

## DIRECTOR MEETING MINUTES

Thursday, May 9, 2024  
CANYON PARK CLUBHOUSE  
11:00 AM

## MINUTES

**Attendees:** Johnny Clawson, Dalene Felder, Lawrence Sepulveda, Daniel Rushing, Jim Marxen  
Absent: Robert Simard

Quorum present: Called to order at 6:07 pm

### OLD BUSINESS:

1. Minutes read by Dalene Felder and approved from last monthly meeting. Daniel Rushing made the motion to accept, Lawrence Sepulveda seconded and all agreed.
2. Financials reviewed by Dalene Felder, provided account balances, large expenditures for April. Largest expenditure was Rural Pipe over \$4,000 for PEMTEC Commercial account using 2 inch line, meter and hydrant that will be passed to the customer. Discussion on current water loss as it decreased from 17% to 15%. Lawrence Sepulveda made motion to accept, Daniel Rushing seconded and all agreed.
3. Reviewed the maintenance activities for the 1<sup>st</sup> quarter, provided some statistic on work orders, pumphouse work accomplished and the contract renewal for our water contractor.
4. Reviewed the TCEQ Exit Interview activities. All information was provided to TCEQ except Well #5 Meter Calibration record. Well meter calibrations for both wells have been scheduled to have this done this month.

### NEW BUSINESS:

1. There has not been any feedback yet from TRWA Legal reviewing the draft settlement letter for Simply Aquatics other than the conversation with TRWA Legal indicated we should hire a lawyer. TRWA did send the list of lawyers and all but one are in Austin. Jim Marxen will follow up on both.
2. One final document for the Well #5 Meter Calibration for finalizing the TCEQ inspection. Prestige Technologies did both well meter calibrations that are due in May anyway. Donnie indicated to Jim Marxen that we should be getting the report early next week as it is supposed to done by this Friday. Jim Marxen will provide the TCEQ office with a

copy once it is received. The Well #1 meter register will need to be replaced as it is now indicating 4 gallons more per thousand than actual. Jim Marxen will ask Donnie Duke to order one to replace.

3. The board then reviewed the draft tariff changes Jim Marxen provided and gave some good feedback to incorporate into the changes. There will need to be some verbiage around the Customer Inspection Form, now required for all transfers, remodels and new construction, to provide some 'teeth' if the customer is not cooperative. Discussion around the shutoff valve being incorporated into the new water tap fee to cover the costs with the requirement to have one. There was some discussion on the base service charge whether to lower the included gallonage usage in the service charge or should it be lowered from the 2,000 gallons now included or eliminated. Concern is around seniors who live on limited income.
4. Jim Marxen provided an overview of different changes in service charge and gallonage usage rates. Based on the need to have revenue to upgrade the distribution system, especially section 4 for further growth, general agreement was to raise the service rate by five dollars a month to at least cover projected expenses and to reduce the amount of water included in the monthly service charge to 1,000 gallons.
5. Jim Marxen provided a recommended list of water meters to pull that are in collections and have been vacant for over a year until details on how to handle current owners who have water meters but have not been used in several years. Agreement is the verbiage in the water tariff will need to be adopted and approved.

#### NEW BUSINESS

1. Plant fencing – At the previous board meeting, it was approved to replace/fix the fencing at the water plant as one property owner adjacent to the plant has encroached on the plant property. Johnny Clawson will acquire three (3) bids to do the fencing. Board approval can be done via e-mail if needed.
2. Two incidents reported yesterday from Section 4 regarding sediment in the water. Johnny will work with Donnie to flush the system next week. Jim Marxen did confirm with Donnie that flushing is done the second week of the month and as needed after reading the meters.

#### **ADJOURNMENT:**

Lawrence Sepulveda made the motion to adjourn the meeting and Dalene Felder seconded the motion. All agreed. The director's meeting was adjourned at 7:36 pm.