

DIRECTOR MEETING MINUTES

Thursday, June 13, 2024
CANYON PARK CLUBHOUSE
6:00 PM

MINUTES

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

Quorum present: Called to order at 6:23 pm

OLD BUSINESS:

1. Minutes read by Dalene Felder and approved from last monthly meeting. Robert Simard made the motion to accept, Lawrence Sepulveda seconded and all agreed.
2. Financials reviewed by Dalene Felder, provided account balances, large expenditures for May. Discussion on current water loss as it decreased from 17% to 7.7%. Robert Simard made motion to accept, Lawrence Sepulveda seconded and all agreed.
3. Reviewed the follow-up activities for the fencing around the water plant. Have only received two bids, discussion on purchasing the fencing material and the willingness of one contractor to install the fence. Discussion held to purchase the fencing material at Home Depot as the material is on sale and Dalene Felder has an additional ten percent off if we purchase ten rolls or more. It requires at least nine rolls based on the circumstance (450+ feet). Motion made to proceed on purchasing the fencing material by Robert Simard and seconded by Daniel Rushing. Motion passed unanimously.
4. Reviewed the proposed changes to the water tariff. Verbiage is being added to cover several incidents that were not originally in the water tariff that needed to be included. Given the rise in expenses, our revenue is essential covering current costs, it is noted that the service charge and fees will need to be raised to cover existing costs and to fund needed improvements. The water tariff will need to be submitted to the Public Utility Commission for approval at least 90 days prior to implementing. Items identified to be changed from this meeting's review are:
 - a. Remetering for meters pulled that have not been used in a year or more
 - b. Verification of Texas laws on the late charge (limited to \$5.00 or 10% of charge)
 - c. Removal of the grace period for submitting CSI form to meet the requirements of the law
 - d. Offering the option of installing a shutoff valve, case and lid with a meter install for a small fee to cover material costs and labor (\$50.00).

- e. With implementing a commercial service charge, add a separate fee section for rate and usage rates.
 - f. Verify with TCEQ for RV's if Backflow prevention device is required.
5. TCEQ violation activities. It was discovered with the TCEQ violation letter received from April's TCEQ inspection, the corporation has not in compliance with capacity calculations with the number of meters in the ground as well as the needed Customer Service Inspections being done prior to providing service. In the past, the corporation has only done Customer Service Inspections on new construction and remodels affecting plumbing. A meter pull plan is being implemented that will pull all unused meters not used within the last year to bring the number of meters in the ground below the limit.

NEW BUSINESS:

1. Dalene Felder and Johnnie Clawson asked for fuel and toll reimbursement for all the various trips made when water plant booster pumps were being refurbished. They have figured it totals \$200.00. Robert Simard made the motion to accept the request for reimbursement, Daniel Rushing seconded, motion passed unanimously.
2. Dalene Felder requested that the July board meeting be changed due to her work schedule. The board agreed to meet in July on the 18th, August 8th and September 19th.
3. Discussion on suspending the quarterly meetings since very few folks attend (less than 10). The by-laws only specify the annual meeting and special meeting. Robert Simard made the motion to suspend the quarterly meetings, Lawrence Sepulveda seconded, motion passed unanimously.
4. Jim Marxen provided an update to the IRS Letter of Intent To Levy. The accountant was notified and we were directed to hold off sending payment as they made a request back in January to get the penalty waived. They are checking into the status of that request.

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 7:44 pm.