

Leroy Tours Gerald Water Supply Corporation Monthly Board of Directors Meeting

April 11th, 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 @ 7:25, John Simcik, Dennis Debbendener, Don Ramsey, Patty Symank & David White Also present: Mrs. Delgado, Mr. Oszust, Mr. Hand & Mr. Miles Absent: Cole Canady & Lyn Middleton

2. Hearing Members/ Visitors concerns

3 minutes per person – None

3. Review, Discuss/ Take actions on minutes from March 14th, 2024 Board of Directors meeting

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

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

- a. Director Report - Mr. Polansky went over the report for March with the board.
- b. Financial Reports - Mr. Simcik went over the P&L & the accounting sheets. Two accounts will renew at Citizens State Bank next month. Going to look for the best rate with the longest renewal time.
- c. Office Manager Report - Mrs. Delgado – There were 30 late notices with an outstanding balance of \$ 6,207.76. Working on the PUC Notices. Placed notice in the West newspaper to run April 4th and April 11th. They will send a copy of the notice with the affidavit required. I have compiled a list of the required 25+ acre notices. Finalized this week the total number of mail outs for this notice is 112 out of 136 with 107 members & 29 nonmembers. Worked with TxDot on the 2311 project to find the live line. AT&T found the active water line. From the initial review it looks like it is not located in the TxDot easement. Duff engineers is reviewing this. Webinar: TXWARN Texas water/waste water Agency response network. This month I will be working on the TWBD Water Loss Audit and will be starting the CCR. Mr. Childers has finished the CSI on the Lead Service Line Inventory.
 - i. New Memberships- New Member @ 875 E. Hilltop, @ 285 Grassy Way - Transfers- @ 5155 Leroy Pkwy, @ 405 Grellhesl Road
1. Field Manager Report- Mr. Oszust – Total Work Orders given: Chet 18 / Johnny 9 / Barry 5 2. 811 locates: 5 for w/o - 10 for 2311 project 3. Water loss was 19.72% 4. Webinar: Steps to Damage Prevention and Safe Excavation Texas 811 & TXWARN Texas water/waste water Agency response network. 5. Have about ¾ of the Lead Service Line Inventory entered into RVS. 6. Took photos, a video and got GPS for the active line TxDot requested information on.
- d. Operational Report- Discussed work orders.
- e. Engineering Report- Mrs. Delgado read the report – The project is approximately 50% complete on the plans. They had a project status meeting with McLennan County and LAN. The county is having them with all recipients of the ARPA funds. The minutes from that meeting are attached. At that meeting Mr. Hays delivered a printed set of the current plans to John to bring back to the office for our files. He will send the office a download link for the plans since the attachment would be too large to email. They will be submitting the next round of monthly and quarterly updates to the county.

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

- a. Drought Contingency Plan- Mr. Polansky updated the board that the committee had started reviewing the Plan. A few examples were given of the changes they will be proposing. They will continue to update the current plans that will fit LTG and the city of Waco.
- b. Design & materials specs- Mr. Oszust requested more time. This is a huge project to set up.

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

- a. Field Manager Evaluation – Will go into closed session at the end of the meeting.
- b. Inventory Management – Mr. Oszust will set up a flow chart and the process of how inventory will be handled when receiving materials and signing materials out for repairs.
- c. Flushing Discrepancies- Mr. Polansky discussed with the Board that the flushing logs had not been turned since the December flushing. The board discussed the options. Mr. White moved to take bids to hire someone to do the flushing. Mr. Symank seconded. Mr. Simcik moved to terminate Mr. Hand. Mr. White seconded. Mr. Symank moved to offer Mr. Childers a one-time pay of \$27.50 to flush the dead-end mains for April to be submitted by May 1st. Mr. White seconded. All motions were in favor. All motions carried.
- d. Work Order Process- Mr. Polansky discussed making a committee that will work with the office to develop a plan for the work order process. Mr. Polansky would like to head this committee with the help of Mr. White. Mr. Hand informed the board during the process of leaving chalk bluff both received and invoiced work orders were moved and misplaced. This month they set up an email to have all work orders sent too. They have stream lined their invoicing and will now send them via email with a new invoice lay out to include more details. Mr. Hand would like all new work orders be emailed, requested all old work orders to be emailed.

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

- a. EPA update- Mrs. Delgado informed the board that the Quarterly report and the updated progress report on the USDA-RD project will be submitted. Mrs. Delgado also requested that the progress report be sent to the USDA.
- 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- Nothing new to discuss.
- d. Pure Water agreement- Mr. Polansky informed the Board that Pure Water Board passed the agreement, we are waiting for a signature. A copy of the agreement was passed out. Need to review contract with Waco on emergency hookup allowed daily usage.

Closed Session @ 8:29pm

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

Opened Session @ 8:49pm

9. Action on topics discussed in closed session

Mr. Simcik moved to make Mr. Oszust a permanent employee and a \$2.00 raise. Mr. Symank seconded. All in favor. Motion carried.

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

1. Computers and software
2. Occupational safety for the office and the plants
3. Directors Manual review

11. Adjournment

Mr. Symank moved to adjourn the meeting. Mr. White seconded. All in favor. Motion carried.
Meeting adjourned at 8:54 pm.