

PLYMOUTH WATER DISTRICT
MEETING MINUTES
1/14/26

Present: Judy Lear, Steve Hale, Russell Harris

Meeting was called to order at 3:06 p.m. Discussed maintenance position and back-up possibilities. Russell will meet with Jeff to learn more about the system so he can assist when necessary. Minutes of the December meeting were read and approved.

P-cards were read and approved. It was noted the bookkeeper wasn't permitted to have a P-Card because it would be a conflict of duties since she also prepared the vouchers. It was determined that the pick-up mileage shall be recorded with each fuel purchase with the P-Card. Also a log should be kept for oil changes, etc.

Vouchers were read and approved. Judy reported she went to the DMV and had the title of the pick-up transferred to PWD. Judy said she will speak to Austin's brother about removing Austin's belongings from PWD property.

Financial report was given. Some discussion about repairs to the lid on the Pressure Reducing Valve Station. Discussion about inspections for anti-backflow devices.

Reviewed the A/R report. Discussion about meter #311 being overdue. Discussion about cleaning up the compound.

Meeting was adjourned at 4:26 p.m.

 2/11/26

Judy Lear, Commissioner

 2/11/26

Steve Hale, Commissioner

 2/11/26

Russell Harris, Commissioner