

**MINUTES OF THE MONTHLY MEETING OF THE BOARD
OF TRUSTEES OF POTEAU VALLEY IMPROVEMENT AUTHORITY**

The monthly meeting of the Board of Trustees of Poteau Valley Improvement Authority was held on Tuesday, December 3, 2024 at 6:00 p.m., at the Poteau City Hall, 111 Peters Street, Poteau, Oklahoma 74953. Those present were:

Executive Trustees

Mick LaFevers
Joe Mode
Ron Pelanconi
Nick Grant

Trustees

David Kissinger
Kevin Adams
Johnny Grizzle
Dustin Vaughn
Paul Mode
Mike Parker
Ray Lloyd
Tyler Seaton

Others Present

James Morrison
Dean Warren
Ashley Torres
David Wyatt

The Agenda had been posted as required by law by the Manager.

Following opening prayer by Chairman, the meeting was called to order. The minutes of the monthly meeting on November 5, 2024, were read and approved.

Mick LaFevers presented the Treasurer's report advising he and Kevin Adams had reviewed the bills and purchase orders and recommended payment. Following discussion motion made by Ron Pelanconi that the bills be paid as presented, which motion was seconded by Nick Grant and passed unanimously.

David Wyatt presented the engineer's report advising the contractor has been finishing up the piping for the new high pressure pump station. The construction is on schedule. They plan to take off for 10 days over the Christmas holidays and complete the contract work in February. There is approximately \$600,000.00 still owed to the contractor.

Engineer stated there is a possibility of receiving a grant for the Panama Tank pump station. It is a project that is ready to put in an application for the grant and the engineer will be working on PVIA's behalf in that regard.

James Morrison gave the Manager's report advising a leak on a 20 inch pipe line has been repaired, which was in the drive way of the plant. It was necessary to

dig the line up, cut the line, and then have new pipe put in for the repair. This is line which had leaked previously and the clamp failed to prevent the leak from happening again.

The Manager stated personnel have been working to winterize the pump stations and meter housing. Crews have been working on multiple projects. The 12" line to Panama Tank, the 4" line to the belt press building, and a permanent fence is being built along the easement right of way to the Panama Tank. Crews have been involved in completing a fence together with a gate for entry.

Chairman advised that it is time to schedule monthly meetings for 2025 and reviewed the proposed meeting dates and times. Following discussion, motion made by Mick Lafevers, seconded by Ron Pelanconi to adopt the meetings schedule attached to the Agenda, which motion passed unanimously.

Ron Pelanconi presented personnel committee recommendation involving a raise for employees. It was their recommendation that the raise for the employees be between 3.5% and 4% with the Manager determining the amount for each employee. This would allow employees to match the inflation rate. Following discussion motion made by Mick Lafevers, seconded by Nick Grant that the proposed rates be approved and Manager to determine the rate for each employee, which motion passed unanimously.

Chairman then discussed with the Trustees schedule for holidays for 2025. The number of holidays would match the same number as this past year. The proposed scheduled of holidays was attached to the Agenda. Following discussion, motion made by David Kissinger to approve the holiday schedule as submitted, seconded by Ron Pelanconi and passed unanimously.

Ron Pelanconi presented the personnel committee report on health insurance for employees. Currently they received \$675 and it was suggested an increase to \$700 per employee, which would be an additional \$25. Following discussion, motion made by Mick LaFever seconded by David Kissinger that the health insurance payment be increased by \$25 to \$700 which motion passed unanimously.

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Chairman advised there was no new business. Motion made, and seconded for meeting to be adjourned, which passed unanimously.

(Seal)

NICK GRANT, SECRETARY

The above Minutes were approved this 3rd day of December, 2024.

(Seal)

NICK GRANT, SECRETARY