

Leroy Tours Gerald Water Supply Corporation Monthly Board of Directors Meeting

May 13th, 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, Dennis Debbendener, Lyn Middleton, Don Ramsey, David White on Zoom: John Simcik, Cole Canady Also present: Mrs. Delgado & Mr. Oszust & Mr. Miles on Zoom Absent: Patty Symank, Barry Hand

2. Hearing Members/ Visitors concerns

3 minutes per person – None

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

Mr. Simcik moved to accept the meeting minutes as written. Mr. Canady 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 with the board.
- b. Financial Reports – Mrs. Delgado went over the P&L & the accounting sheets. The accounts that are scheduled to be renewed this month are going to automatically be renewed. After reviewing all the options this was the best one, they will stay on the same terms, the rates are lower as all rates have dropped.
- c. Office Manager Report - Mrs. Delgado –
 1. There were 25 late notices having an outstanding balance of \$ 8,891.01.
 2. In April both Chet & I attended a workshop held by TRWA for the lead & copper inventory requirements & cybersecurity. It did confirm there are more steps after the October deadline of filing the inventory. We do not fall under the cybersecurity requirements right now. So, we have some time before we meet all the requirements.
 3. Mr. Simcik, Chet & I attended a meeting on Water loss solutions & opportunities in Texas. This was very informative, went over the need for more accurate accounting of the water loss. This could include the addition of master meters through the system to help find leaks, any flushing throughout the system & aging infrastructure.
 4. I completed and submitted our water loss audit to TWDB. This is only required if you have funding through them, but we are still doing them yearly. This is to help see where loss could be coming from and in case we need to apply for funding.
 5. In May I will be working on the PUC notices that need to go out to finish the CCN order.
 - I. New Memberships- Nothing currently.
- d. Field Manager Report- Mr. Oszust –
 1. Total Work Orders given: Chet 6/ Johnny 2 / Barry 2.
 2. Leaks with water loss: On this month's Report. Nothing to report no major leaks
 3. Mr. Childers and I went out on April 16 & 17 with the flushing log. Of the 28 flush valves on the log, we did 31. We did a complete inventory on each valve, this includes GPS, Timed the flushing, did the Chlorine Residual testing and making Notes to the condition, if there is fencing and any hazards at each valve. Since then, I have found 8 more flush valves for a total of 39. I found some valve signs and some stakes and have gone out and posted 8 of them so far.
 4. The Bode Plant generator was kicked out on May 2nd. It ran for 8 hours due to an electrical power flux. Contacted Hilco, they came out checked and found things were good on their end. Called Mr. Hand and he walked me through the generator shut off procedure. Mr. Hand would then be contacting the generator service people. On May 4th we experienced low water pressure at Bode. I went to look and reached out to Mr. Hand; he had me go to turn on the Bode & Whiskey interconnect. Mr. Hand had to come out and reset the pumps.

5. Started working on the OSHA compliance. I had the fire extinguisher here in the office recharged and certified by Esquire fire and security. I will be setting up an assessment with them for each Plant.

- I. Inventory Management process- Nothing currently.

- e. Operational Report- Reported under field manager report.

- f. Engineering Report- Mr. Hays-

1. They are continuing with their design on the USDA project. They have made some adjustments to the waterline route to avoid certain physical obstacles. The waterline route is still within the general route location as determined in the PER. They are working on another interim deliverable for the easement map sheets. This will allow for easement confirmation or acquisition to begin.
2. Regarding easement acquisition, speaking with Adam Miles the other day we may want to entertain the acquisition of new easements for the following reasons:
 - a. Existing easement documentation may be difficult to connect to current property boundaries/ownership due to ownership changes and subdivision of property.
 - b. Existing easement documents may not cover the location of the new water line. Most easements using the USDA template are described as XX' wide centered on the water line. This width coupled with the location of the new water line relative to existing water lines might not provide sufficient easement area for construction. Additionally, a determination of whether the easement will allow installation of a second water line may be a factor.
 - c. Areas where water lines may exist but have no documented easement will require a new easement. The concept of prescriptive rights will not allow the installation of a second water line within the prescriptive easement area.
3. Once we have the easement map ready for delivery, we can tabulate current ownership (from McLennan CAD data) and determine acquisition requirements. Should we identify any difficult parcel acquisitions the county has stated they will support placing the new water line in the county road right-of-way to move the project forward.

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

- a. Drought Contingency Plan- Mr. Polansky went over with the board the proposed plan. This plan had been emailed for review to each director prior to this meeting. Mr. Middleton moved to except the plan with the understanding it can be changeable. Mr. Symank seconded. All in favor. Motion carried.
- b. Design & materials specs- Mr. Oszust informed the board he has nothing new at this time.
- c. Work Order process- Nothing currently to report.

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

- a. Front End Capitol Contributions- Mr. Polansky informed the board that after the CPA's review of the financials from 2023 we are currently in good standing. This will be reviewed again after the upcoming improvements to the system have been completed.
- b. Plant Clean Up- Mr. Polansky asked Mr. Oszust for an update. Mr. Oszust informed the Board that Mr. Hand & himself would be setting up a time to go to each plant to take inventory of items that need to be at the plants and what needed to be removed. Mr. Oszust would get bids to get the plants cleaned up.
- c. Signing limit & Credit Card limit- Mr. Simick moved to raise the check signing limit to \$ 2,500. Mr. Symank seconded. All in favor. Motion carried. The Board discussed the Credit Card limit. Mr. Middleton moved to table the Credit Card discussion at this time. Mr. Debbendener seconded.
- d. Member Rate Concerns- Mr. Polansky informs the board of a petition going around regarding the rate increase. Mr. Polansky reads the petition to the board. Mr. Canady suggested the board should put out a statement explaining why and how these increases came to be.

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

- a. EPA update- Nothing to report currently.
- b. PUC update- A new extension was requested and approved. We are hoping to have this finished by June 10th, the deadline to file.

- c. Bid for Computers- Mrs. Delgado gave the board the bid for the computers. Mr. Simcik moved to except with the addition of warranties and license keys. Mr. White seconded the motion. All in favor. Motion carried.
- d. Directors Manual- Moved to the next meeting.
- e. Janke Loop Improvements- Nothing new to discuss.
- f. Pure Water agreement- Mr. Polansky informed the Board that we are still waiting for the signed agreement.

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

9. Action on topics discussed in closed session

N/A

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

- 1. A fireproof safe in the office.
- 2. Rate concerns- public announcement
- 3. Flushing

11. Adjournment

Mr. Middleton moved to adjourn the meeting. Mr. Canady seconded. All in favor. Motion carried.
The meeting adjourned at 8:30 pm.