

Pendleton Water Association
Minutes of the Board of Directors Meeting
at the Toledo Town Venue
February 18, 2025

1. The regular February meeting was called to order at 5:01 p.m. by Board President Charln Stewart. Board directors in attendance were: Carl Jeanise, Charln Stewart and Jerry Burnaman, with Gloria Thompson on the phone. Also present were Treasurer Tina Barrett and Secretary Tony Laska. Mike Meyer and Mike Stewart, advisors to the Board were in attendance as well.
2. Proof of notice of meeting was confirmed.
3. The January 17, 2025 Board Meeting Minutes were considered and approved as written following a motion by Charln Stewart, seconded by Carl Jeanise. The motion was unanimously approved.
4. Charln Stewart thanked PWA members in attendance. Guests included Ned Goodeaux and Ted Dove who had assisted the Budget Committee.

5. Directors' Reports

President:

- A Volunteer Work Day was re-scheduled for Saturday March 22 at the plant, to be followed by a Board meeting at the Venue.
- The customer meter turn-off policy, formally confirmed at the January meeting was posted on the PWA web site.
- With the land sale under consideration, Charln Stewart circulated a draft questionnaire to assist the Board in selecting an agency to advertise the property. A motion to send out the questionnaire for agency recruitment was made by Jerry Burnaman, seconded by Carl Jeanise and passed by acclamation.

Treasurer:

- Financial reports for January were distributed and discussed. Revenues were approximately \$12K higher than the previous January. Cash balance is approximately \$64,600. Engineering payments to Meyer and Associates will be left on the balance as PWA seeks another funding option. A motion to accept the Treasurer's Report was made by Charln Stewart, seconded by Carl Jeanise and unanimously approved.
- Tony Farrell and Charln Stewart reported on neighboring water system practices regarding vacation rental water rates. Many – Ebarb considers them commercial. In principle, if a property owner is paying occupancy taxes, then the service is considered commercial for our purposes. A motion was made by Charln Stewart, seconded by Jerry Burnaman to correct PWA's current billing practice and charge a commercial base rate instead of the residential rate; to be effective April 2025 and to appear on the May bill. The motion passed unanimously.
- Charln Stewart expressed appreciation for their contribution to the budget subcommittee's work by Ted Dove and Ned Goodeaux. A previously revised rate analysis by Treasurer Tina Barrett that included the 2025 budget and associated assumptions, supported the recommendation for a system-wide rate increase of 25%. Carl Jeanise offered a motion seconded by Charln Stewart to impose and announce a 25% base rate increase effective April and appearing on the May bill, with an increase of 25% per 1000 gallons after the first 1000 gallons. The motion was approved unanimously.

Advisor Reports:

- Mike Stewart completed the job description for Business Manager
- Mike Meyer offered further insights regarding the rate increase process. He offered to send documentation, the formula sheet to USDA for their consideration and approval of the rate increase.

6. Operator's Report

- Jennifer will be back on the job next week.
- A former Class I operator from Many is available; he should be able to complete a Class II exam soon, with Jennifer's guidance. Tony Farrell recommended a 1099 hourly pay status to begin him with.
- Current personnel listed are Tony Farrell, Jennifer Savell-Green, Duane Payton, Chris Cook and Ben Culbertson.
- Two new meters were installed in January. The plant had 398 total hours of run time in January.
- Cable boring teams have damaged PWA's lines in the past but they seem to be more observant of markings for underground utilities recently.

7. New Business

- Work has begun on replacing underdrain filters; Tony Farrell is providing measurements and related data.

8. Adjournment

- Board President Charln Stewart adjourned the meeting at 6:30 P.M.
- The next meeting of the PWA Board will be at the Toledo Town Venue on March 22nd following a Volunteer Work Day at the plant.