Plymouth Village Water and Sewer District
Commission Meeting Minutes – March 12, 2026

Present: Chris Woods, Chair
Stephanie Halter, Commissioner
Malik Hammond, Commissioner

Also Present: Director of Operations Jason Randall; Business Administrator Kim Haines; Treasurer Robert Clay; Office Assistant Carol Thurston.

Chair Woods called the meeting to order at 6:45 PM.

Meeting Minutes
A motion to approve February 10, 2026 minutes was made by Halter and seconded by Hammond. The motion passed unanimously.

Manifest and Payroll
A motion to approve the payroll and A/P manifests since the last meeting was made by Halter and seconded by Hammond. The motion passed unanimously.

New Business
Designation of Authority – Wastewater Master Plan Clean Water State Revolving Fund (CWSRF) Loan
The District must formally designate an Authorized Representative to act on its behalf in all matters pertaining to the loan program. Chair Woods noted that the State requires an official vote of the Board to establish this designation.
Commissioner Halter moved that Commissioner Christopher Woods, Chair, be designated as the District's Authorized Representative for the Wastewater Master Plan CWSRF Loan. Commissioner Hammond seconded the motion. The motion passed unanimously.

Lead and Copper Grant Agreement ($60,000)
A motion made by Hammond and seconded by Halter authorized Chair Woods to sign the $60,000 Lead and Copper Grant Agreement on behalf of the district. The motion passed unanimously.

Lead and Copper Rule Inventory Project
Director Randall requested approval to continue working with Wright-Pierce on the above grant. A motion made by Halter and seconded by Hammond authorized Wright-Pierce to proceed. The motion passed unanimously.

Old Business

There was no old business.

Business Administrator Items

• Annual Investment Policy – No changes. All three commissioners signed.
• New Bank Reconciliation Policy (2024 audit requirement) – All three commissioners signed.

Director of Operations Report

• **Foster Street Chemical Pump** – Faulty pumps were replaced with a different style model. Installation was completed earlier in the week, and the system is functioning properly. Remaining punch-list work will continue after thaw, with projected completion in June.

• **Sewer Liner Failure Repair** – A liner near Broadway and Highland failed during curing. A subcontractor used robotic equipment to cut out a stuck airbag and damaged liner. A short liner was successfully installed.

• **Sewer Force Main Project** – Sargeant Corporation completed ledge hammering along Baker River behind the high school. Pipe deliveries have begun and 400-foot sections are being fused. Coordination with the Garden Community allows construction to begin early April to avoid disruptions.

• **Solar Project** – An RFP was issued to five firms with a 30-day bid period. Closing is planned for early April, and documents are posted on the website.

• **Engineering Services RFQ** – Due to Wright-Pierce capacity limitations, an RFQ was sent to 6–7 qualified firms, including Wright-Pierce for future consideration. Responses are expected in early April.

Purchase Requisitions

Twenty-eight requisitions were reviewed and read into the record.

Public Comment

No public comment.

The meeting adjourned at 7:03 PM. The next meeting is scheduled for April 14, 2026, at 5 PM.