

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

**November 14<sup>th</sup>, 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, John Simcik, Cole Canady, Dennis Debbendener, Patty Symank & David White Also present: Mr. Oszust & Mr. Miles Absent: Mrs. Delgado, Mr. Hand, Lyn Middleton, Don Ramsey

### **2. Hearing Members/Visitors concerns**

3 minutes per person – None

### **3. Review, Discuss/Take actions on minutes from October 10th, 2024, Board of Directors meeting**

Mr. Symank moved to accept the meeting minutes as written. Mr. Debbendener 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. High water loss will be discussed later.
- b. Financial Reports – Mr. Simcik went over the P&L & the accounting sheets with the board. Discussed moving the 2023 money from the balance left on the budget to a reserve fund and to the equity account that would replenish the rest of the money from the Bode Well repairs.
- c. Office Manager Report – Mr. Polansky read report.

There were thirty-seven late notices having an outstanding balance of \$ 7,016.53.

1. Notice – Notice of Annual Election for Board of Director position was placed on billing statements and the website.
2. Notice – Received Arsenic notice from TCEQ for our third quarter. This is on the website, it will go on the back of the bills for next month, the required forms were completed and emailed and accepted by TCEQ.
3. Generator Plant 1- Worked with Mr. Hays and Mr. Miles on the Plant 1 generator project. Notice was put in the West newspaper and ran for two weeks also on a site called Civcast and the LTG website. I put together the authorization form that will be used tonight for the Plant 1 generator vote.
4. Creek Side will be starting in phase two. This brought up questions from the City of Waco about our CCN Boundary which has required back and forth with the City of Waco, a surveyor, Duff engineers and Mr. Miles. I have submitted updated materials, and this is currently under review by the City of Waco.
5. Company vehicle – I spoke with another water supply that has a company vehicle. They sent me the following numbers of their yearly costs over the past two years. This does not include monthly vehicle payments. Our payments would be completely different so unnecessary for these totals. I spoke with the insurance company, and they said it would add \$ 1,250 to \$ 2,500 to the policy, depending on the vehicle. Mr. Oszust will go over this later under 6. (d.) on the agenda.
6. Started work with Mr. Oszust developing a comprehensive list of maintenance requirements that will outline each Plant's needs regarding a new contract for Lawn maintenance and upkeep.
7. Election Auditor- Mr. Ken Bass has graciously agreed to serve as election auditor if needed. He has done this for us twice before.

This month has been incredibly busy. The items listed below have been ongoing works in progress all year or part of this year.

8. Water Licensing - Confirmed with TRWA and TCEQ that once we are receiving Waco water the Operator will need to have a Class C ground water license, will need knowledge of Class C Surface Water license topics and training specifically for LAS Treatment, will need to be familiar with the specific processes and safety procedures associated with this treatment. While there is not a separate license specifically for LAS treatment, the knowledge and skills required are typically covered under the broader water treatment operator licenses.
9. PUC CCN Boundary- Reached out to the PUC to have the mailout reviewed and approved before sent to the printer. After I completed making changes to update the lists. I reached out to printer and the rough estimate

for the mailout with printing and postage will be around \$ 1,348.21. The next step in sending these out needs to be completed carefully, so it is unclear if this will be done before the deadline. Mr. Miles is requesting one last extension to ensure this will not need to be done again.

10. PUC Petition- Boards requested cost update is \$5,380.54.
11. Lead & Copper Inventory- The LSLI (Lead Service Line Inventory) was completed, submitted, and confirmed as received on October 15<sup>th</sup> this was submitted on time. After the LSLI inventory was complete there were forty galvanized pipes found on the members' side of the meter. A Public Notice must be sent to all members that have lead, Galvanized or are of unknown material. After reviewing notice making necessary changes and additions, one section required information (not provided) that we must provide are funding options to homeowners. I spoke with TCEQ about the options I found, these were approved to be added to the notice. I prepared and mailed out the EPA required Public Notice and have emailed TCEQ the certificate of delivery. This is the first step; this letter will help confirm if the members do have a galvanized line. Next step, a replacement plan will need to be made by the corporation.
12. TCEQ EPP (Emergency Preparedness Plan)- The EPP division reached out for an update on backup generators for Plant 1 & 4. They also had questions about equipment listed at each plant site. I reviewed and made the necessary changes to each page that needed to be updated, the 35-page report was emailed back for review. I would also like to point out & thank Mr. Oszust as he has been a crucial part of me having the opportunity to complete this extra work. By working hard on the Lead Service Line Inventory & helping me stuff all the envelopes from the first set of 600+ mailouts for the PUC, he takes and enters payments as well.

High users 50,000 gallons or above- 1 on Leroy Pkwy, one on Bode & one on Kelinske. One of these was reported as a leak.

#### I. New Memberships- N/A

- d. Manage Report- Mr. Oszust – Total Work Orders given: Chet - 11 / Johnny - 7 / Barry - 9  
Major Leaks fixed: Gerald Lane, Ivy Lane, Altus, two on Leroy Parkway  
Current Major Leaks: Uptmor Rd, Hilltop & Whiskey Hollow, Valve on Gerald by Woody Ray Dr. in a ditch  
Minor or Unclassified Leaks: Plant 1 at valve, St. Martins Church, Heritage Pkwy in Leroy
  1. Completed the cleanup process at the Whiskey Hollow Plant.
  2. Started working with Mrs. Delgado to produce a list of maintenance requirements to make a new contract for a Landscaper.
- e. Operational Report- Mr. Simcik discussed with Mr. Hand why the Whiskey Hollow plant is pumping more than the Bode plant. Mr. Hand confirmed that there were repairs needed to be done before this could be rectified. Also, there is a fence with no gate access to the area they need. Mr. Hand planned to come and verify the parts were in and schedule the work for the following week. Work on Whiskey Hollows Road Bore and Hilltop repairs are also being scheduled. Mr. Simcik suggested we investigate costs and sizing for ladders in areas that have no gate access where we have utilities we need to check.
- f. Engineering Report- Mr. Polansky- This month is a short report as we are waiting on input from others regarding Plant 6 and the Plant 1 generator bids. We are presently coordinating with Waco and Oncor on the Plant 6 layout. Waco has our plans, and we are awaiting comments. We also have the Plant 1 generator scheduled for a bid opening next Tuesday. Adam has completed the title work for the easements and is slated to begin working on signatures. We will have coordination with them regarding maps and exhibits that may be required for landowners.

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

- a. Credentials Committee- Election Auditor- Mr. Ken Bass agreed to serve as election auditor if needed. Mr. Simcik moved to have Mr. Bass serve as election auditor. Mr. Symank seconded. All in favor. Motion carried.

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

- a. ARPA Plant 1 Generator Project- The board discussed giving the Board President the authority to accept or reject the upcoming bids. This contract needs to be completed before the end of the year. Mrs. Symank moved that the board of directors gives the approval for the board president to accept or reject bids, award the project to the lowest responsible bidder, and sign contract documents per parameters established by the Board of Directors. Consider award of contract for the construction of the ARPA Plant 1 Generator project in an amount not to exceed \$175,000 authorizing the Board President to execute documents related to award of the project.

ITEM DESCRIPTION: Due to time constraints related to the use of ARPA funds, this item is being presented for consideration by the Board before the scheduled bid opening. Bids for the project will be opened on Tuesday, November 19, 2024. Per the competitive bidding requirements of Texas Government Code Chapter 2269, Subchapter C, the award will be made to the lowest responsible bidder subject to reference check and verification of required documentation. Mr. Simcik seconded the motion. All in favor. Motion carried.

- b. Wages - Mr. Simcik discussed with the board a discrepancy in pay for the office manager and it should be reviewed. The board discussed wages for all salary employees, giving a 7% increase and an additional \$4k to Mrs. Delgado. Mr. Symank moved to review the minutes when the raise was discussed verify, she is up to date with getting the \$2 an hour. Mr. Canady seconded the motion. All in favor. Motion carries.
- c. December meeting - Mr. Simcik moved to have the December meeting at Slow Rise Pizza on the Brazos River. Mr. Symank seconded the motion. All in favor. Motion carried.
- d. Company vehicle - Mr. Oszust went over the estimated costs the corporation has been spending on vehicle expenses over the years. Explained that the wear & tear he originally agreed too. But the magnetic signs with LTG on it and the caution lights are both scratching and removing clear coat. The Board discussed and agreed that a company vehicle should be purchased and set a plan to replenish the account over five years. Mr. Simcik moved that any officer could purchase the vehicle if it meets criteria and seems in good condition. Criteria used, 4 doors, not 4 cylinder, ½ ton, 75k mileage or less, \$25k + tax, title & licensing or less and 2-wheel drive. Mr. White seconded the motion. All in favor. Motion carries.

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

- a. EPA update- Nothing to report.
- b. PUC updates- Docket: CCN boundary request for extension will be filed.
- c. Docket: Petition – A meeting with the PUC will be held on Zoom November 25<sup>th</sup> to review where things are and potentially schedule a hearing.
- d. Janke Loop Improvements- Nothing to report.
- e. Tiers & Rates- Mr. Simcik handed out a sheet showing multiple proposed tier options for the board to discuss adding or changing tier structure. Mr. Canady moved to approve 0-1000 @ \$8.00, 1001-8000 @ \$11.00, 8001-40,000 @ \$13.00, 40,001-50,000 @ \$15.00, 50,001-over @ \$25.00. The new tier structure increase will become effective from the February meter reading cycle. Mr. White seconded the motion. All in favor. Motion carried.
- f. Budget for FY2025- The Board reviewed and discussed the budget worksheet going over each line item. Some changes will be made before the board will finalize the budget.

#### **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 the Texas Government Code, TITLE 5, SUBTITLE A. CHAPTER 551. Section 551.071 or Section 551.074.

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

The board went into closed session @ 9:54pm, closed session ended @ 10:13pm.

Mr. Canady moved to authorize the Board President to pay the reason acquisition at half the appraised value. Mr. White seconded the motion. All in favor. Motion carries.

Opened regular session: 10:14pm

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

1. Pay discrepancies
2. GIS software

#### **11. Adjournment**

Mr. Canady moved to adjourn the meeting. Mr. Symank seconded. All in favor. Motion carried.

The meeting adjourned at 10:16 pm.