

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
January 5, 2021

Meeting was called to order at 6:10 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the December 1, 2020 meeting were read. A motion was made by Mr. McKay to approve minutes as read. Seconded by Mr. May. Motion carried. 7/0/0

**Secretary/Treasurer:** Treasurer's report for December was reviewed. A motion was made and seconded to approve report. Motion carried. 7/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. It was noted that there were some deficiencies in materials and installation associated with the CR 4116 line extension. The 98 and Rock Creek Disinfection System Improvements Project Plans were approved by TCEQ. GM also noted that TCEQ has queried about compliance documentation for Dekalb pump station drainage improvements and 98 pump station & Rock Creek pumpstation maintenance and housekeeping. GM reported that some office personnel have been impacted by COVID-19. Consequently, the lobby and drive-thru are closed.

**Old Business:**

Consider and act as necessary on issues associated with Public Utility Commission Docket No. 51160 (cease and desist petition against City of New Boston) and related service area matters: Draft Agreement with City of New Boston was discussed. No action.

Consider and take action on Daniel complaint at Dekalb pump station: Execution of contract documents and attorney certification is in progress.

CR 4239 Update: General Manager reported that if the labor for pool bore is removed from quote, and some free labor, dirt, and trucking is added, there could be a savings of approximately \$2,500

Consider and take action on meter testing equipment and testing results: No action

Consider and take action on Service Request Investigation completed by CEI: No action

Consider and take action on 2021 Budget: It was noted that expenses exceed income by over \$200,000 in the draft budget. Mr. Coleman suggested that some changes in salaries be made, and that capital expenses be removed from the operating budget and placed into a separate budget.

**New Business**

Consider and take action on 2016 Truck: GM reported that the engine on the 2016 1 Ton appears to have locked up. The truck is at Johnston Ford for diagnosis. It was generally agreed that truck should be repaired if repair costs are within reason.

**Executive session:** None

**Non-agenda Items:** Mr. May asked about the status of the Hwy 98 Water Line Replacement Project. There was some discussion. No action.

Meeting was adjourned at 7:30 pm

**Members and Guests Present:** See sign-in sheets

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
February 2, 2021

Meeting was called to order at 6:10 pm by President Harrell Hignight.

**Public Discussion:** Ken and Patti Earnest requested clarification on details relating to different quotes on CR 4239.

**Approve Minutes:** The minutes of the January 5, 2021 meeting were read. A motion was made by Mr. Minter to approve minutes as read. Seconded by Mr. Shelton. Motion carried. 7/0/0

**Secretary/Treasurer:** None

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. It was noted that the line extension on CR 4116 had to be repaired. It was generally agreed to send member a bill for repairs.

**Old Business:**

Consider and act as necessary on issues associated with Public Utility Commission Docket No. 51160 (cease and desist petition against City of New Boston) and related service area matters: Draft Agreement with City of New Boston was discussed. General Manager reported that updated Exhibits should be distributed this week. No action.

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported that we are still waiting on attorney certification.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** Some discussion occurred. It was generally agreed to delay bidding and awarding of this project at this time. Any “in house” improvements may continue.
- c. **Hayter 065005 CBCWSC Alternative Capacity Rule Investigation:** General Manager reported that an ACR of 0.31 was approved until April 2024. The ACR does not resolve the violation related to the Wholesale Water Purchase Contract with TWU, but fines and enforcement are delayed. Prior to April 2024, further action may be needed.
- d. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** Design work continues. It was generally agreed to include at least the design/plans portion of US 82 road bore near Skaggs.
- e. **Hayter 065007 CBCWSC Love Truck Stop Water Modeling:** Project is complete
- f. **Hayter TBD Water Model and System Analysis Proposal:** It was generally agreed to delay indefinitely any action on this proposal at this time
- g. **98 & RC Pumpstations, housekeeping and maintenance:** General Manager reported that some work has been performed by employees. More work will be done by employees. Some materials will need to be purchased. Cost should not exceed \$1,000.00.
- h. **Hwy 98 Water Line Replacement:** There was some discussion. No action.

CR 4239 Update: Possibility of installing line on west side of CR 4239 in the county ROW was discussed. There was no objection. General Manager will prepare a quote.

Consider and take action on meter testing equipment and testing results: General Manager reported that we have had a meter tested by a third party. Will report back with cost of test once invoiced. No action

Consider and take action on Service Request Investigation completed by CEI: No action  
Consider and take action on 2021 Budget: Mr. Coleman made a motion to approve budget as presented.  
Seconded by Mr. Hignight. Motion carried.

### **New Business**

Consider and take action on FM 561 line extension: GM directed to develop quote to extend the line from the east vs west, and provide flushing totals from the flush valve on FM 561 to the west, and from the flush valve on CR 4241 to the east.

Consider and take action on Annual Meeting/Elections: It was generally agreed that no major changes in the venue are required. Door prize situation will be at discretion of General Manager.

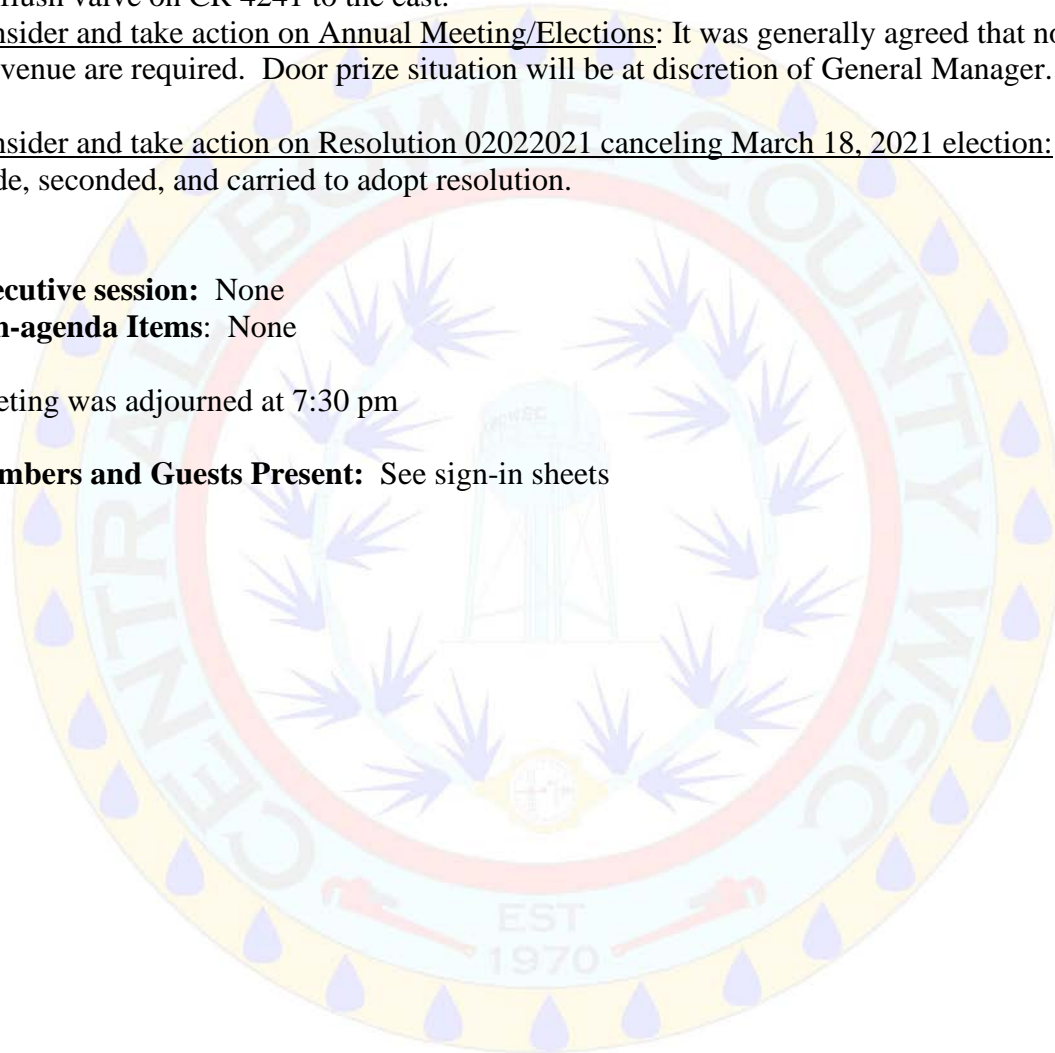
Consider and take action on Resolution 02022021 canceling March 18, 2021 election: Motion was made, seconded, and carried to adopt resolution.

**Executive session:** None

**Non-agenda Items:** None

Meeting was adjourned at 7:30 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
March 2, 2021

Meeting was called to order at 6:15 pm by Vice-President James McKay.

**Public Discussion:** Matt Lorimer discussed the recent extreme weather. He suggested that CBCWSC construct shower facilities for use by members in case of future extended outages. He also asked the Directors to consider discounts for leaks, an emergency fund of \$5,000.00, and employee gift cards and or bonuses.

**Approve Minutes:** The minutes of the February 2, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Shelton. Motion carried. 6/0/0

**Secretary/Treasurer:** Motion by Mr. Shelton to approve report. Seconded by Mr. May. Motion carried. 6/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. Recommended best practices for annual meetings that are encouraged by TRWA were also discussed. The 2016 1 Ton is still in the shop. Two no cost studies are in progress. One is related to energy legislation, but includes advanced metering, and the other is related to HR, payroll, health insurance and retirement. Hayter engineering is investigating the qualifications for a \$150,000 Emergency Community Water Assistance Grant. Two operators-in-training are no longer employed here.

**Old Business:**

Consider and act as necessary on issues associated with Public Utility Commission Docket No. 51160 (cease and desist petition against City of New Boston) and related service area matters: GM reported that it looks like an agreement could be executed within a month.

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported the pre-construction conference was held on Monday, Feb 22nd. In addition, the first proposed change order was discussed. It involves adding replacement/repairs to equipment damaged during the extreme temperatures, and the construction of a metal building over the pumps. It was generally agreed to get some local bids on a building.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** Bidding and awarding of this project is tabled for now. Any “in house” improvements may continue.
- c. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** No action
- d. **98 & RC Pumpstations, housekeeping and maintenance:** General Manager reported that some work has been performed by employees. More work will be done by employees. Some materials will need to be purchased. Cost should not exceed \$1,000.00.
- e. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: General Manager presented an updated quote to construct the line down the west side of road in the county ROW. The pool crossing will be done by others. Parts and labor to install line will be \$39,959.00. No meters included. With road bores and meters included, total cost will be approximately \$43,236.69. GM noted that materials prices have been going up, as has fuel, and it is difficult to come up with a rock-solid cost figure for the project that is good for any extended period of time. It was generally agreed that the “firm” cost of the project that will be provided to the interested parties will be \$45,000.

Consider and take action on meter testing equipment and testing results: General Manager reported that the cost to have a meter tested is currently \$40.00 per test.

### **New Business**

Consider and take action on line extension FM 561: There was much discussion. Motion by Mr. May to complete the loop between Proctor and White, if applicant agrees to pay \$25,000.00. Corporation will pay additional cost to complete loop and upgrade facilities which should be less than \$30,000.00. Seconded by Mr. Capps. Motion carried.

Consider and take action on outage and Boil Water Notice: GM discussed the challenges encountered during the extreme weather event February 14<sup>th</sup>-20<sup>th</sup> including damaged facilities, corrective actions, difficulties getting around, situations which are ongoing, and areas that still need to be addressed. GM asked that the Directors consider the following recommended purchases, installations, and or projects: Tablets/software mounted in trucks with map and gns receiver, proper metal detector, chop saw, building over pumps at Dekalb, move all transducers, contracted valve exercise, construct 4” line from FM 2149 to CR 4118, chest waders, forks for machine, 4WD truck, a foreman, efficiency study, advanced metering, and generators.

Consider and take action on leak discount: General Manager presented data showing calculation of current leak discount rate of \$3.14 per thousand gallons. There was much discussion. Mr. Capps made a motion to change the leak discount rate to \$3.25 per thousand gallons. Seconded by Mr. May. Motion carried 5/1/0. Mr. Coleman was opposed.

**Executive session:** IAW Texas Government Code Chapter 551.074, personnel matters, the Board went into Executive Session at 8:30 PM.

**Re-convened in Open Session at 8:40 PM**

No action

**Non-agenda Items:** None

Motion to adjourn by Mr. May. Seconded by Mr. Clack. Motion carried  
Meeting was adjourned at 8:50 pm

**Members and Guests Present:** See sign-in sheets

Minutes of Special Board Meeting  
Central Bowie County WSC  
March 18, 2021

Meeting was called to order by Harrell Hignight at 7:29 pm.

**New Business:**

It was noted that Annual Elections for Directors were canceled, and all unopposed incumbents were re-elected as follows:

Tom Coleman  
James McKay  
Jason Capps

Election of Officers:

Motion was made, seconded and carried(8/0/0) to elect Officers as follows:

Harrell Hignight was elected President.  
James McKay was elected Vice-President.  
Tom Coleman was elected Secretary/Treasurer

Committee Appointments:

1. Budget Committee: Motion was made, seconded, and carried (8/0/0) to appoint members as follows:

Tom Coleman - Chairman  
Harrell Hignight  
Jerry May

2. Standing Credentials Committee: Motion was made, seconded, and carried (8/0/0) to appoint members as follows:

Harrell Hignight – Chairman  
John Clack  
James McKay  
Connie Barron – Non-Director/Employee Representative

Meeting was adjourned at 7:35 pm

**Members Present:**

*Manager - Hal Harris*

Minutes of Annual Meeting  
Central Bowie County WSC  
March 18, 2021

Invocation was given by Jerry May.

Meeting called to order by Presiding Director, Harrell Hignight, at 7:00 pm.

Mr. Hignight announced that a quorum was present, that the meeting could proceed.

The minutes of the October 6, 2020 annual meeting were read. A motion was made to approve minutes as read by Mr. Coleman. Motion was seconded by Mr. May. Motion carried unanimously.

General Manager, Mr. Hal Harris, discussed the 2020 financial audit, the 2021 budget, and the importance of water conservation. Corporation net worth on 1 Jan 2021 was \$7,549,446, up \$227,468.00 from \$7,321,978.00 on 1 Jan 2020. Mr. Harris also discussed work status, problems, and upcoming projects.

Mr. Hignight announced that the 2021 elections were cancelled because the three incumbents were all unopposed and were seeking re-election. Resolution 02022021 was read in the minutes. Directors elected were:

Tom Coleman  
James McKay  
Jason Capps

Open or Public Forum: No comments

Door prizes were awarded.

Motion was made by Mr. Coleman to adjourn. Seconded by Mr. McKay. Motion carried.

Meeting was adjourned at 7:20 pm.

***Board Members Present:***

***Other Members Present:*** Connie Barron

***Staff Present:*** Hal Harris, Connie Barron

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
April 6, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the March 2, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. McKay. Motion carried. 8/0/0

**Secretary/Treasurer:** Motion by Mr. Minter to approve report. Seconded by Mr. McKay. Motion carried. 8/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. The 2016 1 Ton is still in the shop. The two no cost studies are still in progress. CBCWSC did not qualify for the \$150,000 Emergency Community Water Assistance Grant because our census block median household income was too high.

**Old Business:**

Consider and act as necessary on issues associated with Public Utility Commission Docket No. 51160 (cease and desist petition against City of New Boston) and related service area matters: GM reported that the agreement was executed, and attorneys will be filing necessary paperwork with PUC.

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptional proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported that contractor is waiting on parts. It was generally agreed that construction of a metal building over the pumps will not be included in this project.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** No action.
- c. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** No action
- d. **98 & RC Pumpstations, housekeeping and maintenance:** General Manager reported that work at 98 PS has been completed. Work at RC PS was started but ended when the pump failed. At Dekalb PS, a ditch was dug, and some dirt was placed. More dirt/rock work needs to be performed to prevent ponding and improve drainage.
- e. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: No action

Consider and take action on line extension FM 561: General Manager provided a summary of the proposed project details and cost. GM also noted that another individual with an interest in property in the area had inquired about availability of water. No action.

**New Business**

Consider and take action on variance request, account 3252: There was some discussion. No variance was granted. Member can apply for a leak discount.

**Executive session:** None

**Non-agenda Items:** Mr. Blake Carlow has resigned from his position as Director  
Motion to adjourn by Mr. May. Seconded by Mr. Clack. Motion carried

Meeting was adjourned at 8:50 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
May 4, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the April 6, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. McKay. Motion carried. 7/0/0

**Secretary/Treasurer:** Motion by Mr. McKay to approve report. Seconded by Mr. Hignight. Motion carried. 7/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. The 2016 1 Ton is still in the shop, but the motor has arrived. One new pump at Rock Creek Pump Station has been installed. The CR 4118 project would involve approximately 4,700 LF of 3" PVC pipe, 1 road bore, 4 valves, and some fittings. The cost to complete project would be approximately \$20,000. One operator-in-training of 6 months has accepted a job elsewhere.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptional proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported that contractor is still waiting on parts.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** No action.
- c. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** No action
- d. **98 & RC Pumpstations, housekeeping and maintenance:** No action
- e. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: No action

Consider and take action on line extension FM 561: No action.

**New Business**

Consider and take action on bids for metal building at Dekalb Pump Station: Motion was made and seconded to award project to low bidders, Pinkham Construction and Diamond J Insulation, at a cost of \$10,720.82. Carried 7/0/0

Consider and take action on purchase of 4 laptops, vehicle mounts, GPS, and software: Motion was made by Mr. McKay to approve purchase of 3 laptops, mounts, GPS, software (cost not to exceed \$6,930) and 3 data subscriptions (cost not to exceed \$105/month). Seconded by Mr. May. Motion carried. 5/0/2. Mr. Coleman and Mr. Minter voting nay.

Consider and take action on Resolution 05042021 authorizing General Manager to execute an agreement with Riverbend Water Resources District for certain services: Motion by Mr. Shelton to approve resolution, seconded by Mr. May. Motion carried. 7/0/0

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: Mr. Mckay made a motion to implement an incentive program in the training/licensing program as follows: 1. Successful completion of training course-\$250 bonus; 2. Successful certification as Class C Water Distribution Operator-\$500 bonus. Seconded by Mr. Coleman. Motion carried. 7/0/0

Consider and take action on variance request, account 3224: GM reported that matter was resolved. No action.

Consider and take action on overhead door replacement on shop/warehouse: General Manager reported on some difficulties in getting a quote to fix door. Mr. May provided GM contact information for another contractor in this line of work.

Consider and take action on appointment of new Director to vacant position: Mr. McKay made a motion to appoint Gary Fannin to vacant position. Seconded by Mr. Shelton. Motion carried. 7/0/0 Mr. McKay will contact.

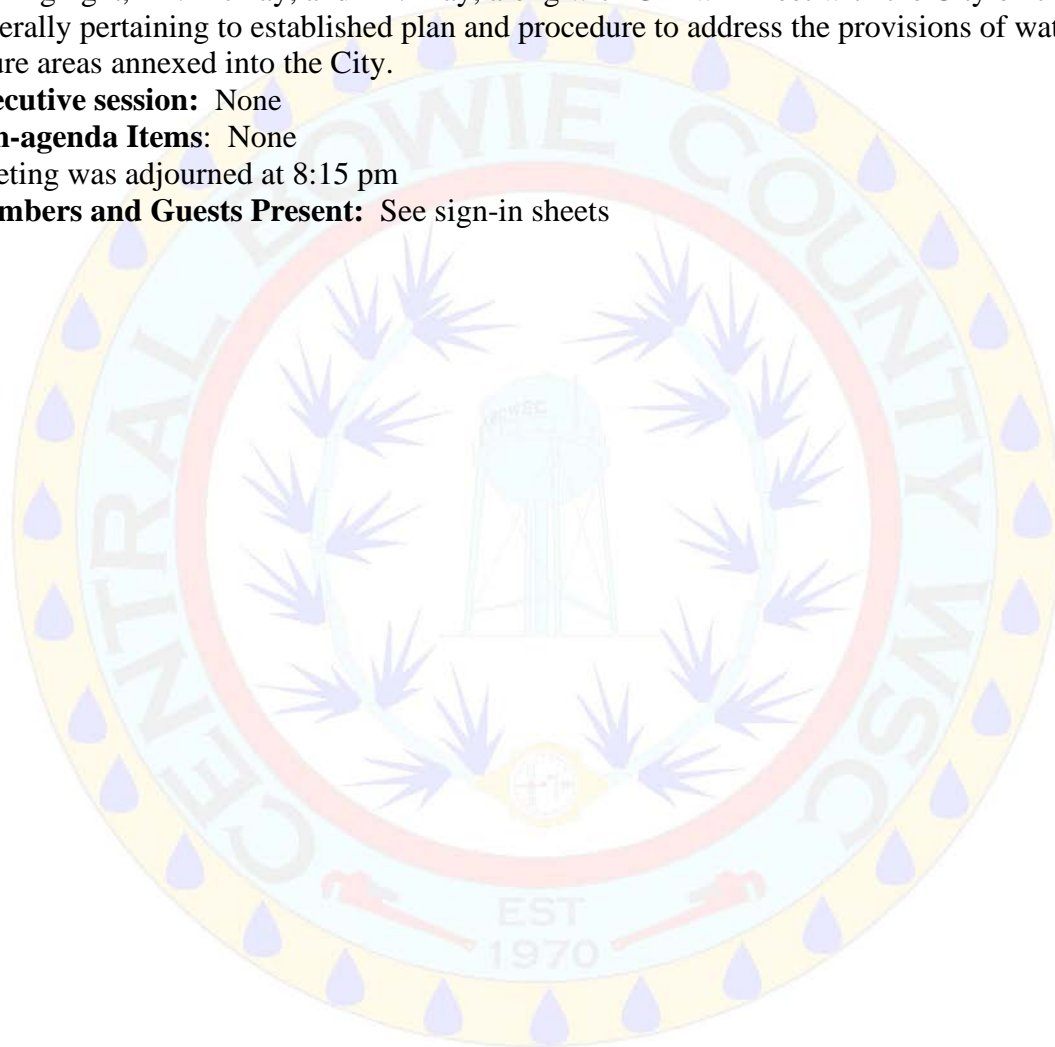
Consider and take action on certain terms of the Agreement to Provide Water Utility Service to designated Areas with City of New Boston: It was generally agreed that the original CCN committee, Mr. Hignight, Mr. McKay, and Mr. May, along with GM will meet with the City on this matter, generally pertaining to established plan and procedure to address the provisions of water service to future areas annexed into the City.

**Executive session:** None

**Non-agenda Items:** None

Meeting was adjourned at 8:15 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
June 1, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** Robbie Barrett of Dekalb VFD discussed a plan to build additional satellite fire stations and install fire hydrants on our system for use by Dekalb VFD. Materials and labor costs associated with installation would be paid for by DVFD/ESD#6.

**Approve Minutes:** The minutes of the May 4, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Clack. Motion carried. 7/0/0

**Secretary/Treasurer:** Report was not available due to staffing shortage.

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. The 2016 1 Ton is still in the shop. Both new pumps at Rock Creek pump station are installed and operational.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported that contractor is still waiting on parts.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** Chlorine injection point was re-worked.
- c. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** Preliminary map is ready for review.
- d. **98 & RC Pumpstations, housekeeping and maintenance:** General Manager reported that a few items need addressing, but the TCEQ has cleared the alleged violations.
- e. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: No action

Consider and take action on line extension FM 561: General Manager reported that the individual with an interest in property in the area has closed on the deal and will be wanting service.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: General Manager reported that incentives were announced, none have been awarded, and a licensed operator has been hired.

Consider and take action on overhead door replacement on shop/warehouse: GM reported that Mr. Redman is stopping by on Friday to take a look at it.

Consider and take action on certain terms of the Agreement to Provide Water Utility Service to designated Areas with City of New Boston: General Manager reported that the committee met with city officials and have an understanding as to how communications about future areas to be annexed will be handled.

### **New Business**

Consider and take action on installation of fire hydrants by ESDs: There was much discussion. Mr. Barrett was encouraged to contact Riverbend Water Resources District about the possibility of the district providing fire hydrants in the future.

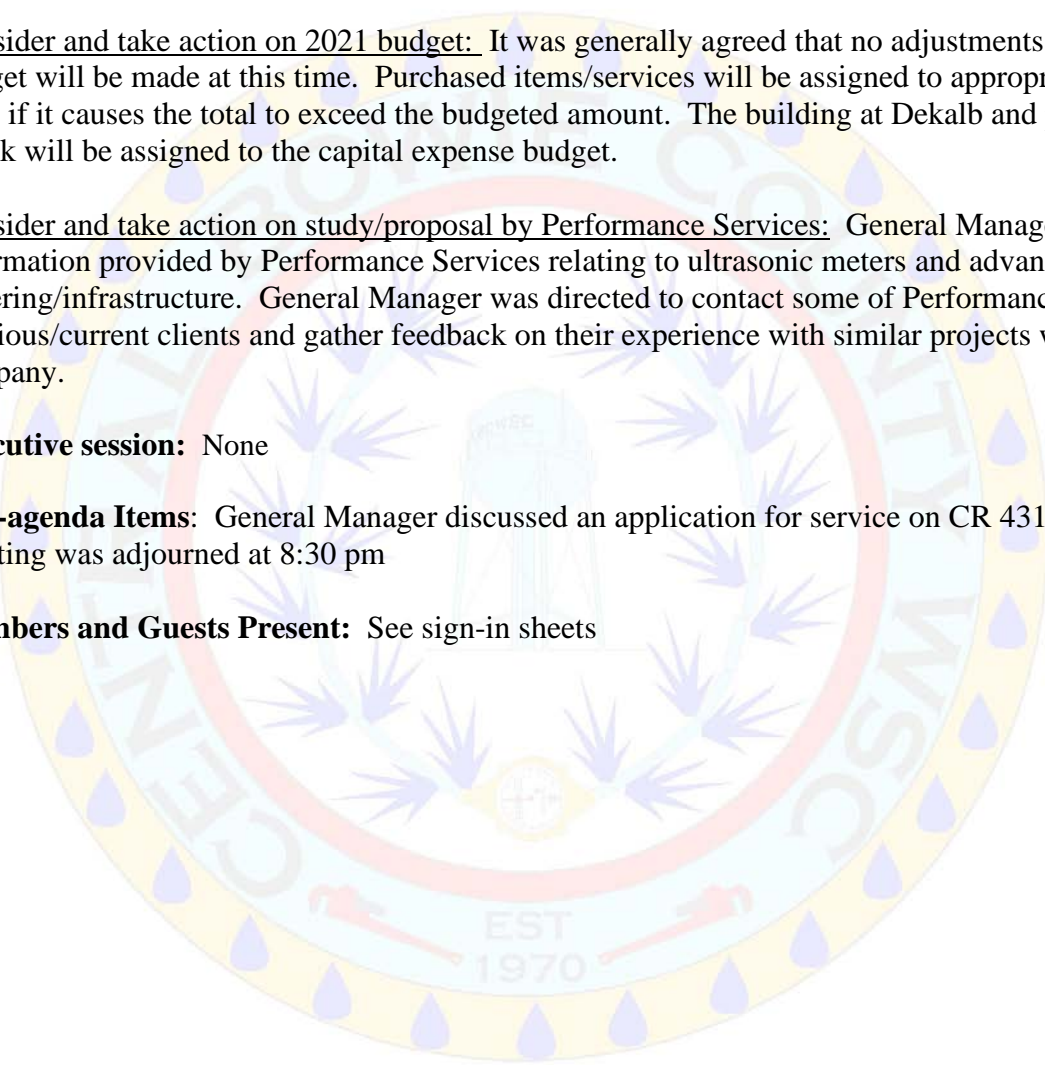
Consider and take action on 2021 budget: It was generally agreed that no adjustments to operating budget will be made at this time. Purchased items/services will be assigned to appropriate categories, even if it causes the total to exceed the budgeted amount. The building at Dekalb and pumps at Rock Creek will be assigned to the capital expense budget.

Consider and take action on study/proposal by Performance Services: General Manager presented information provided by Performance Services relating to ultrasonic meters and advanced metering/infrastructure. General Manager was directed to contact some of Performance Services previous/current clients and gather feedback on their experience with similar projects with the same company.

**Executive session:** None

**Non-agenda Items:** General Manager discussed an application for service on CR 4316  
Meeting was adjourned at 8:30 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
July 6, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the June 1st, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Capps. Motion carried. 7/0/0

**Secretary/Treasurer:** Report was not available due to staffing shortage.

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. The 2016 1 Ton is still in the shop. General Manager discussed pump failure at 98 pumpstation. The pump will be replaced. GM also noted the increasing burden of corporation read meters.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported that contractor has been working and work should be completed before the end of the month.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** No action
- c. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** No action
- d. **98 & RC Pumpstations, housekeeping and maintenance:** No action
- e. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: No action

Consider and take action on line extension FM 561: No action

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: No action

Consider and take action on CCN amendment: Some discussion occurred. No action

**New Business**

Consider and take action on Resolution 07062021 authorizing General Manager to execute a Letter of Intent/Investment Grade Audit with Performance Services: There was much discussion. Motion made and seconded to adopt resolution. Motion carried.

Consider and take action on purchase of used truck: There was some discussion. No action.

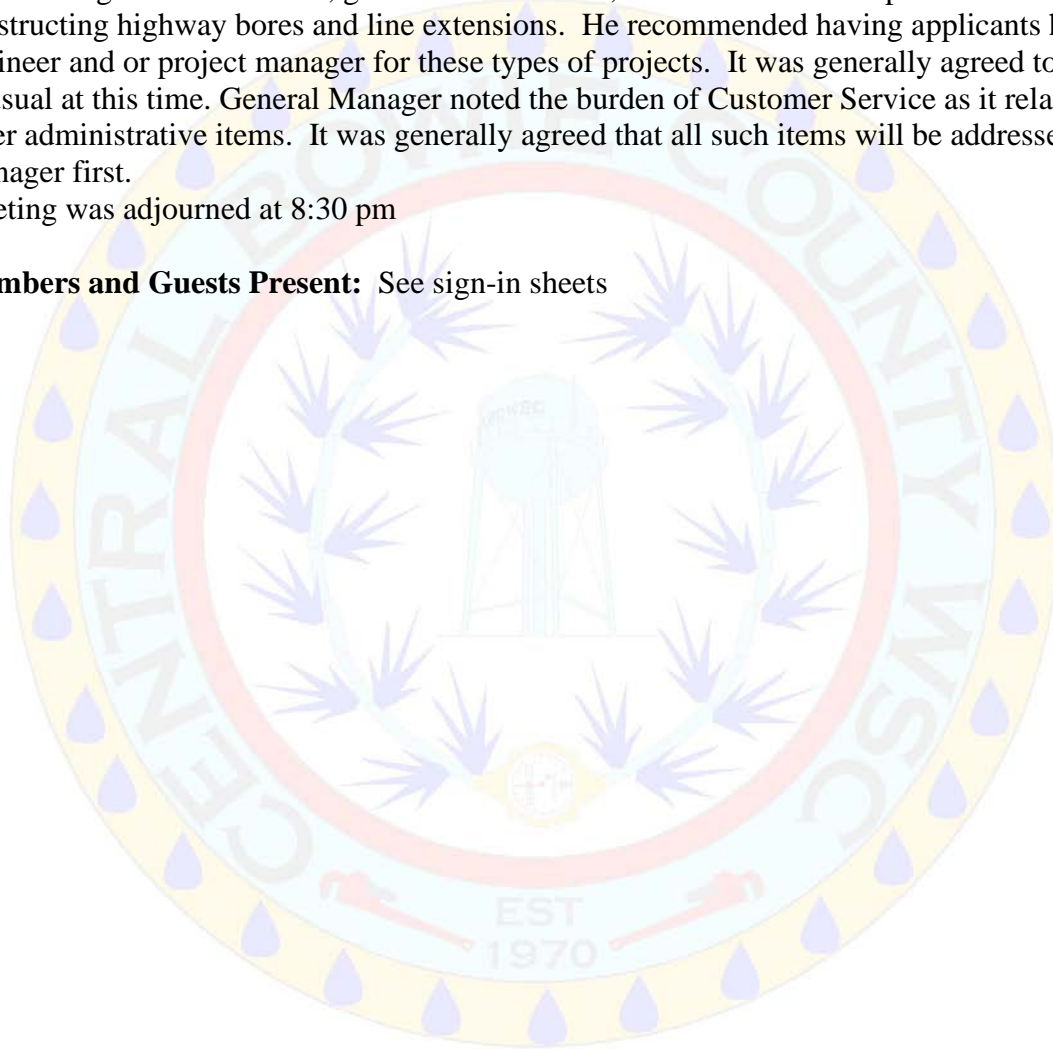
Consider and take action on variance to BOD Policy D-7, Employment of family members: Motion was made by Mr. Coleman to amend personal policies by removing the affinity stipulation in the policy. Seconded. Motion carried.

**Executive session:** None

**Non-agenda Items:** General Manager reported on the increased burden of producing quotes, coordinating with contractors, government officials, and other interested parties when planning for and constructing highway bores and line extensions. He recommended having applicants hire their own engineer and or project manager for these types of projects. It was generally agreed to continue business as usual at this time. General Manager noted the burden of Customer Service as it relates to billing and other administrative items. It was generally agreed that all such items will be addressed by the Office Manager first.

Meeting was adjourned at 8:30 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
August 3, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** Larry Odom introduced himself as a Master Plumber and discussed his increasing water bill and high meter readings. He has not found any leaks and does not believe he has any. He has not been using additional water for anything. He has not been watering livestock. He believes something is wrong. GM will investigate. Mr. Shelton spoke on behalf of Mrs. Murphy about her concrete drive not being repaired in a timely manner. GM noted that while several people have said they would repair it, none have ever followed through. James McKay is now in charge of this project.

**Approve Minutes:** The minutes of the July 6, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Minter. Motion carried. 8/0/0

**Secretary/Treasurer:** Motion was made by Mr. Coleman to approve. Seconded. Motion carried. 8/0/0.

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. The 2016 1 Ton has been repaired and back in operation. Conversion to free chlorine has been made. East Texas Bridge construction crew destroyed 120' of steel casing and 6" pipe at the Anderson Creek relief crossing.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. **Hayter 065003 CBCWSC Dekalb Pump Station Drainage (Daniel Complaint – Dekalb Float Valve and Flush Point):** GM reported that the project is complete.
- b. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** No action
- c. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** No action.
- d. **98 & RC Pumpstations, housekeeping and maintenance:** No action
- e. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: No action

Consider and take action on line extension FM 561: General Manager reported that the individual with an interest in property in the area has closed on the deal and will be wanting service.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: GM announced that Mr. Durham has completed his second course and will be attending final class in Longview, Aug 24<sup>th</sup>-26<sup>th</sup> and be testing shortly thereafter. Mr. Coleman requested that GM approach RWRD about developing a proposal to provide full time operator to operate CBCWSC's water distribution system.

Consider and take action on CCN amendment: No action.

## **New Business**

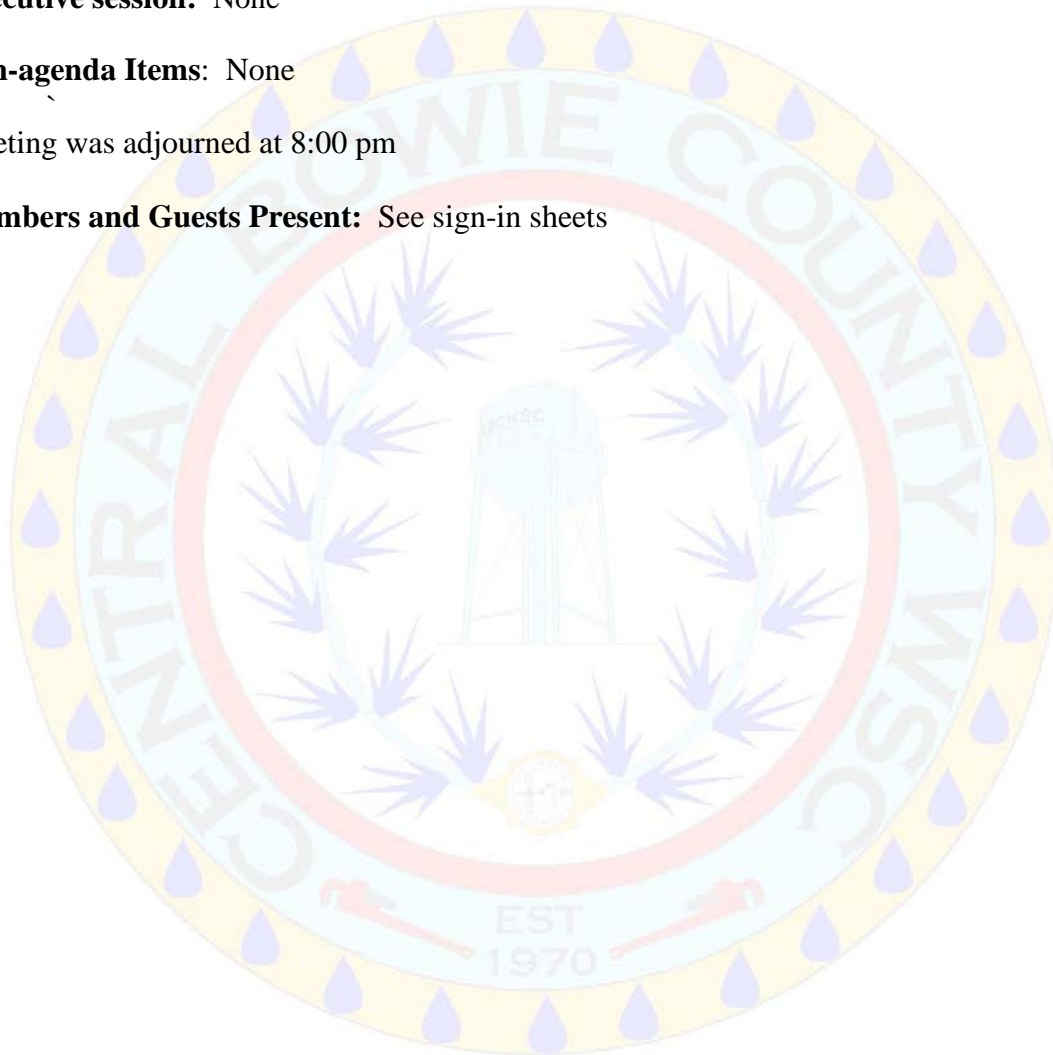
Consider and take action on BOD Policy O-6, Corporation Reading of Meters at No Charge: There was some discussion. It was suggested that we contact all members whose meters we read at no charge for medical reasons and encouraging them to pay a one time fee of \$300.00 for the purchase and installation of AMI meter.

**Executive session:** None

**Non-agenda Items:** None

Meeting was adjourned at 8:00 pm

**Members and Guests Present:** See sign-in sheets





Minutes of Monthly Board Meeting  
Central Bowie County WSC  
September 7, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the August 3, 2021 meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Minter. Motion carried. 6/0/0

**Secretary/Treasurer:** Report was not available due to staffing shortage.

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptional proposed projects for the future:

- a. **Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements):** No action
- b. **Hayter 065006 CBCWSC TxDOT Utility Relocation:** No action
- c. **98 & RC Pumpstations, housekeeping and maintenance:** No action
- d. **Hwy 98 Water Line Replacement:** No action

CR 4239 Update: No action

Consider and take action on line extension FM 561: General Manager reported that we are waiting on pipe and contractor.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: General Manager reported that Mitch completed training and will be completing an application for licensing.

Consider and take action on CCN Amendment: There was some discussion. No action.

Consider and take action on BOD Policy O-6, Corporation reading of Meters at No Charge: There was some discussion. No action. This matter will be considered tabled, pending the outcome of the proposed advanced metering project.

## **New Business**

Consider and take action on request for service, Love's: General Manager noted that Love's has submitted new requirements. Hayter Engineering re-ran the distribution system model. According to the model, the distribution system can meet the new demands. Details of any fire protection strategy, if applicable, remain undecided.

Consider and take action on old office building: General Manager directed to obtain bids to: 1. Demolish and remove the old office and return metal building to original configuration; 2. Repair old office building.

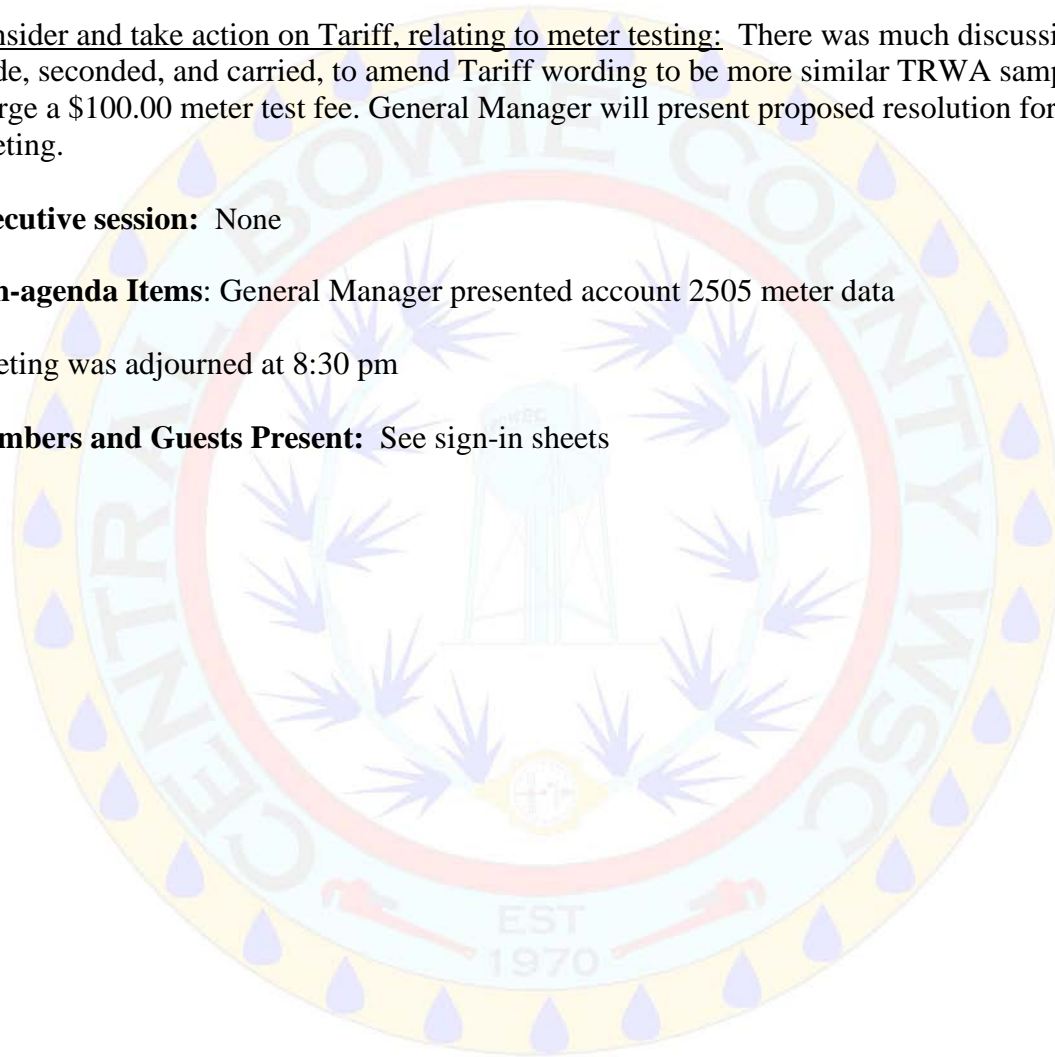
Consider and take action on Tariff, relating to meter testing: There was much discussion. Motion was made, seconded, and carried, to amend Tariff wording to be more similar TRWA sample Tariff and charge a \$100.00 meter test fee. General Manager will present proposed resolution for approval at next meeting.

**Executive session:** None

**Non-agenda Items:** General Manager presented account 2505 meter data

Meeting was adjourned at 8:30 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
October 5, 2021

Meeting was called to order at 7:10 pm by President Harrell Hignight.

**Public Discussion:** Matthew Lorimer commented on winter storm actions and offered to take a look at the old office building.

**Approve Minutes:** The minutes of the September 7, 2021 regular meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Clack. Motion carried. 7/0/0. The minutes of the September 28, 2021 special meeting were read. A motion was made by Mr. Coleman to approve minutes as read. Seconded by Mr. May. Motion carried. 7/0/0

**Secretary/Treasurer:** Motion by Mr. Coleman to approve. Seconded by Mr. McKay. Motion carried. 7/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements): General Manager reported that the chlorination segment at 98 PS has been converted to a 2 cylinder crossover setup.
- b. Hayter 065006 CBCWSC TxDOT Utility Relocation: No action
- c. 98 & RC Pumpstations, housekeeping and maintenance: No action
- d. Hwy 98 Water Line Replacement: No action
- e. Water Meter Conversion: General Manager reported that contract documents have been signed

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: General Manager reported that Mitch's application for C license was approved and that he was scheduled for testing on October 6<sup>th</sup>, 2021.

Consider and take action on CCN amendment: MTG Engineers and attorneys for both sides have performed work in getting necessary filings with PUC made. Mr. Hignight pointed out that the City of New Boston previously agreed to cover costs of having CCNs amended, and that our most recent attorney invoice should be forwarded to City of New Boston for re-imbusement. There was general agreement.

Consider and take action on Resolution 10052021 amending Tariff, relating to meter testing: Motion was made by Mr. May to approve resolution. Seconded by McKay. Motion carried. 7/0/0

Consider and take action on request for service, Love's: No action

Consider and take action on old office building: There was some discussion. No action

### **New Business**

Consider and take action on service application, CR 4129: No change in policy. No change from original board decision on this matter that was made in 2011.

Consider and take action on 2022 budget: There was some discussion. No action.

Consider and take action on implications/required actions of Senate Bill 3: There was some discussion. It was generally agreed to consult with engineer and obtain cost estimate for having Hayter Engineering prepare and submit Emergency Preparedness Plan.

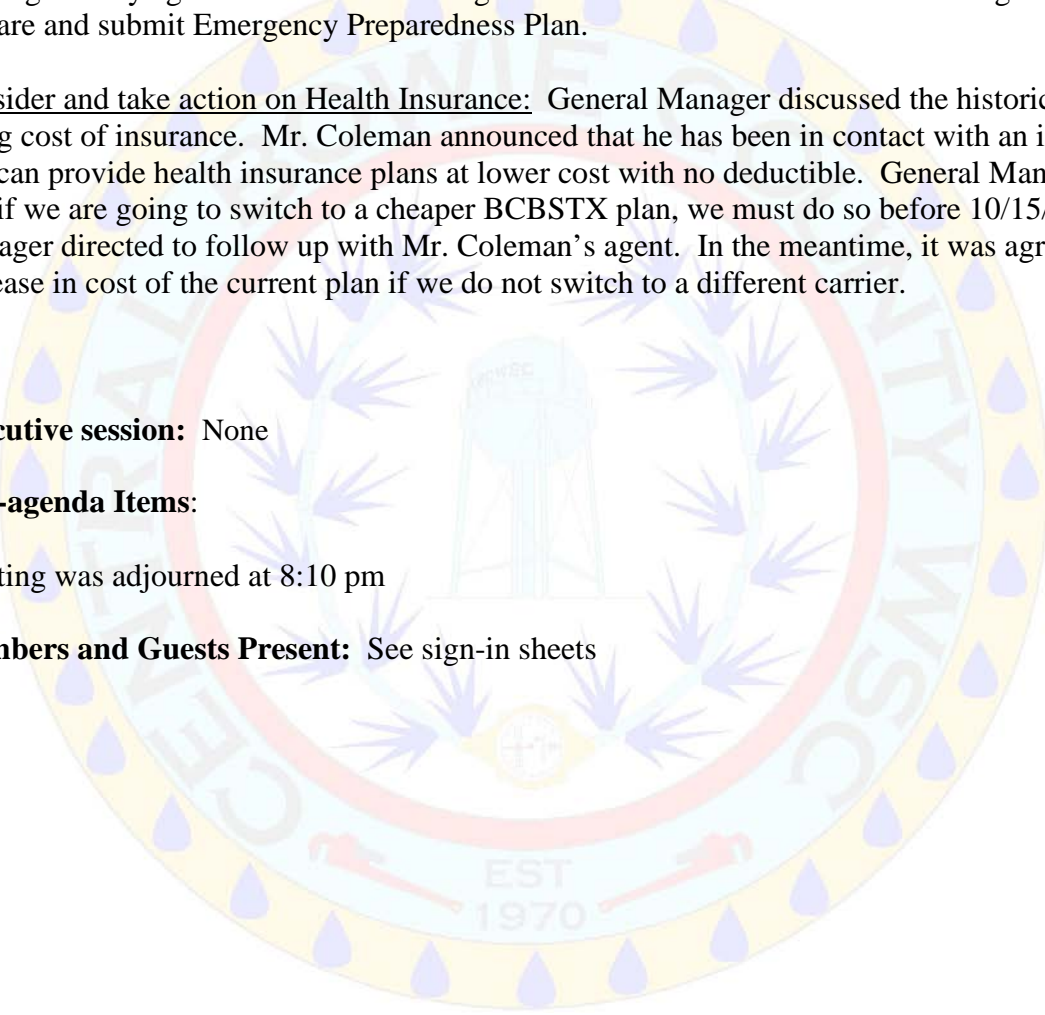
Consider and take action on Health Insurance: General Manager discussed the historical budget cap and rising cost of insurance. Mr. Coleman announced that he has been in contact with an independent agent that can provide health insurance plans at lower cost with no deductible. General Manager pointed out that if we are going to switch to a cheaper BCBSTX plan, we must do so before 10/15/2021. General Manager directed to follow up with Mr. Coleman's agent. In the meantime, it was agreed to cover the increase in cost of the current plan if we do not switch to a different carrier.

**Executive session:** None

**Non-agenda Items:**

Meeting was adjourned at 8:10 pm

**Members and Guests Present:** See sign-in sheets



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
November 2, 2021

Meeting was called to order at 7:00 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the October 5, 2021 regular meeting were read. A motion was made by Mr. May to approve minutes as read. Seconded by Mr. Shelton. Motion carried. 6/0/0.

**Secretary/Treasurer:** Motion by Mr. May to approve report. Seconded by Mr. Clack. Motion carried. 7/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. GM noted that there have been some delays in getting materials. It was generally agreed that the corporation would not pay additional cost to upgrade 3" pipe to 4" pipe on the CR 4241 line extension. We will wait until the 3" pipe is available to begin construction, or the applicant can pay the difference in cost. GM also noted activity with RWRD's Regional Water Treatment Plant Project. Construction start target is February 2023, with completion in February 2026. GM also noted that we filled the vacant part time clerk position, and that the employee filling the Senior Operator position may go to part time after the first of the year.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptual proposed projects for the future:

- a. Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements): No action
- b. Hayter 065006 CBCWSC TxDOT Utility Relocation: It was noted that TxDOT is making changes to their plan. No action
- c. 98 & RC Pumpstations, housekeeping and maintenance: No action
- d. Hwy 98 Water Line Replacement: No action
- e. AMI Water Meter Conversion: It was noted that financing is being arranged. Wait time on water meters is approximately 14 weeks

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: A motion was made by Mr. May to increase pay rate for newly licensed operator, beginning now, and stepping it up each year over the next 2 years. Seconded by Mr. Capps. Motion carried. 7/0/0

Consider and take action on CCN amendment: No action

Consider and take action on request for service, Love's: No action

Consider and take action on old office building: No action

Consider and take action on 2022 budget: No action

Consider and take action on implications/required actions of Senate Bill 3: General Manager provided proposal and cost estimate from Hayter Engineering for assistance with SB3 requirements. Motion by

Mr. Coleman to approve Professional Services Agreement with Hayter Engineering. Seconded by Mr. May. Motion carried. 7/0/0

Consider and take action on Health Insurance: General Manager discussed alternative to current carrier. It appears that if we keep the current carrier but chose a higher deductible plan, it would be cheaper than the alternative. There is also some concern about the alternative as far getting claims processed and paid in a timely manner. It was generally agreed to continue with current carrier at this time.

### **New Business**

Consider and take action on variance, CR 1102: Mr. May made a motion to approve variance to allow meter to be installed on adjacent property provided that a personal easement for meter and customer line is granted from landowner to applicant. Seconded by Mr. Capps. Motion carried 7/0/0

Consider and take action on Personnel Policies regarding Holidays: It was generally agreed that no changes to personnel policy will be made, and that Juneteenth will not be observed as a Holiday.

Consider and take action on electronic meters paid for by current customers: Motion was made by Mr. Coleman to make account adjustment for members who paid \$300 for an electronic meter when the new metering system is installed. The adjustment will prorated based on a lifespan of 15 years. Seconded by Mr. May. Motion carried. 7/0/0

Consider and take action on variance request, CR 4129: Mr. Coleman made a motion to approve variance to allow meter to be installed on adjacent property provided that a personal easement for meter and customer line is granted from landowner to applicant. Seconded by Mr. Capps. Motion carried 7/0/0

Consider and take action on Resolution 11022021 relating to financing documents with Security Finance: Motion was made by Mr. Clack to adopt Resolution and name President as signatory. Seconded by Mr. Shelton. Motion carried. 7/0/0

Consider and take action on variance request, FM 990: Mr. May made a motion to approve variance to allow meter to be installed on adjacent property provided that a personal easement for meter and customer line is granted from landowner to applicant. Seconded by Mr. Coleman. Motion carried 7/0/0

Consider and take action on variance request, CR 4220: Mr. Capps made a motion to approve variance to allow meter to be installed on adjacent property provided that a personal easement for meter and customer line is granted from landowner to applicant. Seconded by Mr. Shelton. Motion carried 7/0/0

**Executive session:** None

**Non-agenda Items:**

Meeting was adjourned at 8:30 pm

**Members and Guests Present:** See sign-in sheets

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
December 7, 2021

Meeting was called to order at 6:12 pm by President Harrell Hignight.

**Public Discussion:** Mathew Lorimer stated that he was proud of all the WWII veterans and that he will be a candidate for Director in the upcoming elections. Mr. Larry Odom requests that the Directors look at his usage over a year and make an adjustment. He does not have a leak. He has not had a leak. His usage went way up, then, back down. Mr. Odom believes something must be wrong.

**Approve Minutes:** The minutes of the November 2, 2021 regular meeting were read. A motion was made by Mr. Shelton to approve minutes as read. Seconded by Mr. May. Motion carried. 6/0/0.

**Secretary/Treasurer:** Budget vs Actual report was not available due to staffing shortage. Mr. Coleman reported that there is \$885,000 in Edward Jones Money Market Account, as well as a CD at Guaranty Bank & Trust. Considering funds designated for Membership, Loan set-aside, and all the upcoming proposed Capital Improvement projects, there appears to be little or no excess funds.

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality.

**Old Business:**

Consider and take action on Capital Improvements to include status/progress of existing projects, proposed projects, and any conceptional proposed projects for the future:

- a. Hayter 065004 CBCWSC 98 Pump & Rock Creek Pump Stations (Disinfection System Improvements): No action.
- b. Hayter 065006 CBCWSC TxDOT Utility Relocation: General Manager reported that there was virtual meeting where some changes were discussed. Target utilities clear date is July 2023.
- c. 98 & RC Pumpstations, housekeeping and maintenance: No action
- d. Hwy 98 Water Line Replacement: No action
- e. AMI water meter conversion: Waiting on USDA-RD approval

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: Proposal by Riverbend Water Resources District was discussed. No action.

Consider and take action on CCN amendment: General Manager reported that documents were filed and are under review by PUC.

Consider and take action on request for service, Love's: No action

Consider and take action on old office building:

**Executive session:** At 7:30 pm board recessed to executive session under section 551.072, real property matters. Re-convened in open session at 7:35 pm. No action.

Consider and take action on 2022 budget: Motion by Mr. Coleman to adopt 2022 Budget as presented. Seconded by Mr. Clack. Motion carried.

**New Business**

Consider and take action on records storage: General Manager reported that some records have water damage. Some have vermin damage. Records Manager has requested a portable building for records storage. Some discussion occurred. No action.

**Non-agenda Items:** The January 4, 2022 Regular Monthly Meeting of the CBCWSC Board of Directors was rescheduled to January 11, 2022, 6:00 pm.

Meeting was adjourned at 7:36 pm

**Members and Guests Present:** See sign-in sheets