

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

May 11<sup>th</sup>, 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, Cole Canady, Lyn Middleton, Don Ramsey arrived at 7:05, Stephen Symank, David White. Carol Baker was absent. Also present: Mr. Hand, Mr. Davis, Mrs. Delgado and Mr. Buenger

### 2. Hearing Members/ Visitors concerns

3 minutes per person –

Liz Smiley-In January a list was requested of member account numbers showing who voted along with votes that were disqualified and why. Why has it taken four months to be on the agenda?

### 3. Review, Discuss/ Take actions on minutes from April 13<sup>th</sup>, 2023 Board of Directors meeting

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

### 4. 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 the bank will be changing the type of account the ARPA funding is in.
  1. Funding from Texas Water Development Board- Mr. Simcik has discussed this funding with Duff Engineers. They will be doing the research on the lines needing to be replaced along with the application. The Board will need to review and discuss costs. Today Mrs. Delgado, Mrs. Adamek and Mr. Hays attended a webinar held by TWDB on this Lead Service Line funding.
- c. Office Manager Report - Mrs. Delgado - There were 31 late notices with an outstanding balance of \$ 5,627.79. I have completed the CCR (Consumer Confidence Report). It is available online. Waiting to receive the TCEQ request for a copy of the CCR should receive it sometime in May. It is due July 1<sup>st</sup>. 2023. LTG received an arsenic violation for the first quarter from TCEQ. This is available online for review, and was added to the back of the billing statements. Have been updating the operations manual. Worked with Mr. Simcik & Mr. White on the job description for outside field manager, have also worked with Mr. Debbendener on some information for the employee handbook. Worked on getting information set up and ready for the Lead service line inventory.
  1. Costs for records requests- Mrs. Delgado asked the Board to review the Public Information Act handbook 2022 rules on pricing for records requests. The Board discussed the cost sheet. Mr. Simcik moved to charge at the rate of .10 + 25% on copies and \$15 + 25% on labor, round down. Mr. Debbendener seconded. All in favor. Motion passed.
- d. Manager Report- Mr. Davis – April there were 35 Total Work Orders completed. The water loss was 9.98%. A large amount was flushed 170,000 gallons due to the following: Chlorinator, check valve and electrical issues contributed to the large amount of flushing. Plant #5 Bode had to be flushed twice and Plant #1 also had to be flushed.

1. Repairs to the office- Air conditioner will have repairs & cleaning done. Replace overhead lighting in the office and convert to an LED set up. Board approved all the work to be done.
  2. Office backup Generator- Board discussed the power issues and that over the past few months the power had gone out on several different days. Mr. Simcik asked Mr. Davis to check on having the work done. Mr. Simcik moved to approve work at a cap of \$3,500. Mr. Middleton seconded. All in favor. Motion passed.
- e. Operational Report- Mr. Hand - Several leaks were worked on. Dealt with some electrical issues. Plant 1 developed a hole in the 8" pipe the size of a fist. Flooding the back half of the property including one member's back yard. This water loss will show up on next month's directors report.
1. Electrical update on Bode Plant # 5- There were several power outages at the Bode Plant that caused several issues. One was overflowing, the Well stayed running all night. Had Alliance electric come out, they found some wires with corrosion, everything was going fine. The next day it did it again. Alliance came out and checked again and found it was the check valve, this has been fixed. Also, having issues with the transfer pump. The chlorinator at Bode had an issue, this caused the crew to do extra flushing.

#### **5. Review, Discuss/Take Action on Engineering**

Mrs. Delgado read the report- Our surveyors have completed the aerial survey with the drone equipment and should be delivering a preliminary survey file in the coming weeks. They will still be in the area on occasion with conventional on-ground survey crews to tie in ground level features that cannot be delineated with the drone survey (culverts, utility covers/markers, etc.) The team is working on the preparation of certain exhibits for use in a couple of kick off meetings with LTG and City of Waco staff. Based upon delivery of the preliminary survey file, I anticipate those occurring in early June. On the EPA front, we have corresponded with Jessica Moore and provided a schedule for their files and use.

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

(a.) Director informational packet- Mr. Ramsey informed the Board there is nothing to report at this time.

(b.) Employee Handbook, Raises & Evaluations- Mr. Debbendener informed the Board the committee has been reviewing samples of employee handbooks and evaluations. By the next meeting they should have a handbook and evaluation ready for the Board to review. Would like to suggest using the TRWA salary comparison survey as a guide to giving the raises.

(c.) Job Description and Job posting- The Board reviewed and discussed the hand out. Mr. Middleton moved to accept this as written, adding physical fitness in description. Mr. Symank seconded. All in favor. Motion passed.

#### **7. Review and discuss the findings regarding public availability of voter's information**

A verbal request in January to put members' account numbers on the website, caused some concern. The Board has no obligation to do this, but I wouldn't put any member information on line that has a potential of needing to be redacted. Anytime a request comes in for public information they must make it in writing. If there is private information a notice to all members would need to be done, regarding the release of personal information, if not already completed. If the request is large, direct the request to the attorneys for review on how to proceed.

#### **8. Review, Discuss/Take action on directors' consecutive absences**

Mr. Polansky starts by saying everyone here has committed their time to be here for this community. The members have put trust in us to do right by them. It is my personal opinion that if we can't consistently attend

and provide our input, we are not holding up to our commitment to the community that elected us. Ms. Baker has now missed her third consecutive meeting that is March, April and now May. Mr. Polansky then reads the email that is required to be sent, giving her notice after she missed the two consecutive meetings. Informing Ms. Baker that per the By-Laws they could act upon her removal if she fails to attend the next meeting. Ms. Baker did respond to the email but with no reason as to why she had missed the previous meetings, or her plans for the upcoming meeting in May. The Board discussed her absences and her recent request to change the meeting night. This was voted in March to keep it on Thursday night. The Board discussed that things in life can change, maybe the meeting night no longer works and she is just unable to attend. They discussed her lack of communication with the rest of the Board to convey her reasons for not attending these last 3 months. Mr. Debbendener moved to remove Ms. Baker as a director. Mr. White seconded. Majority in favor, Mr. Ramsey voted No. Majority have the vote. Motion Passes.

Mr. Simcik moved that at the next meeting the Board will review applications and appoint a director to service the remainder of this position's term. Will place ad for open director seat available on the website and in the West Newspaper along with the job listing for outside field manager opening. Mr. White seconded motion. All in favor. Motion passes.

#### **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. Nothing else at this time.
- b. PUC update- The PUC requested an extension until May 31<sup>st</sup> 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.
- c. Lead Service Line Inventory update- Mr. Davis received two bids to do the EPA required Inventory. This consists of verifying the lines going into the meter on both sides. Some extensive digging may be necessary, GPS locating. This must be done for the entire system. Must be submitted by October 2024 on a specific spreadsheet electronically.  
The bids that came in were \$75.00 and \$50.00 a meter. The Board discussed the bids and time frame to complete the inventory. Mr. Simcik moved to accept the \$50.00 bid from our meter reader Mr. Childers as it can be completed faster. Mr. White seconded. All in favor. Motion passed.

#### **10. Closed Session**

N/A

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

N/A

#### **12. Adjournment**

Mr. Middleton moved to adjourn the meeting. Mr. Debbendener seconded. All in favor, the motion passed. Meeting adjourned at 8.36 pm.