

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6
MINUTES OF THE MEETING May 15, 2022

The Board of Directors convened in a regular scheduled session open to the public at 4:00 PM at its regular meeting place within the district 12081 Lakeview Manor Dr. Montgomery County, Texas pursuant to public notice posted in compliance with the applicable provisions of the Texas Government CH 551 where roll was called to order at 4:01pm

Charles Small	President
Marwan Jarrah	Vice-President
James Maxwell	Secretary
Ricky Stuksa	Assistant Secretary
Carl Wartemann	Director

Directors Small, Maxwell, Wartemann, Jarrah, and Stuksa were present, thus constituting a quorum. Also Kevin Kaliszewski, Operator, Tara Snoe, Bookkeeper, Mike Mathena, Engineer, Josh Zientek, Legal Counsel with Mitchell & Zientek, LLP.

1. PUBLIC COMMENT- There were no comments from the public.
2. APPROVE THE MINUTES OF THE PREVIOUS MEETING:
 - Ms. Snoe presented the minutes of the April 10, 2022, meeting. Director Maxwell then made the motion to accept the minutes, as presented. Director Stuksa seconded the motion and the Board voted unanimously in favor.
3. OPERATOR'S REPORT
 - Mr. Kaliszewski discussed the Operator's Report, including a leak repair located at Pecan Manor and Hillcrest. The Water Plant experienced an autodial callout issue which found the high pressure tank airline broke and needed repair. NTS Repairs fixed the issue along with another issue with the chlorine injector.
 - There was discussions related potential Director Training 101 as suggested by the BOD. Mr. Zientek advised that Texas Commission on Environmental Quality ("TCEQ") rules required different levels of certification for operators and that repairs and operations must be completed by or supervised a certified operator.
 - Review of the Red flag policy is still in progress and will anticipate adoption potentially at next scheduled meeting.
4. UPDATE ON DISTRICT
 - Ms. Snoe presented financial records from the prior Board Meeting to date, reviewed them in detail, and copies were distributed to the Board. Director Stuksa made the motion to accept and approve the Bookkeeper's Report and payments of financial invoices. The motion was seconded by Director Maxwell. The motion was carried by all.
 - Ms. Snoe advised that there were 4 Delinquent accounts, 3 of which have been restored and one was shutoff 4/19/22 and remains due. There was discussion

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regarding typical continuation of minimal billed services and the Board concurred that they would remain in place during shutoff periods for delinquent accounts.

- Ms. Snoe presented the board with requested information regarding quote for upgrading billing software. Details regarding electronic capabilities, costs and computer compatibility requirements that would be needed were considered. She advised that the billing computer would need replaced to support new software. Ms. Snoe advised that she will report back to the Board after determining if there would be any cost decrease in the upgrade without need for full services at this time and potentially to set up transition for future incorporation of full electronic capabilities.
- Ms. Snoe advised the final Consumer Confidence Report (“CCR”) for 2021 was discussed with TCEQ staff, and was advised the final draft, which was presented to Directors, was approved. A motion was made by Director Jarrah, and Director Stuksa seconded, to approve and authorize distribution of the CCR. The motion passed by unanimous vote. Ms. Snoe advised the finalized CCR Report would be made available to all customers and sent to TCEQ via certified mail prior to the July 1, 2022, deadline.
- Ms. Snoe Discussed McCall letter for 2022 Public Finance Information Act (“PFIA”) Training is scheduled for October, 15, 2022. The motion was made by Director Stuksa, seconded by Director Jarrah, to authorize Director Maxwell to attend as Secretary/Treasurer, which passed by unanimous vote.

5. DISTRICT ENGINEER REPORT

- Mike Mathena with Lightpoint Engineering spoke with the Board and presented his revised contract proposal for District Engineering Services. He provided updates on 3 engineering projects which were included in the Engineer’s Report: Pressure tank Replacement progress review, Emergency Preparedness plan per TCEQ drafted for submittal, and a waterline valve and flush valve design to help alleviate current line isolation issues were reviewed and are currently still being drafted. The Board discussed the history of the District’s rates and the need to update them and adopt a new Rate Order. Mr. Mathena advised that, with the assistance of Ms. Snoe and Mr. Kaliszewski, he could complete a rate study and provide recommendations for updating the District’s rates. The Board concurred that Mr. Mathena could proceed with preparation of the rate study for presentation at a later board meeting at a cost not to exceed \$2,500.

6. FINANCIAL ADVISOR

- The Board of Directors once again reviewed the 3 proposals for selecting and appointing a District Financial Advisor. The proposals were discussed in detail. A motion was made by Director Stuksa to approve the proposal from Financial

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Advisor Bill Blitch as the Districts Financial Advisor going forward. The motion was seconded by Director Maxwell and passed unanimously.

7. ATTORNEY'S REPORT:

- Mr. Zientek discussed existence of a potential rate order from 2011 and discussions held regarding updating and reviewing in the near future. A potential need for a Rate Study was considered to aid in the direction of this process. A motion was made by Director Jarrah for the District Engineer to prepare the rate study for the next meeting with the help of operations and bookkeeping providing requested information to assist with assessment and rate order drafting. Motion was seconded by Director Stuksa and the Board voted unanimously in favor.
- Mr. Zientek discussed review of Investment Policy and the Board will review updates at next scheduled meeting. Discussions regarding district financials allowing signature for disbursements lead to a Motion made by Director Stuksa to adopt the resolution to continue allowing the Bookkeeper and Secretary/Treasurer sign District checks. The motion Seconded by Director Wartemann and passed unanimously.
- There was discussions regarding an update on District Bonding capabilities, and history of District transitioning from a Fresh Water Supply District to a Municipal Utility District with a request to keep original name.
- Mr. Zientek provided a review of the current Ethics Policy, The board discussed and concurred to continue to use current Policy without edits.
- Mr. Zientek discussed documents regarding Director Per Diem amounts and cap regulations. The board agreed to raise the rate by \$25. A motion was made by Director Jarrah, seconded by Director Small, to a new rate of \$150 effective today, the maximum allowed by law. The motion carried unanimously.
- Mr. Zientek advised that, in addition to SB2 website posting requirements, new requirements are now in place related to HB1154. The board continued discussions for options regarding a District Website for current compliance. A motion was made by Director Stuksa for Legal services to obtain a District website with Texas Rural Water Impact to be managed by Legal Services, District Bookkeeper, and Operations, as needed, and to authorize Ms. Snoe to create email addresses through GMAIL for the Directors. The motion was seconded by Director Maxwell and passed unanimously.
- District insurance proposals were presented by Mr. Zientek for the year 2022-2023 Insurance for upcoming expiring policy. After extensive discussion and

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consideration of both proposals, the Director Jarrah made a motion to renew with the current carrier AJG. The motion was seconded by Director Maxwell and passed unanimously. Mr. Zientek advised that he would be sending out the documents for electronic signature. Ms. Snoe explained that she will pay the accepted renewal invoice for June renewal after the documents complete.

- Mr. Zientek reminded the Board that it previously adopted a resolution to authorize a delinquent tax attorney to collect an additional penalty related to collections of delinquent personal property taxes. He explained he needed authorization to submit requests for proposals around tax attorney to collect on delinquent accounts at no cost to the District. The Board concurred to proceed.
- Mr. Zientek discussed requirements for TOMA/PIA/CYBER and will organize this and send required training to the Directors for completion.

8. ELECTIONS

- Mr. Zientek presented new director documents related to the elected directors from the 2022 Directors Election. He also advised that an update would need to be made to the District Registration Form. A motion was made by Director Stuksa to accept Director documents and approve the following Board positions:

Charles Small	-	President
Marwin Jarrah	-	Vice President
James Maxwell	-	Secretary/Treasurer
Rick Stuksa	-	Director/Asst. Secretary
Carl Wartemann	-	Director

and authorize Mr. Zientek to update registration form and file with the TCEQ. The motion was seconded by Director Jarrah and passed unanimously.

9. CONSIDER MATTERS FOR FUTURE AGENDAS, INCLUDING SCHEDULING OF NEXT MEETING DATE: Next meeting date proposed for June 12, 2022 at 4:00PM

MEETING ADJOURNED 6:15PM

MONTGOMERY COUNTY FRESHWATER
SUPPLY DISTRICT NO. 6

Secretary
Board of Directors

[SEAL]