

DIRECTOR MEETING MINUTES

Thursday, July 18, 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 6:03 pm

OLD BUSINESS:

1. Minutes read by Dalene Felder and approved from last monthly meeting. Robert Simard made the motion to accept, Dalene Felder seconded. Motion passed unanimously.
2. Financials reviewed by Dalene Felder, provided account balances, large expenditures for June. TRWA convention, fence material and a large fittings order contributed to the loss in June. There is expected refunds from both the hotel for nights not used and TRWA for convention registration costs. Discussion on current water loss of 18%. There was a large customer leak on W Lone Oak that went detected for several days that resulted in much of June's water loss before it was fixed. Unfortunately, the customer's meter was inoperable and will need to be replaced. Robert Simard made motion to accept, Dan Rushing seconded. Motion passed unanimously.
3. Reviewed the membership references in the water tariff. Jim Marxen spoke with TRWA legal in regards to the question on our process handling membership fees. The current process is good, and the attorney emphasized that the membership fee is transferable and similar to how the CIP Impact fee is applied. Only once per property unless the membership fee is used to address arrears in the account. Then the difference can be collected from the new member of the property. Additional discussion identified the fact the current membership fee does not cover a majority of accounts in arrears when the property changes owners. Our process with notification letters usually takes two months and the charges in arrear exceeds the membership fee. The other item identified by the attorney is the current corporation's by-laws reference dues instead of membership fees. Changes identified are:
 - a. TRWA legal recommended that we reference the 'dues' in the by-laws in the water tariff.
 - b. Create separate sections, in the new water tariff being reviewed, for temporary water service during construction and regular water service. The temporary

section to include the temporary water service terminates upon the issuance of the City Occupancy Certificate. Either the water service is to be disconnected or established as a regular water account.

4. Reviewed the water tariff for references to Customer Service Inspection for changes as Johnny Clawson completed the CSI TRWA training course and we wanted to ensure we are current with all legal requirements. Some of the changes identified were:
 - a. Create a 'Customer CSI Denial' form to document if the customer refuses to do a CSI inspection.
 - b. Add verbiage to cover cross-connections for when the CSI is required. This verbiage is already in the water tariff under multiple connections but not summarized at a higher level to cover all situations.
 - c. The current water tariff includes the CSI fee as part of the new tap install fee, this will need to be removed as it will be the responsibility of the customer obtaining water service.
 - d. In the new water tariff being reviewed it should state all commercial accounts will be required to have a backflow device.
5. Reviewed the progress of the fencing project around the water plant. Most of the material has been purchased, although the top rail and the small hardware will need to be obtained. It was agreed between the water department and Lee Chance to have his personal property removed within sixty (60) days from our side of the property line so there is the space requirement for the easement and replacement fence.
6. Short discussion on the progress of pulling meters. Only six work orders have been received. We only have until September to bring the number of meters in the ground into TCEQ compliance. Part of the discussion was in regards to there are a number of work orders to change out meters that the board wants a higher priority as it affects revenue and meeting the water department's revenue. These will be worked prior to pulling old meters.

NEW BUSINESS:

1. No new business was presented.

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.