

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6

MINUTES OF THE MEETING FEBRUARY 06, 2022

The Board of Directors convened in a regular scheduled session open to the public at 6:00 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 6:00pm

James Maxwell	Secretary
Marwan Jarrah	Vice President
Carl Wartemann	Director
Ricky Stuksa	Director

Directors Maxwell, Jarrah, Wartemann, and Stuksa were present, thus constituting a quorum. Director Small was Absent. Also present was Kevin Kaliszewski, Operator, Tara Snoe, Bookkeeper, and Josh Zientek with Mitchell & Zientek, LLP.

1. PUBLIC COMMENT:

There were not public comments at this time.

2. APPROVE THE MINUTES OF THE PREVIOUS MEETING:

Director Maxwell made the motion to approve the minutes of the October 24, 2021, board meeting, as presented, and Director Stuksa seconded. The motion passed by unanimous vote of the Board.

3. OPERATOR'S REPORT:

Kevin gave update of all sample testing and advised that they were within normal limits, shared dates of line flushing, and several leak repairs within the subdivision. Mr. Kaliszewski gave the Board an update regarding information from engineering. He was informed by Mike Mathena, the District's Engineer, that there was an estimate of \$10,000 to engineer and be the project manager for the new High Pressure Tank project. Cost savings measures were discussed. Engineering, inspections, and to provide administrative support by the operator alone would be billed hourly at an approximate cost of \$5,000. The expected completion time would be 4-6 months. Other contracted services needed would include a crane service as well as our plumber Burke Plumbing and NTS. A motion was made by Director Stuksa to move forward with the details to start the project, Director Jarrah seconded the motion which passed by unanimous vote.

4. DISTRICT UPDATES:

AUDIT STATUS - Audit Firm McCall, Gibson, Swedlund, Barfoot PLLC will mail out hard copies out pending approval of the draft of the 2021 audit report which was presented to the Board. The District is in good standing and audit report was discussed and presented in detail. Director Stuksa moved to accept the 2021 audit report, subject to inclusion of comments by the District's consultants. The motion was seconded by Director Wartemann and passed unanimously.

FINANCIALS - Ms. Snoe presented the Quarterly Report of all financial records and distributed the same to the Board for review.

WATERLINE PROJECT UPDATE - Tara updated the BOD members on all communications with Bleyl Engineering and TWDB. She explained that she was advised to not resubmit a PIF to the TWDB for DWSRF at this time, due to many applications and projects deemed by the TCEQ much higher priority. The District's line project was denied. She informed the Board that she was directed to look into considering the DFUND at this time and explained the application process. Should the Board decide to proceed, Bleyl will charge an hourly rate to set up and attend necessary meeting(s). Ms. Snoe advised that an approximate estimate of \$30,000 would be required for engineering services to Prepare a Full Financial Assistance Application and complete a (PER) Preliminary Engineering Report and submit on the Districts Behalf with no guarantees of approval.

DISTRICT NEEDS/MASTER CALENDAR - Mr. Zientek put together a general timeline calendar for the District including several tasks that are required to be completed, annually, by the District to remain in compliance with the TCEQ and other regulations. He further advised that the Board could consider these items prior to the next board meeting and provide authorization for completion of the indicated tasks. Mr. Zientek explained that MZLLP would work with Ms. Snoe and the Board to help with any needed compliance issues.

5. ELECTIONS 2022:

Mr. Zientek explained that Director Jarrah was in a holdover position, per the Texas Constitution, because an application was not submitted at the appropriate election cycle. After Mr. Zientek explained the holdover provision of the Texas Constitution, a motion was made by Director Wartemann to adopt an Order Appointing Director Marwin Jarrah to Fill the Vacancy on the Board which he was maintaining as a holdover director and also approving and accepting the new Director Qualification documents. Director Stuksa seconded the motion which carried unanimously.

The officer positions of the Board of Directors were reviewed and discussed by the BOD. The District BOD concurred to keep said officer positions the same, and for Mitchell and Zientek to update and submit the District Registration form on the District's behalf. Motion was made by Director Stuksa and seconded by Director Jarrah. The motion passed by unanimous vote.

Ms. Snoe explained the deadlines to receive new applications for the District's Directors' Election is February 18, 2022. After Mr. Zientek presented the Order Calling Directors Election, Director Stuksa Made a motion adopting the Order for a Directors Election for May 2022, appointing Montgomery County as our Election Agent, accepting the Election Agreement for Joint Election authorizing any associated standard fees. Director Jarrah seconded. The motion carried by unanimous vote of the Board.

6. TAXES:

Mr. Zientek explained that the District could adopt a resolution, annually, to grant exemptions from taxation. Ms. Snoe explained the exemptions considered in prior years by the Board and the process by which she would notify Montgomery County related to the Board's action. A motion was made by Director Jarrah, which was seconded by Director Stuksa, approve the Resolution Granting Exemptions from Taxation, to keep the same exemption(s) as the prior year, and also adopt the Resolution Authorizing Additional Penalty on Delinquent Personal Property Taxes. The motion passed by unanimous vote.

7. CONTRACT EMPLOYEES:

Ms. Snoe explained that the 2022 contracts were signed for renewal.

8. LEGAL UPDATES:

Mr. Zientek explained that this matter would be considered in executive session pursuant to Texas Government Code Section 551.071.

9. EXECUTIVE SESSION:

The Board entered executive session at 7:15 p.m. for consultation with its attorney pursuant to Texas Government Code Section 551.071.

10. OPEN SESSION RECONVENED:

The meeting was reconvened in open session at 7:55 p.m. and no action was taken.

11. ANYTHING ELSE THAT MAY COME BEFORE THE BOARD :

Ms. Snoe advised that the next board meeting is scheduled for March 6, 2022.

MEETING AJOURNED Director Jarrah moved to adjourn the meeting by Director Jarrah, and the motion was seconded by Director Wartemann. It passed by unanimous vote of the Board.

MEETING MINUTES PASSED AND APPROVED
