

## Leroy Tours Gerald Water Supply Corporation Monthly Board of Directors Meeting

March 14th, 2024 @ 7:00 pm

### 1. Determination of Quorum, Call to Order

Meeting called to order at 7:00 p.m. Present: Robert Polansky, Stephen Symank joined by phone @ 8:15, John Simcik, Dennis Debbendener, Cole Canady arrived @ 7:05, Lyn Middleton, Patty Symank & David White Also present: Mrs. Delgado, Mr. Oszust, Mr. Miles Absent: Don Ramsey

### 2. Hearing Members/ Visitors concerns

3 minutes per person – None

### 3. Review, Discuss/ Take actions on minutes from January 11th, 2024 Board of Directors meeting

Mr. Simcik moved to accept the meeting minutes after corrections to the date this being the only change. Mr. Middleton seconded. All in favor. Motion carried.

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

- a. Director Report - Mr. Polansky went over both the reports for January and February with the board. The Board discussed the water loss over the past two months reports.
- b. Financial Reports - Mr. Simcik went over the P&L & the accounting sheets for both January and February reports. Two accounts will renew at Members Choice.
- c. Office Manager Report - Mrs. Delgado –
  - January - There were 61 late notices having an outstanding balance of \$ 16,063.89. The Post Office has continued to have issues. Ended up with over half of these payments coming in the last week of January with more in February post marked the first of January.
    - Contacted Duff engineers to check the progress on the PUC order it is not ready. Contacted Mr. Miles asked him to please request an extension.
    - Worked on the annual meeting materials. Completed the director's manual.
    - Completed the TRWA Membership dues & requested the eminent domain filing. Filed the Annual Regulatory & Assessment fees for TCEQ. Completed the TWDB Water Use audit.
    - Worked with the CPA getting 2023 information for Taxes ready.
  - February - There were 37 late notices having an outstanding balance of \$ 8,362.42. Still having issues with the mail. Continue to receive mail late. This is random. People are starting to drop off instead of mailing the payment in.
    - Updated the Tariff with the Rate change, submitted change to the PUC. Added notice of change to the billing statements and the Website. Continued working with Duff engineers on the PUC order, it is not ready. It is a huge undertaking that will take a lot of time. I have started collecting the information the PUC requires for the notices and from the map Duff provided. Contacted Mr. Miles asked him to please request another extension.
    - Worked with the CPA on gathering information for the 2023 USDA & Financial reports.
    - Completed the Tier II submissions for TCEQ. Worked on the insurance renewal forms.
    - Working with a TxDot technical coordinator on the 2311 project. Which has shown there may be a line that will need to be moved. Mr. Hand will need to locate this line as it was relocated many years ago and was not given to the engineer to be added to the maps. It is unclear where this line is at this time.
    - RVS software came out with a module for the Lead Service Line Inventory. This will help save time and keep us up to date on all meter information throughout the system. This will require when adding a new meter, you add it to the list. There was a huge need for this because this process will be ongoing

as additional information is expected to be required as the LCLI evolves over the next few years. This reporting will now be required to be updated, frequency of updates is still undetermined. Mr. Childers has completed 384 meters and has received his first payment. I have started to enter meters into the system.

Worked with a company named OCI Solar Power. They are checking if there are any service lines or meters in an area where they will be installing solar power. It was determined we have one meter but no service lines located in the planned area. I have been working with Mr. Hays on the impact this will have on the one meter located in this area, along with a response to their development inquiry. I will also be reaching out to the member to go over the options.

Mr. Simick moved to review the work involved in the research and response letter and submit an invoice to OCI. Mr. White seconded. All in favor. Motion carried.

i. New Memberships- None

d. Field Manager Report- Mr. Oszust –

January – Total work orders given were: Chet 9 / Johnny 12 / Barry 3

High water loss leaks: Janke Loop / Plant 1

RVS Software module for inventory. Started learning the system and entering items. Propane tanks were filled for winter. Worked with TxDot on locating a road bore, line was found in TxDot easement. Did a webinar on water tank construction and maintenance.

February - Total work orders given were: Chet 18 / Johnny 8 / Barry 15

High water loss leaks: Janke Loop / Bode Plant. A representative from Core & Main came in and discussed the decline in the making of regular meters and the difficulty in receiving more will become.

An offer of \$ 75.00 each a \$ 25.00 difference in current pricing was given if we wanted to place an order now while they had stock available. The Board discussed this offer and Mr. Simcik moved to order 100 meters. Mr. White seconded. All in favor. Motion carried.

e. Operational Report- Mr. Hand was absent- no updates other than our current level for PH is 8. The booster pumps at both Whiskey Hollow and Bode will be pulled and repaired by Jurgensen.

f. Engineering Report- Mrs. Delgado gave the report for Mr. Hays.

USDA Project- We have continued with our plan preparations to include the pipeline alignment. We need to work out some fine details in select areas where we are crossing certain low-lying areas at some minor creeks. The alignment issue here is more about avoiding obstacles that might limit workspace when designing locations that require horizontal directional drilling of the pipe. We are also preparing to submit the next monthly report to McClennan County for the ARPA funds.

Solar Farm Project- I will be providing language for a response from LTG to the request from a solar farm company regarding any LTG utilities that may be in conflict with their proposed construction.

Janke Loop- Additionally, I did receive a phone call from the gentlemen on Janke about the water line. He has offered to provide the labor to install a new line using materials furnished by LTG. This is something the board will need to discuss as it will involve an expense on LTG's part to purchase the materials.

## **5. Review, Discuss/Take Action on any committee updates**

- a. Director informational packet- No updates. Mr. Polansky discussed with the board any additions can be made as needed to the manual. This committee can be dissolved.
- b. Drought Contingency Plan- Mr. Polansky discussed with the board that the City of Waco has sent what they have coming up for a vote March 19th. The committee will work with the current proposed Drought Contingency Plan from the City of Waco and make the necessary adjustments to line up with the needs of the LTG system.
- c. Design & materials specs- Mr. Oszust informed the Board he has not been able to get anything put together. He has been working in the inventory module first.

## **6. Review, Discuss/Take Action on any items listed under New Business**

N/A

## **7. Review, Discuss/Take Action on any items listed under Old Business**

- a. EPA update- Quarterly report will be submitted.
- b. PUC update- Mr. Miles informed the Board he requested an extension it was approved. There is still a lot to be done. This is a large project. If this is not ready, we can request another extension.
- c. Janke Loop Improvements- The board discussed taking bids on a new line. Look at getting an engineering plan and fees.
- d. Pure Water agreement- Mr. Polansky informed the Board that Pure Water did not except the calculations and would like to offer an alternate formula to determine the rates.

## **8. Closed Session**

- a. The Leroy Tours Gerald Water Supply Corporation reserves the right to adjourn into executive session on any of the items listed on this Agenda, if at any time during the meeting an item meets the criteria which allow for executive session under Texas Government Code, TITLE 5, SUBTITLE A. CHAPTER 551. Section 551.071 or Section 551.074
  - i. Field Manager Matters

Closed session started at 8:16 session ended at 9:56

## **9. Action on topics discussed in closed session**

Reopened meeting at 9:57.

Mr. White moved to have Mr. Oszust hire a crew to clean up the Plants. Mr. Simcik seconded. All in favor. Motion carried.

## **10. Review Directors' topics to be considered for future meeting's agenda**

- a. Getting GPS on all valves throughout the system and what each valve is for.
- b. Flow plan for materials; ordering, checking in and checking out.
- c. Discuss options for flushing candidates.

## **11. Adjournment**

Mr. Middleton moved to adjourn the meeting. Mr. Debbendener seconded. All in favor. Motion carried. Meeting adjourned at 10:00 p.m.