

Leroy Tours Gerald Water Supply Corporation Monthly Board of Directors Meeting

April 13th, 2023 @ 7:00 pm

1. Determination of Quorum, Call to Order

Meeting called to order at 7:00 p.m. Present: Robert Polansky, Dennis Debbendener, John Simcik, Lyn Middleton, Don Ramsey, Stephen Symank, David White. Carol Baker & Cole Canady were absent. Also present: Mr. Hand, Mr. Davis, Mrs. Delgado and Mr. Milles

2. Hearing Members/ Visitors concerns

3 minutes per person - N/A

3. Review, Discuss/ Take actions on minutes from March 9th, 2023 Board of Directors meeting

Mr. Simcik moved to accept the meeting minutes as written. Mr. Debbendener seconded the motion. All in favor. Motion passed.

4. Tour at the Bode Plant #5

Mr. Hand walked the group around the plant, answered questions and explained the process of how the flows through plant 5 and into the system for distribution. Those not on the tour were Mr. Simcik & Mr. Davis.

5. Review, Discuss/Take Action on any item regarding monthly reports

(a.) Director Report - Mr. Polansky went over the report with the board.

(b.) Financial Reports - Mr. Simcik went over the P&L & account balance sheet. Informed the Board he looked into the employee retention credit, spoke with the CPA and after a few questions it was confirmed that LTG does not qualify for the ERC.

1. Grants- Mr. Simcik has discussed grants with the KSA engineer Mr. Hays and has requested him to keep watch for any grants LTG could qualify for.

(c.) Office Manager Report - Mrs. Delgado - 38 late notices were mailed, with an outstanding balance of \$ 8,373.78. Submitted the first quarterly report to McLennan County for the ARPA funding. The EPP (Emergency Preparedness Plan) department of TCEQ requested further information not provided initially. This information was completed and submitted. The EPP was added to the operations manual. The TWDB Water loss audit was submitted this month it was not due again until May 1st. 2024. This was done because if a grant becomes available from TWDB they require the water loss audit to be submitted every year. Meaning this would need to be submitted this year to be accepted. Currently working on the CCR (Consumer Confidence Report) that is due July 1st 2023 by TCEQ.

(d.) Manager Report- Mr. Davis - March 70 Total Work Orders were completed. The water loss was 8.34%. High water usage was from James Chapel at 52,100 gallons. They had a major leak while trying to make repairs to the building. Mr. Polansky asked about the voter list. Mr. Davis did not have an answer at this time. This will be on the next agenda.

(e.) Operational Report- Mr. Hand - Several leaks were worked on. Water loss will be high next month Plant 1 had a blowout. By passing the plant until we can dig it up and make repairs. Planning the work on 308 adding the 4" line to the road crossing. This will be a bigger project because of a leak on this line. There were a least 3 days of power outages causing Whiskey Hollow to go down several times. Bode Plant had issues and went down, there had to be extra flushing due issues with the transfer pump and the chlorinator. Went to a class held by TRWA for the EPA Lead Service Line Inventory requirements. Every water supply will be required to do this. This inventory will be due through electric submission October 15, 2024. Explained to the Board what is expected. Could check when drive by meters are installed if the lines could be checked at that time. Engineer is finding out how soon we can have the drive-by meters installed.

6. Review, Discuss/Take Action on Engineering

Mrs. Delgado read report- USDA-RD has approved the agreement between owner (LTG) and engineer (KSA) for professional services. Nothing more right now to report. EPA quarterly report will be submitted this month. KSA

surveyors have started working at all plant sites. Coming up for May – Start discussions with the City of Waco, Review items the USDA-RD require to meet ADA standards, start working on easements with Mrs. Delgado.

7. Review, Discuss/Take Action on any committee updates

(a.) Director informational packet- Mr. Ramsey informed the Board that Mr. Canady with the addition of Ms. Baker had worked on a list of items, if anyone has suggestions after reviewing the list let them know. The Board reviewed and discussed the list. Mr. Simcik suggested a tour of the plant should go on the list. Mr. Polansky Plant addresses.

(b.) Employee Handbook, Raises & Evaluations- Mr. Debbendener informed the Board the committee of Mr. White and Mrs. Beuerlein have meet twice. They are still in the process of contacting other water supplies finding out what they are doing. They started working on raises and evaluations. They will be starting to reviewing a sample of a WSC handbook. They will work on this handbook so it will be tailor made for the needs of LTG. The Board discussed raises were the first priority over the handbook.

8. Review, Discuss/Take action Employee Transition & Succession

Mr. Davis will be reducing his hours. Unsure when his new position starts either the end of May or in August. He will start working a total of 15 hours a week. Available time will be sometime after 3pm. Can stay working until someone is hired and trained or at least until the first of 2024. Mr. Polansky asked Mr. Hand if him and his crew were able to take up the void. Mr. Hand said he believes so.

Mr. Polansky suggested the Board consider Mrs. Delgado become the new general manager.

A committee of Mr. White as chairperson along with Mr. Simcik and Mr. Davis will write up a job description and job posting for the position of outside field manager.

9. Review, Discuss/Take Action on any items listed under Old Business

(a.) USDA-RD Loan update– The water quality improvements agreement between LTG and KSA for professional services has been approved.

(b.) PUC update- The agreement between LTG and the City of Waco was signed and submitted to the PUC for final review. The PUC have until April 26th 2023 to complete their assessment to decide if all submitted materials will be sufficient and close this docket or if more information will be needed.

10. Closed Session

N/A

11. Action on topics discussed in closed session

N/A

12. Adjournment

Lyn Middleton moved to adjourn the meeting. Stephen Symank seconded the motion. All in favor, the motion passed. Meeting adjourned at 8.50 pm.