LAKE PALO PINTO AREA WATER SUPPLY CORPORATION
http://www.lakepalopintoareawsc.com/

Date: July 8, 2019 Place: 4500 N. Lakeview

1. **Call to order**: 6:04 PM Karen Koonsman

2. **Prayer**: M. Green

3. **Roll Call**:
Directors Present: Mark Green, Karen Koonsman, Rick Best, Bruce Rogers, Laura Jones, Bruce Finley
Quorum Established

Directors Absent: Harry Romine,

4. **Guest Present**: None

Unanimous*

5. **Approval of minutes from the June 10 regular meeting.**

After reading the minutes, a motion was made by L. Jones to accept the June minutes as presented. Second by. B. Finley.*

6. ***Financial report:*** Given by Joanne Hardin

Special 10 yr Reserve Acct		12,545
Special Res Acct -TWDB #2		69,643
Ten Year Reserve Accts		81,273
10 yr TWDB #1	$20,205	
CD #1 USDA	$61,068	
Cont. & Equip & Dep [Santo]		92,833
Capital Imp [Gordon]		136,263
FNB Gordon	$136,263	
LPPA Checking		167,150
Total Assets (rounded)		**559,708**

Comments/questions:
Visa . [Provided after the meeting.] – Auto $438.92, Post Office $296.85, Office supplies $145.33, Education $111.00, Chemicals $0.00, Maint and repairs $240.44

Motion was made by L. Jones and second by R. Best to approve the financial report and pay bills. *

7. ***Manager's report:*** Given by Manager, Debra Stowe

[7A] Systems Report [use agenda packet for numbers]

Water pumped:	2,005,300 gal
Water sold:	1,733,440 gal
Water used for fire/flushing line:	208,610 gal
Water loss:	63,250 gal/3.15%
Average water usage:	2688/645 meters
Average bill:	$78.48/645 meters
Total current charges:	$51,243/648 meters
Total receivables:	$32,794/386

[For comparison purposes, numbers still reflect standard usage groups]

- Over 50,000 gal usage: 0
- Number of high-water users: 23
- Less than 10,000 gal users: 546
- Zero usage: 76
- High Water Usage Income: $1,848
  Fire –3200, PLT – 7,700, Surface – 0, Flushing –2,710, Bulk water – 3,000, Leaks 0, Hydro tank -192,000

[7B] Work Order Log – June, 2019

0 Meter Change out, 2 Final Reading, 0 Replace Meter, 0 Check for Leaks, 0 Locked Meter for Non-payment, 0 Replaced PRV, 1 Complaints Air/Water Quality/Pressure), 0 Mark Water Lines, 0 Replace Fitting on Shut Off Valve, 0 Pulled Meter Off per Request, 3 New meter/Disconnect/Transfer/Re-service, 0 Questions or Comments/Service Call, 0 re-read Meter/ Data Log Report

Hours:	Regular	Overtime	Vacation	Holiday	Sick	Other*
Joanne	160	0	0	0	0	
Deb	176	12.25	0	0	0	
Chase	176	2.75	0	0	0	

* Bereavement

[7C] Training: Chase re-registered to take the Operator B license test and scheduled to re-take the test on July 25.

8. ***Manager's report:*** New members/Transfers/Disconnects/Re-service

A. New members: 2
B. Transfers: 4
C. Disconnect: 0
D. Re-service: 0

Motion was made by R. Best and second by B. Rogers to accept the manager's report and approve new members, transfers, disconnects & re-service.*

9. July Agenda Items [**discussed**]

[9A] Circle M Property development: The board discussed the request from the Circle M property to share the costs of bringing water to the development. It was agreed that it would not be fair to have our members pay for the development of a private enterprise. R. Best made a motion with a second by M. Green to reject the Circle M request.* The decision is in keeping with the precedent followed by other developments served by the area water supply company to providing their own water infrastructure. A letter will be sent to Justin Scrivner and Trey Hodgkins notifying them of the decision.

[9B] TWDB/eHT/Construction UPDATE – John Voller sent an emailed update on the plant issues

Below is a list of items that have been left incomplete/inoperable. Each item was addressed by Debra and Chase.

WTP Issue List with responsibilities:

1. Filter Fix - eHt - Media expansion study to be scheduled
2. Backwash Flow -eHT- Monitor backwash rates
3. Chlorinator issues – SWFP. No progress has been made.
4. Raw water Floats – LWS was non-responsive and another contractor has been identified but not yet scheduled.
5. Pierce Pumps resolution – eHt – replaced one motor. Pierce Pumps is still denying that the failure is their fault and have sent a quote for an estimate to

change couplings. It was decided to hold off replacing/repairing the other pump until the new one has operated satisfactorily.

6. Surface wash - resolved for now.
7. Hydro Station – working now
8. Filter Efficiency. – CR - working now
9. Leak under insultation of Filter #3 backwash valve. Waiting on spacers and packing.

Since the current equipment configuration is having continuing problems, the Board asked that Debra and Chase request a proposal to simplify the system. The Board also requested that Debra and Chase draft a letter to Pierce Pumps stating that the Board is out of patience with them for not repairing the pumps at their expense and for not returning the money the company is owed.

[9C] Due Dates, Delinquent Bills and Service Disconnection Date Policy: Postponed until July meeting. The Board discussed the 1998 Tariff document and current practice and decided to seek further clarification of the current Tariff requirements of TCEQ before changing our current practice. Karen will seek clarification from TCEQ and TRWA.
Laura suggested that the Board review our By-Laws and other documents on a periodic basis.

[9D] Personnel: Chase's 6 month review and Debra's retirement: L. Jones conducted a 6 month review with Chase and Debra on June 19 and presented a summary of their discussion to then Board. Both Debra and Chase have a good working relationship and are doing a good job of operating the plant. The continuing punch list of unresolved plant construction issues, however, is time consuming and interfering with the normal operation of the plant.
Debra announced her intention to retire on February 1, 2020 and a job posting for a plant operator with a minimum of a class C surface water license will be made as soon as possible.

[9E] Education: The Board agreed to pay for Chase's 2nd registration fee to take the class B license exam.

[9F] Secretary/Treasurer responsibility clarification: Karen will contact TCEQ and TRWA for further guidance.

Public Comments: None

Agenda Items for August, 2019:

[9A] TWDB/Construction/EHT Update – John Voller - EHT

1. Filter Fix - eHt
2. Backwash Flow -eHT-
3. Chlorinator issues – SWFP.
4. Raw water Floats –
5. Pierce Pumps resolution – eHt –
6. Surface wash -
7. Hydro Station –
8. Filter Efficiency. – CR
9. Leak under insultation of Filter #3 backwash valve.

[9B] Due Dates, Delinquent Bills, and Service Disconnection Policy

[9C] Personnel: Debra's replacement

[9D] Secretary/Treasurer Responsibility clarification

Open discussion: None

Adjourn: Motion was made by B. Finley and second by M. Green to adjourn meeting.* Time 8:10.

Respectfully submitted,

R. Best