2) ARPA funding was granted. \$52,000 to be applied to approved projects as we see fit.
- 3) ORWA EXPO in Stillwater June 15th & 16th. Accomplished several things.
- 4) Meeting with OWRB regarding funding opportunities.
- 5) Have installed only one irrigation meter in PV South to avoid the volume-based sewer rate.
- 6) Review of exact rate increases and additions we got from the City.

Under Old Business: None

Under New Business:

- A. Manager was authorized to order or purchase items up to \$5,000 without advance board approval. Ed made motion, Larry seconded, that the manager be authorized to spend up to \$5,000 per purchase order without advance approval. Bill aye, Larry aye, Ed aye, Jim aye.
- B. Discussed and approved the following policy for removing irrigation meters.
A benefit unit homeowner in PV North may request the RWD remove the irrigation meter if they have had zero water use reading on the irrigation meter for the most recent 12 months and do not have a swimming pool. THE DISTRICT WILL REMOVE THE METER AT NO CHARGE TO THE HOMEOWNER UPON A WRITTEN REQUEST. As our District's Policies prohibit unauthorized altering of our distribution system, if anyone other than District removes the irrigation meter it will not be removed from our billing system and the Flat Rate will still be assessed.

If the homeowner subsequently wants a new irrigation meter installed the cost will be whatever the current rate for installation of a new connection is at that time.

Bill made the motion, Ed seconded, that the policy for removing irrigation letters be placed in our Policies and Procedures. Bill aye, Larry aye, Ed aye, Jim aye.

- C. Discussed correspondence to Pecan Valley South residents about irrigation meters and Pecan Valley North residents about removing irrigation meters. Tabled.
- D. Regarding Social Media policy, board re-expressed view that Manager not engage in social media policy but post information only on our website and refer people to the website on the social media. Larry made the motion, Ed seconded, that Manager should make his posts only on our website and refer people to that. Bill aye, Larry aye, Ed aye, Jim aye.
- E. Discussed office hours and customer service. New sign will state that these are "Customer Service Hours". No motion required.
- F. Needed to select a date for the special meeting with the ORWA for the board to approve launch of our Long Range Sustainability Plan. Set for the 19th at 6:30 PM.
- G. Discussed Liability Insurance through ORWA Assurance Group. Larry had questions regarding this, then discussed whether the policy should list everyone by legal name.
- H. Bill made the motion, seconded, that the Board adjourn to Executive Session. Ed moved, Bill seconded, that we close the meeting to go to Executive Session.

Board returned to open meeting at 7:40 PM.

Ed made the motion, Bill seconded, that the meeting be adjourned. Ed aye, Jim aye, Bill aye, Larry aye.

Chairman

Minutes of Pecan Valley RWD Board Special Meeting 7/19/2022

Meeting called to order by Josh Powers, Chairman, at 6:30 PM.

Roll Call, Jim Hampshire present, Bill Malone present, Larry Adair present, Ed Hewett present, Josh Powers present. Also present, Randy Clark, ORWA, and Jack Outhier, Manager.

Josh read the agenda item to introduce the purpose of this meeting then turned the meeting over to Randy Clark:

Randy Clark of the ORWA will give a half hour presentation on the process of developing a Long Range Sustainability Plan for the District. This is a prerequisite to receiving grants from State and Federal Agencies.

Randy Clark presented the process of doing a Long Range Sustainability Plan, and why doing this is beneficial for our community.

- A. Formed by
- B. Hydraulic Analysis
- C. Capacity Development Worksheet
- D. Water Audit possibly followed by Leak Detection survey to find Water Loss
- E. Rate Analysis – completed, will repeat annually
- F. Capital Improvement Plan
- G. Mapping of Water System – GIS system on Diamond Maps
- H. Policies & Procedures
- I. Emergency Response Plan
- J. SoonerWarn
- K. Employee Incentive Program – Training and Licenses
- L. Safety Program – Comp Source – need to do safety training
- M. Sanitary Sewer Evaluation Survey – may be a cost to using cameras
- N. System Optimization Report

Board voted to launch the LRSP. Jim aye, Ed aye, Bill aye, Larry aye, Josh aye.

Adjourned at 6:46 PM