

BOARD MEETING MINUTES

Thursday, August 21, 2025
CANYON PARK CLUBHOUSE
6:00 PM

MINUTES

Attendees: Dalene Felder, Charles Smith, Keith Babola, Margaret Rivas, Johnny Clawson, Robert Simard, Jim Marxen

Visitors: Josh Taylor, Cne Taylor (Water Contractors), Robert Pegg, Susan Soucy, Bobbi Moore, Patrick Kratz

Quorum present: Called to order at 6:01 pm

DISCUSSION:

1. Dalene Felder asked if everyone had a chance to review June's minutes (No meeting held in July due to TRWA training in Galveston). Robert Simard made the motion to accept the minutes; Dalene Felder seconded the motion. Motion passed unanimously.
2. Dalene Felder reviewed the financials, covering the water accounts, expenditures, profit and loss for the month of July, and cash on hand in all accounts. Robert Simard made the motion to accept the financials; Charles Smith seconded the motion. Motion passed unanimously.
3. There was a discussion on the feedback we got from the grant presenter in the class that TWDB always looks for an account with the name reserve in it for funds set aside for future work. She also indicated that payments be made on a regular basis to show TWDB that if the grant is not 100%, we can pay for the portion the water utility would be responsible for. Given this feedback from the TRWA training, Robert Simard made the motion to accept the advice and rename our "Emergency Repairs" account to "Emergency Reserve". Keith Babola seconded the motion and this was passed unanimously. Jim Marxen to work with First National Bank to rename the account.
4. We received a second notice from the IRS this week for the 2022 tax exclusion asking that they would need another 60 days to make a decision. Based on the input from the last meeting, Margaret Rivas on the POA side spoke with the accountants and per them, there would be no additional interest or penalties accrued during that period.
5. We received feedback from Ms. Sealy that we were at the point in the grant process of being #53 out of several hundred utilities. In September the first round goes out to the top projects, and they have two weeks to reply. If there is grant money left over or some of these utilities do not reply with the proper documentation or qualification, they then

- go to a second round, moving down the list to the next project. She is hoping we obtain the grant on the second round. We should know at the end of September or in October.
6. Quotes for the water plant surge protector(s) - Josh Taylor, our contractor, obtained and presented three quotes to the board. This was done since we have had two recent events where the pumps didn't kick in after a power surge or outage. Josh Taylor indicated that he was familiar with the Delta Surge Protectors in the Coldspring operations and they have not given any issues. The discussion that followed agreed that since the surge protector can be damaged and it would be beneficial to have a backup, we would pursue two of the surge protectors. The Delta 3 phase industrial surge protector was \$781 on the bid. The surge protectors must be capable of each of the three phases of 480V power. An electrician would be needed to install and replace these if bad. Question was asked what happens during the time the water plant has issues, with the office hours so short, what could be done to improve turn-around time. Currently we have an emergency number for the contractors, but most issues start with low pressure or sediment. A suggestion was made to have both office numbers set-up call forwarding so a timely response can be achieved. Robert Simard indicated that the office person would be the obvious choice given familiarity with daily events. There would be compensation made for any events requiring plant response upon notification. Robert Simard made the motion to obtain and install two of the Delta surge protectors with a target of \$2,000 to purchase and install two. Charles Smith seconded the motion. This motion passed unanimously.
 7. Jim Marxen indicated that two Dell Slimline Windows 11 Pro business computers were order and are in the office. He indicated he contacted the two businesses in Livingston for pricing and work they would do to set up the office with updated applications and the network. Both indicated the rate was \$120/hr plus travel. Both indicated that this should be possible with a day's work. We have received the new version of RVS that works under Windows Pro 11. No progress on the resolution with Microsoft has been made as we are unable to update anything with Office. Jim Marxen indicated he has reached a support person and has a case number. He did receive a message they called and would attempt to call the next business day.
 8. Johnny Clawson provided an update on the maintenance activities. Since hiring JT Utilities, there have been very few issues. The conversation then turned to the need for cleaning the storage tanks. The discussion provided many ways that we could approach the issue as the bids have been anywhere from \$9,000 just to clean the tank to over \$60,000 for cleaning and recoating the tank. The storage tanks have been inspected each year, and the next inspection is targeted for January. However, once the tanks are pressured washed, a better assessment can be done. Also, there was the concern of the grant timing raised as if we spent the higher amount, would we still qualify for a partial grant funding. This is where the Emergency Reserve funds could be depleted below the

level needed. Johnny Clawson indicated he was still waiting for several more bids and the decision was made to table this decision until more information could be obtained.

9. Josh Taylor indicated they have installed four (4) of the five (5) sampling stations. The last sampling station will be installed in the easement at the water office (TCEQ approved sampling site).
10. Jim Marxen provided an update that the number of meters still left to pull is 82. The discussion was mainly around the number of meters that would be remaining for future growth as the water plant does have a capacity limit.

NEW BUSINESS:

1. Johnny Clawson suggested that we put verbiage on the bill back for flushing hot water heaters once a year since there have been a few families having to replace their hot water heaters. Jim Marxen to add on the bill back.
2. Customer civility toward the contractors – the contractors have been accosted several times doing their jobs. Cne Taylor, our other contractor, provided an example, but in the case presented, indicated after talking with the customer, they understood better that we had new contractors and why they were doing what they did. The customer ended up with a better attitude. Advice provided, once they start using profanity, walk away and if the customer doesn't let up, the contractors should call the police department.

ADJOURNMENT:

Robert Simard adjourned the meeting at 7:11 pm.