

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
January 11, 2022

Meeting was called to order at 6:00 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the December 7 regular 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:** Budget vs Actual report was not available due to staffing shortage.

**General Manager's Discussion:** General Manager was not present. There was some general discussion regarding upcoming elections.

**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
- e. AMI water meter conversion: USDA-RD approved financing documents and funds have been deposited into the escrow account.

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: 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 records storage: No action.

**New Business**

Consider and take action on account 2505: Mr. Coleman made a motion to adjust water bill by averaging 11 months, excluding the large bill in August for July usage, and charge the average for that month. If the bill has already been paid, credit the account. Seconded by Mr. May. Motion carried.

**Non-agenda Items:** None.

Meeting was adjourned at 6:30 pm

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

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
February 1, 2022

Meeting was called to order at 6:11 pm by Vice-President James McKay.

**Public Discussion:** Mr. Lorimer announced that he will not be running for a director position

**Approve Minutes:** The minutes of the January 11 regular meeting were read. A motion was made by Mr. Minter to approve minutes as read. Seconded by Mr. Clack. Motion carried. 6/0/0.

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

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, water quality, Riverbend's planned intake structure, Corps of Engineers, Ultimate Rule Curve, and Member City Rate. There was some general discussion regarding upcoming elections.

**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
- e. AMI water meter conversion: 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: GM noted that Mr. Harris has taken the Class D test and that Mr. Stryk is now working 2 days per week. It was agreed that Corporation will pay for renewing education for Mr. Stryk.

Consider and take action on CCN amendment: GM reported that some of the mapping details did not meet PUC standards and that the City engineer is working on it. 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 records storage: No action.

**New Business**

Consider and take action on account 1359: Motion was made to adjust water bill by averaging 11 months, excluding the large bill in September for August usage, and charge the average for that month. If the bill has already been paid, credit the account. Seconded and carried. 6/0/0

**Non-agenda Items:** None.

Meeting was adjourned at 7:11 pm

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

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
March 1, 2022

Meeting was called to order at 6:08 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** The minutes of the February 1st 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. Coleman 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, water quality, and cost of meter set parts now and in the future.

**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: No action
- c. 98 & RC Pumpstations, housekeeping and maintenance: No action
- d. Hwy 98 Water Line Replacement: No action
- e. AMI water meter conversion: GM reported target software installation and training near the end of March. We need an additional module for our existing customer software in order to interface with the new meter software which was not considered in the initial evaluation. Additional cost will be \$750.00.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: GM reported that Mr. Stryk resigned.

Consider and take action on CCN amendment: No action

Consider and take action on request for service, Love's: GM has had some correspondence with Love's and their engineer. We received a complete set of most current plans. Their engineer is not sure when the project will start.

Consider and take action on old office building: Mr. Hignight and Mr. Clack volunteered to make some repairs.

Consider and take action on records storage: No action.

## **New Business**

Consider and take action on Resolution 03012022 canceling elections: Mr. Coleman made a motion to adopt resolution. Seconded by Mr. Shelton. Motion carried. 6/0/0

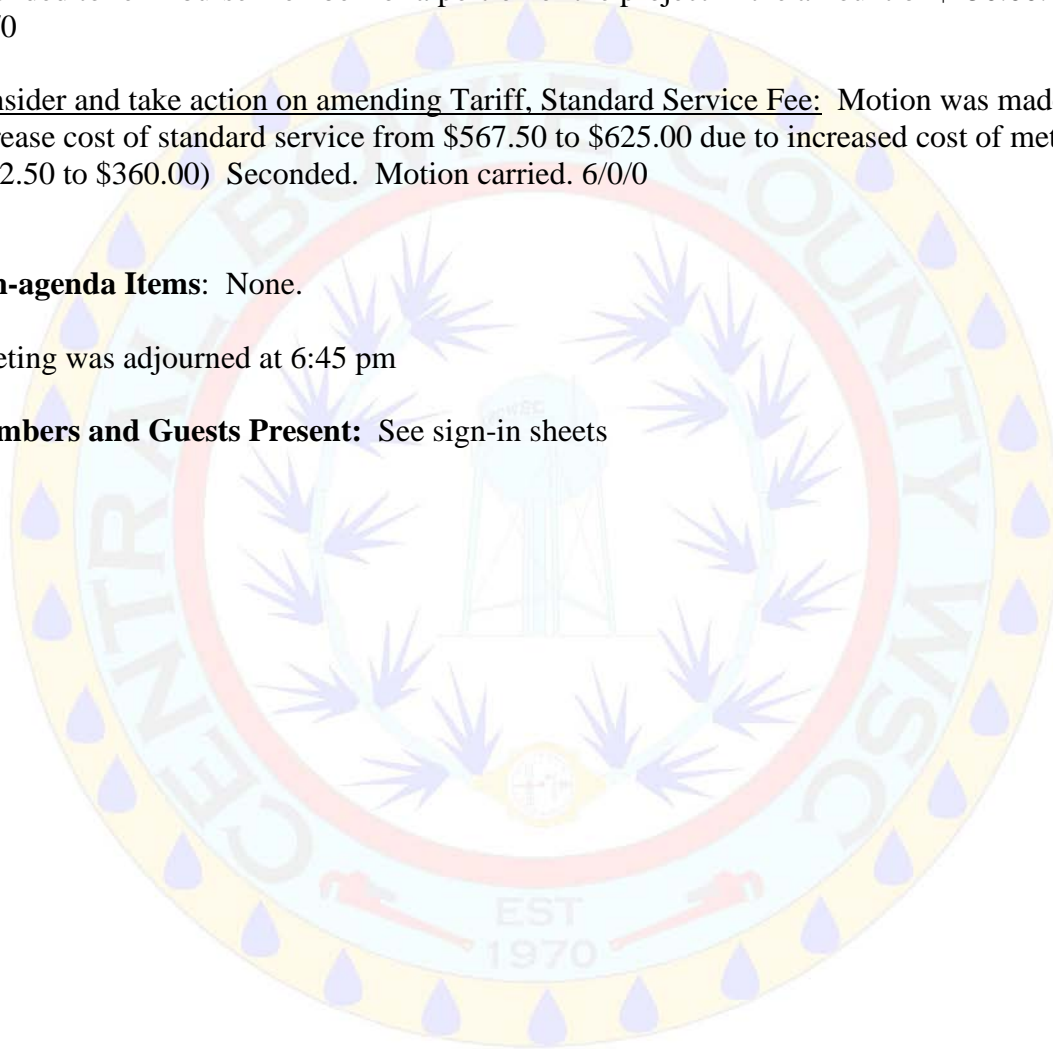
Consider and take action on account #114 relating to dirt work: Member claims that ever since the installation of a new water line in 2012/2013, that the yard has not drained correctly and has spots that hold water. Both the Contractor and CBCWSC employees addressed the issues. She was still dissatisfied with the results and finally hired her own contractor to fix the issue, as well as perform some other work. Member asks that CBCWSC contribute financially to the project. Motion was made and seconded to re-imburse member for a portion of the project in the amount of \$150.00. Motion carried. 6/0/0

Consider and take action on amending Tariff, Standard Service Fee: Motion was made by Mr. May to increase cost of standard service from \$567.50 to \$625.00 due to increased cost of meter set parts. (from \$302.50 to \$360.00) Seconded. Motion carried. 6/0/0

**Non-agenda Items:** None.

Meeting was adjourned at 6:45 pm

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



Minutes of Special Board Meeting  
Central Bowie County WSC  
March 17, 2022

Meeting was called to order by Harrell Hignight at 7:30 pm.

**New Business:**

It was noted that Annual Elections for Directors were canceled, and Directors are as follows:

Ernest Shelton, Jr  
Jerry May  
Brian Proctor

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:

Jerry May  
James McKay  
Connie Barron – Non-Director/Employee Representative

Meeting was adjourned at 7:35 pm

**Members Present:**

Harrell Hignight, James McKay, Brian Proctor, Jason Capps, Gary Fannin, Jerry May, Ernest Shelton, Jr, John Clack

*Manager - Hal Harris*

Minutes of Annual Meeting  
Central Bowie County WSC  
March 17, 2022

Invocation was given by John Clack.

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 March 18, 2021 annual meeting were read. A motion was made to approve minutes as read by Mr. May. Motion was seconded. Motion carried unanimously.

General Manager, Mr. Hal Harris, discussed the 2021 financial audit, the 2022 budget, and the importance of water conservation. Corporation net worth on 1 Jan 2022 was \$7,600,073.00, up \$50,627.00 from \$7,549,446.00 on 1 Jan 2021. Mr. Harris also discussed work status, problems, and upcoming projects.

Mr. Hignight announced that the 2022 elections were cancelled because the two incumbents were unopposed and were seeking re-election, and there was only 1 other member who submitted a nomination packet. Resolution 03012022 was read in the minutes. Directors elected were:

Ernest Shelton, Jr  
Jerry May  
Brian Proctor

Open or Public Forum: There was some discussion about the imminent meter replacement project.

Door prizes were awarded.

Meeting was adjourned at 7:30 pm.

**Members Present:** See sign in sheets

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
April 5, 2022

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

**Public Discussion:** None

**Approve Minutes:** The minutes of the March 1st regular meeting were read. A motion was made by Mr. McKay to approve minutes as read. Seconded by Mr. May. Motion carried. 8/0/0.

**Secretary/Treasurer:** Not available due to staffing shortage.

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

**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:* No action
- c. *98 & RC Pumpstations, housekeeping and maintenance:* No action
- d. *AMI water meter conversion:* GM reported target software installation and training in two weeks. Installation of meters may begin near end of April. There was some discussion regarding allowing members to opt-out of a transmitting meter. There was some discussion regarding installations of customer shut off valve on the customers side of the meter.
- e. *Hayter 065008 EPP:* GM reported that work on the Emergency Preparedness Plan by Hayter Engineering is in progress and that we were granted an extension by TCEQ until June 1, 2022.

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: No action

Consider and take action on request for service, Love's: GM has had some contact with two Love's agents and reported that any initial site work will be on or above surface - such as removing structures, junk, fences, etc.

Consider and take action on old office building: No action.

Consider and take action on records storage: No action.

**New Business**

Consider and take action on water line extension CR 4244: It was generally agreed that Mr. Tucker should be the designated project manager. He should gather names, applications, easements, deeds, estimates, etc. and provide all documents and information to CBCWSC.

Consider and take action on water line connection on CR 4105: There was some discussion about connecting dead end on CR 4105 to line running along south side of US 82. GM will collect some pressure data on both lines

**Non-agenda Items:** None.

Meeting was adjourned at 8:30 pm

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

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
May 3, 2022

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

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. McKay to approve the minutes of the April 5<sup>th</sup> regular meeting and the March 17<sup>th</sup> special meeting. Seconded by Mr. Fannin. Motion carried. 8/0/0.

**Secretary/Treasurer:** Motion was made by Mr. McKay to approve the Secretary/Treasurer's Report. Seconded by Mr. Clack. Motion carried. 8/0/0

**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 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. *AMI water meter conversion:*
  - i. Progress: Ten meters were installed in order to have data for training. Software training was completed. During the training it was discovered that there was issue in how the meters were reporting consumption. The remaining meters and endpoints are on site. Ten Pressure monitors and acoustic devices are installed and working. Pressure monitoring revealed high pressure and transients and Hwy 98. Possible actions/equipment to address this situation were discussed.
  - ii. Schedule: There is a temporary hold until the programming plan to have meters report consumption as required is adequately addressed.
  - iii. Member "Opt-out" option: Motion was made by Mr. McKay to not offer an opt-out option. Seconded by Mr. May. Motion carried. 7/0/1. Mr. Coleman was opposed.
  - iv. GM reported on steps taken to encourage members to install there own shut off valve on their side of the meter.
- d. *Hayter 065008 EPP:* 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: General Manger reported that Parker Harris has received his Class D Operator license. Motion was made by Mr. Coleman to give a \$0.16/hr raise to employees upon receiving their D license. Seconded by Mr. May. Motion carried.

Consider and take action on CCN amendment: General Manager reported that correspondence with our attorney was very favorable, and it appears the matter should be finalized soon.

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



Consider and take action on old office building: Mr. Hignight discussed recommended repairs, provided a materials list, estimated the cost of materials at \$300, and recommended we proceed with repairs. Mr. Coleman made a motion to proceed with repairs. Seconded by Mr. McKay. Motion carried 8/0/0.

Consider and take action on line extension, CR 4244: General Manager reported that Van Tucker has agreed to act as non-employee Project Manager/Developer and is in the process of gathering more information.

Consider and take action on line extension, CR 4105: General Manager reported that pressure data has not yet been collected. No action.

### **New Business**

Consider and take action on Tariff, late fees: It was generally agreed that the \$2.50 late fee will remain unchanged at this time.

Consider and take action on Tariff, trip fees: It was generally agreed that the \$12.50 trip fee should be changed to \$25.00. Matter will be addressed by Resolution at a later date.

Consider and take action on tariff, last day to pay before disconnection: It was generally agreed that the billing cycle will be altered for individuals receiving bills to the following. Bills will be due on the 1<sup>st</sup>; late after the 15<sup>th</sup>; and the last day to pay before disconnection will be the 25<sup>th</sup>. Matter will be addressed by Resolution at a later date.

Consider and take action on Tariff, returned check fee: It was generally agreed to rename returned check fee to returned payment fee and increase fee to \$30.00. Matter will be addressed by Resolution at a later date.

**Non-agenda Items:** None.

Meeting was adjourned at 8:30 pm

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

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
June 7, 2022

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

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. May to approve the minutes of the May 3rd regular meeting. Seconded by Mr. Hignight. Motion carried. 7/0/0.

**Secretary/Treasurer:** Motion was made by Mr. Shelton to approve the Secretary/Treasurer's Report. Seconded by Mr. May. Motion carried. 7/0/0

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. There are number of electrical issues that need to be corrected. In addition, there have been issues with the SCADA HMI computer which are being investigated. TraC-n-trol has recommended replacing the PC or at least replacing hard drive with a solid state drive.

**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. *AMI water meter conversion:*
  - i. Progress: Master Meter has engineered a solution to resolve the issue relating to how the meters are reporting consumption.
  - ii. Schedule: On Tuesday, June 14<sup>th</sup>, representatives from Master Meter and Performance Services will be on site with updated equipment. The endpoints on the 10 meters already installed will be exchanged with updated ones. Then, they will update the remaining endpoints. Simultaneously, or shortly thereafter, the remaining meters will be replaced.
  - iii. GM reported that customers will have three options to turn the water off in the event of a water leak or plumbing modifications: 1. Install their own cut-off in front of the box. 2. Call the office or emergency number to have an employee dispatched to their house to turn the water off. 3. Buy a meter lid key.
- d. *Hayter 065008 EPP:* EPP was submitted to TCEQ for approval.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: General Manger reported that Emilio Vazquez has completed Basic Water training and is approved to take the Class D test

Consider and take action on CCN amendment: No action.

Consider and take action on request for service, Love's: GM reported that there has been some on site activity and some correspondence. No action.

Consider and take action on old office building: No action.

Consider and take action on line extension, CR 4244: No action.

Consider and take action on line extension, CR 4105: No action.

## **New Business**

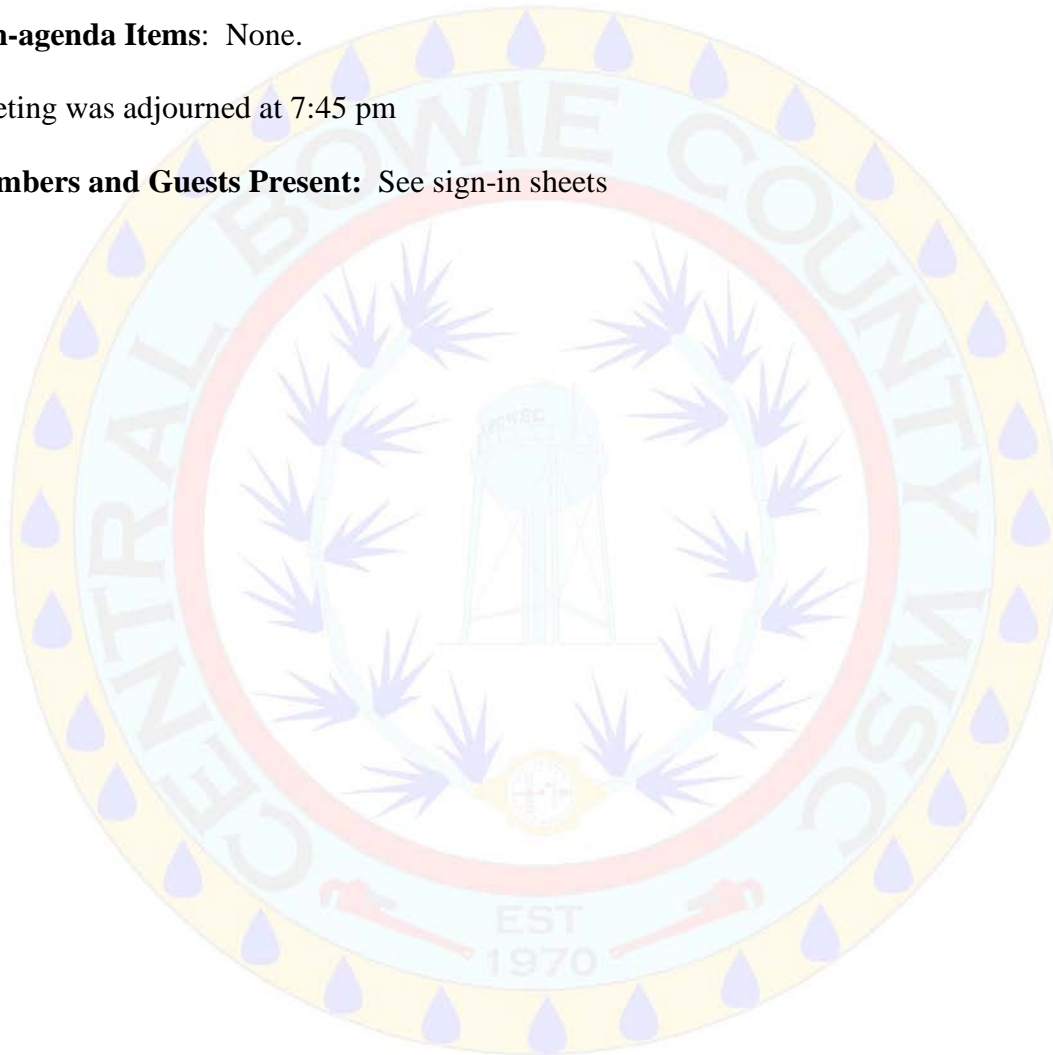
Consider and take action on line extension CR 4152: General Manager reported that the actual extension is proposed along CR 4224, near CR 4152. The applicant has requested a different financing arrangement. It was generally agreed that no changes to current procedures/arrangements will be made.

Consider and take action on Hawkins Disconnect Fee: Some discussion occurred. It was generally agreed that there will be no changes/variances in policies/procedures, nor will the fee be waived.

**Non-agenda Items:** None.

Meeting was adjourned at 7:45 pm

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



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
July 5, 2022

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

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. McKay to approve the minutes of the June 7<sup>th</sup>, 2022 regular meeting. Seconded by Mr. May. Motion carried. 9/0/0.

**Secretary/Treasurer:** Report was not available to personnel shortages.

**General Manager's Discussion:** General Manager discussed water usage, maintenance actions, delinquent accounts, complaints, personnel, and water quality. There are still a number of electrical issues that need to be corrected.

**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:* GM reported that plans are approved.
- c. *AMI water meter conversion:*
  - i. Progress: There are a few glitches being addressed and some communications challenges. There have been 265 replacements thus far.
  - ii. Schedule: After Eastern Rock Creek area is finished, they will be moving north of the office.
- d. *Hayter 065008 EPP:* EPP waiting for TCEQ for approval.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: General Manger reported that Emilio Vazquez has taken the Class D test twice.

Consider and take action on CCN amendment: The application with PUC has been declared administratively complete. Deadline for intervention is July 29, 2022. If no hearing is requested, the matter may be finalized by September 28, 2022. General Manager discussed a property on CR 3008.

Consider and take action on request for service, Love's: GM discussed Love's water meter requirements, costs, and fire flow testing. Motion was made by Mr. May to price service in accordance with the Tariff. Seconded by Mr. Hignight. Motion carried. 9/0/0

Consider and take action on old office building: No action.

Consider and take action on line extension, CR 4244: GM discussed current interested parties, properties, and proposed installation.

Consider and take action on line extension, CR 4105: No action.

**New Business**

Consider and take action on purchase of new workstations: General Manager discussed the ages ( between 4 and 11 years) and performance of current workstations. It was generally agreed that the GM will develop a replacement schedule and budget to be considered at the next meeting. A quote to replace the SCADA computer from Trac-N-Trol was discussed. GM directed to get more information.

Consider and take action on high water bills related to meter replacement program: Some discussion occurred. It was generally agreed that there will be no changes/variances in policies/procedures.

**Non-agenda Items:** None.

Meeting was adjourned at 8:34 pm

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

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
August 2, 2022

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

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. Shelton to approve the minutes of the July 5th regular meeting. Seconded by Mr. May. Motion carried. 8/0/0.

**Secretary/Treasurer:** Income and expenses were discussed. Mr. Coleman noted that the \$250,000 CD at State Bank of Dekalb has just renewed, and that we can still withdraw funds, pay the penalty, and still earn more over time by moving to Edward Jones (3% vs 0.8%). Motion by Mr. Hignight to approve Secretary/Treasurer report, adopt Resolution 0822022, and to move funds from Dekalb State Bank to Edward Jones. Seconded. Motion carried. 8/0/0

**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 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. *AMI water meter conversion:*
  - i. Progress: 875 meters have been replaced. There are still a few glitches, but people are working on solutions.
  - ii. Schedule: Transitioning to a two crew work force. The number of replacements each day should begin to increase.
- d. *Hayter 065008 EPP:* EPP was submitted to TCEQ for approval.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: General Manger reported that one employee took the Class D test.

Consider and take action on CCN amendment: No action.

Consider and take action on old office building: No action.

Consider and take action on line extension, CR 4244: No action.

Consider and take action on line extension, CR 4105: No action.

Consider and take action on purchase of new workstations: Motion by Mr. May to approved purchase and setup/installation of new SCADA computer with upgraded software for \$11,200 as quoted by TracNTrol. Seconded by Mr. Capps. Motion carried. 8/0/1 Mr. Coleman abstained.

Consider and take action on line extension, CR 4102/CR 4103: No action

Consider and take action on high water bills related to meter replacement program: No action

## **New Business**

Consider and take action on variance request, CR 4306: Motion was made by Mr. Coleman to approve variance. Seconded by Mr. Capps. Motion carried. 8/0/0

Consider and take action on Tariff, cost of service: It was generally agreed that the cost of standard service and resets should be updated due to increased cost of fittings, meters, and other parts. The total cost of parts, labor, and fees for standard service will be \$3,200.00.

Consider and take action on Travis Williams OSSF: See BOD Minutes Oct 1<sup>st</sup> and Nov 5<sup>th</sup>, 2019.

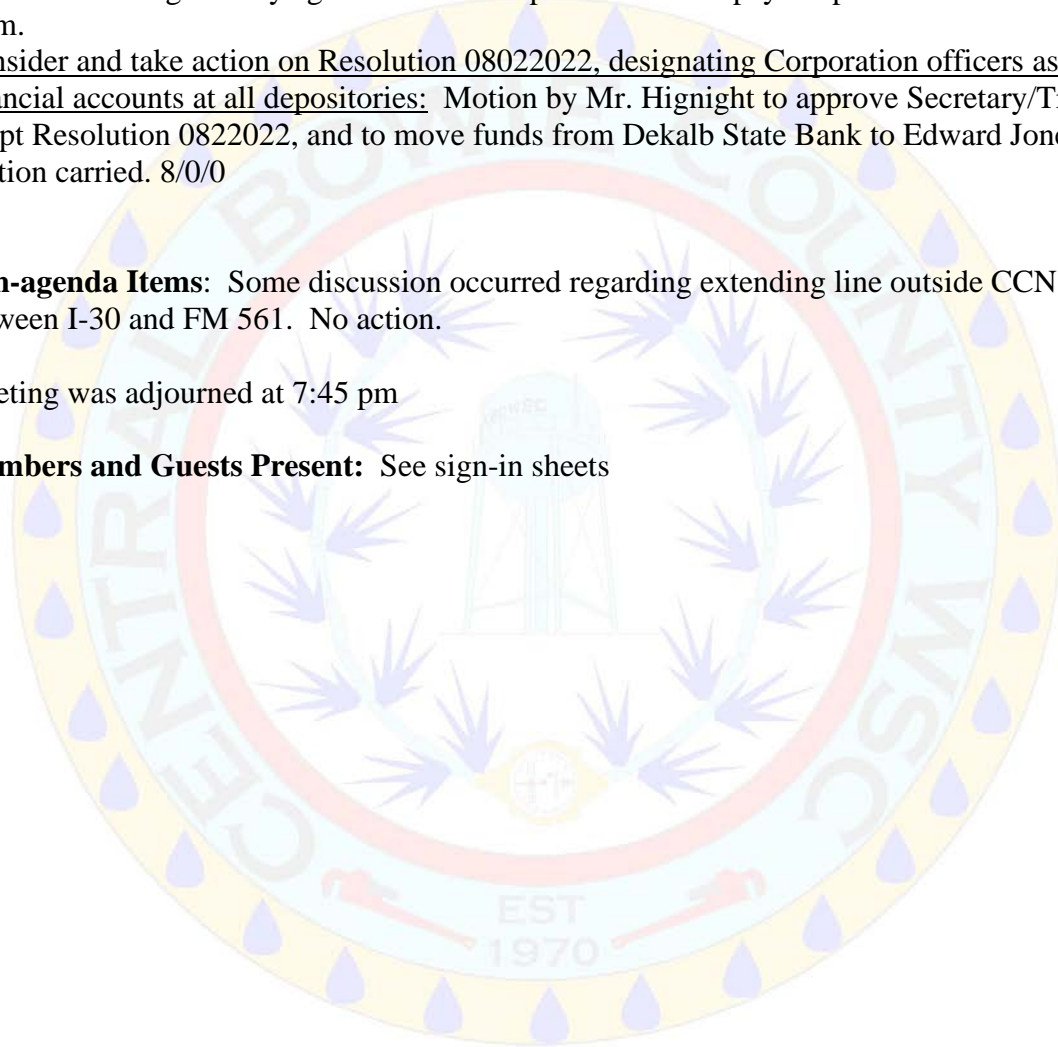
General Manager reported that while the situation is improved, it is not resolved. Mr. Williams has offered to perform the installation of a new system if corporation will pay for parts. Some discussion occurred. It was generally agreed that the corporation would pay for parts if Mr. Williams would install them.

Consider and take action on Resolution 08022022, designating Corporation officers as signatories for financial accounts at all depositories: Motion by Mr. Hignight to approve Secretary/Treasurer report, adopt Resolution 0822022, and to move funds from Dekalb State Bank to Edward Jones. Seconded. Motion carried. 8/0/0

**Non-agenda Items:** Some discussion occurred regarding extending line outside CCN along FM 44E between I-30 and FM 561. No action.

Meeting was adjourned at 7:45 pm

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



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
September 6, 2022

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

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. May to approve the minutes of the August 2nd regular meeting. Seconded by Mr. Proctor. Motion carried. 5/0/0.

**Secretary/Treasurer:** Income and expenses were discussed. A motion was made by Mr. May to approve report. Seconded by Mr. Proctor. Motion carried. 5/0/0

**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 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. *AMI water meter conversion:*
  - i. Progress: 1,735 meters have been replaced. There are still a few glitches, but people are working on solutions.
  - ii. Schedule: There was a three crew work force for part of this period. There are also 3 other vehicles from a different contractor going to each meter conducting a service line inventory as required by EPA and TCEQ.
- d. *Hayter 065008 EPP:* EPP was submitted to TCEQ for approval.

Consider and take action on vacant licensed operator position (full and part time), current operators in training, special incentives, and other related matters: Our Class D operator gave notice and sought employment elsewhere.

Consider and take action on CCN amendment: No action.

Consider and take action on old office building: No action.

Consider and take action on line extension, CR 4244: Discussion occurred relating to looping lines and eliminating dead ends. No action.

Consider and take action on line extension, CR 4105: No action.

Consider and take action on purchase of new workstations: SCADA computer upgrade process has been set into motion.

Consider and take action on line extension, CR 4102/CR 4103: No action

Consider and take action on high water bills related to meter replacement program: No action

**New Business**

Consider and take action on Resolution 090622, amending Tariff, cost of service: A motion was made by Mr. Hignight to adopt Resolution. Seconded by Mr. Fannin. Motion carried. 5/0/0

**Non-agenda Items:** Discussion occurred about extending line outside CCN along CR 4284. No action.

Meeting was adjourned at 8:15 pm

**Members and Guests Present:** Harrell Hignight, Ernest Shelton, Jr., Jerry May, Brian Proctor, Gary Fannin, *Hal Harris – General Manager*

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
October 4, 2022

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

**Public Discussion:** Carla Bryant discussed her property on FM 561 and the cost to obtain service

**Approve Minutes:** A motion was made by Mr. Fannin to approve the minutes of the September 6, 2022 regular meeting. Seconded by Mr. Proctor. Motion carried. 6/0/0.

**Secretary/Treasurer:** Secretary/Treasurer report was not available due to staffing shortages and other events. Mr. Coleman requested that the Secretary/Treasurer report for the month of September be available at the next meeting. He suggested that until further notice, the report at each meeting could be based on income/expenses not from last month, but the month before that. Therefore, there would be an entire month to get the report ready before the meeting.

**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. *AMI water meter conversion:*
  - i. Progress: 2,282 meters have been replaced. There are still a few glitches, but people are working on solutions.
  - ii. Schedule: Installation may be completed by the end of the month.
- d. *Hayter 065008 EPP:* EPP was submitted to TCEQ for approval.

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: There was some discussion regarding accounts on Hwy 82 east of I-30. No action.

Consider and take action on old office building: No action.

Consider and take action on line extension, CR 4244: No action.

Consider and take action on line extension, CR 4105: No action.

Consider and take action on purchase of new workstations: No action

Consider and take action on line extension, CR 4102/CR 4103: No action

Consider and take action on high water bills related to meter replacement program: No action

**New Business**

Consider and take action on FM 561 project: There was some discussion. No action

Consider and take action on health insurance: Motion was made, seconded, and carried to keep the same plan and budget enough to cover the increased cost.

Consider and take action on account 114: There was some discussion. No action

**Non-agenda Items:** None

Meeting was adjourned at 8:30 pm

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



Minutes of Monthly Board Meeting  
Central Bowie County WSC  
November 1, 2022

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

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. Shelton to approve the minutes of the October 4th regular meeting. Seconded by Mr. McKay. Motion carried. 7/0/0.

**Secretary/Treasurer:** Income and expenses were discussed. Motion by Mr. McKay to approve Secretary/Treasurer's report for September. Seconded by Mr. Fannin. 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):* No action.
- b. *Hayter 065006 CBCWSC TxDOT Utility Relocation:* No action
- c. *AMI water meter conversion:*
  - i. Progress: 2,899 meters have been replaced. There were 27 meters that could not be found or access was blocked. Seven of the 27 are dry taps and six are not using water. There are still a few glitches, but people are working on solutions.
  - ii. Schedule: US Bronco's work is done. We will change out the remaining meters. Hopefully by the end of the month.
- d. *Hayter 065008 EPP:* 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: No action.

Consider and take action on old office building: No action.

Consider and take action on purchase of new workstations: No action

Consider and take action on high water bills related to meter replacement program: No action

Consider and take action on account 114: No action

**New Business**

Consider and take action on 2023 Budget: It was generally agreed to prepare the budget to include a rate increase of 0.25/1000 gallons to reflect the adjustment made to the Member City Rate.

Consider and take action on sale of real property for the US 82 Improvement Project: General Manager was directed to meet with appraiser and bring any offer back to Directors for consideration.

Consider and take action on Resolution 11012022, confirming RWRD Director: No action

**Non-agenda Items:** It was generally agreed to reschedule three 2023 regular monthly meetings of the Board of Directors as follows: Jan 3<sup>rd</sup> to Jan 10<sup>th</sup>, Jul 4<sup>th</sup> to Jul 11<sup>th</sup>, and Sep 5<sup>th</sup> to Sep 12<sup>th</sup>.

Meeting was adjourned at 8:40 pm

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

Minutes of Monthly Board Meeting  
Central Bowie County WSC  
December 6, 2022

Meeting was called to order at 6:05 pm by President Harrell Hignight.

**Public Discussion:** None

**Approve Minutes:** A motion was made by Mr. Capps to approve the minutes of the November 1, 2022 regular meeting. Seconded by Mr. Clack. Motion carried. 5/0/0.

**Secretary/Treasurer:** Income and expenses were discussed. Motion by Mr. Capps to approve Secretary/Treasurer's report for October. Seconded by Mr. Fannin. Motion carried. 5/0/0

**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):* No action.
- b. *Hayter 065006 CBCWSC TxDOT Utility Relocation:* No action
- c. *AMI water meter conversion:*
  - i. Progress: General Manager reported that if there is a decrease in non-revenue water attributable to new meters, it's probably no more than 3%.
- d. *Hayter 065008 EPP:* 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: No action.

Consider and take action on old office building: No action.

Consider and take action on purchase of new workstations: No action.

Consider and take action on high water bills related to meter replacement program: No action.

Consider and take action on 2023 Budget: Budget Committee will meet and discuss.

Consider and take action on sale of real property for the US 82 Improvement Project: No action.

**New Business**

Consider and take action on procedures, special provisions, etc. relating to members affected by tornado of November 4, 2022: Motion by Mr. Capps to waive the \$12.50 leak discount fee and the \$25.00 Dry Tap fee for members impacted by the tornado in the month of November. Seconded by Mr. McKay. Motion carried. 7/0/0.

Consider and take action on Resolution 12062022 amending tariff relating to leak discount rate: Motion by Mr. Hignight to adopt Resolution, increasing leak discount rate to \$3.27 to reflect increase in TWU Wholesale Water Purchase Contract. Seconded by Mr. McKay. Motion carried. 7/0/0.

Consider and take action on TWU wholesale water purchase contract amendment: No action. Amendment not yet made available.

**Non-agenda Items:**

Meeting was adjourned at 7:45 pm

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