

## Lake Palo Pinto Area Water Supply Corporation

LPPAWSC Regular Meeting Minutes, August 9, 2021, at 5:00 PM

- 1) The meeting was called to order by Karen Koonsman at 5:05 PM.
- 2) The prayer was given by Bruce Rogers.
- 3) Roll call of directors: Karen Koonsman, Bruce Rogers, Laura Jones, Paul Coventry, Rick Best and Harry Romine were present and Wayne Campaign was absent. We had a quorum.
- 4) Welcome of guests: Mrs. Patty Smith, a member and local resident.
- 5) Approval of the July 12, 2021 Regular Meeting Minutes. A motion to accept these minutes as written was made by Laura Jones and seconded by Bruce Rogers. The motion carried unanimously.
- 6) Approval of Financial Statements and authorize payment of expenditures. Report by Krisenda Criswell. The totals are as of July 31, 2021.

Checking/Savings	
• FNB of Gordon Capital Improvement	169,616
• CD #1 10yr Reserve Account	61,145
• 10yr Reserve Account (Other)	17,828
• Total 10yr Reserve Accounts	78,972
• Alan Brown Project	25,713
• Cash Drawer	168
• Reserve Account for TWBD Loan #2	99,654
• Special Reserve Account – 10yr	13,206
• Contingency and Equipment (Santo)	71,106
• LPPA Checking Account	166,930
• Total Checking and Savings	625,365
• Total Assets	625,365
• Liability and Equity	0.00

A motion was made to accept the Financial Statements by Harry Romine and seconded by Laura Jones. The motion passed unanimously.

7) Skipped.

8) Managers Report given by Chase Lerma. The water loss percentage dropped from 27.78% to 4.89% this month. Chase and James changed out 45 meters and installed 20 new meters this month. Chase had felt for some time that some of these older meters were reading inaccurately and this is perhaps evidence that he was correct. This is an amazing improvement we hope is reflected in future readings.

• Water pumped this month	3,251,100 Gal.
• Water sold this month	2,867,790 Gal.
• Water used for fire and flushing	224,400 Gal.

•	Water loss	158,910 Gal.
•	Water loss (%)	4.89%
•	Total number of accounts	681
•	Average usage for active members	4,174 Gal.
•	Average charge for active members	\$94.98
•	Total current charges	\$66,744
•	Total receivables	\$52,606

B) Work orders were as follows: Register changeouts-1, Meter changeouts-45, New Meters-20, Transfers/Final read-2, Low pressure-0, Leaks-0, Water quality complaint-0, Line locates-1, Re-services-1, Meter box changeouts-2, Customer service inspections-0, PRV installation-1, Service trip/ Customer service-0, Disconnects-1, Install check valve-0, Move meter-0, flush valve pressure check-1, High usage-0, for a total of 75 orders.

C) Developers:

1. Brown Line Extension New 3" main off South Lakeshore Drive serving 3 meters. Trenching has been completed the length of the project.
2. T. Apodaca/Delta 8 Properties LLC. Our engineers are reviewing the project involving 200 acres off Pump Hole Rd. to be divided into 5 large lots.

D) Training: Kris Criswell is becoming familiar with the office procedures. There was no formal training for the guys this month.

E) New Members: R. Mensik and Hitzfeldt-Pufal

F) Transfer of Membership: Mair to Dent and Culpepper to Palmer

G) Disconnected Service: J. Colbert

H) Re-Connect Service: None

I) Re-Services: Gracemont, LLC-R. Goodall

A motion to accept the Manager's Report as presented was made by Bruce Rogers and seconded by Laura Jones. The motion passed unanimously.

A) Master LINK to Harmony Software upgrade – Master Meter. The software program we use to electronically harvest meter reading data is no longer supported by the manufacturer. The new software and training will cost a little over \$10,000 dollars and is a necessary expense. We will pay for hosting and support for \$1,200 per year in coming years. We can get the additional optional laptop computer equipment from other sources. A motion was made by Bruce Rogers to purchase the Harmony Software Upgrade, the Harmony Software Upgrade Training for \$10,112.50 and a new laptop computer for 4 to 6 hundred dollars. The motion was seconded by Harry Romine and carried unanimously.

B) Budget workshop update- Harry Romine gave an update on the budget progress. We are half way through this year. We are separating the expenses we have into more detailed accounting files for better tracking. Venders and requirements are changing all the time so this is a work in progress. Harry sees that our expenses and revenues are even a bit better than previous years and our expenses are being met while we move ahead with future improvements and maintenance needs. The Corporation is in good shape and no change in the rate structure is called for at this time.

C) Review check signers- When Kris passes the 90 day point the Board will review check signers.

D) Plant infrastructure committee report- Chase gave an update on grant availability next year. This year we did not get any grant money but next year we hope to have better success. Chase has put together the improvements and upgrades estimates to have a figure to ask for. We could use 500K to 700K in the next couple of years so we will try for all we can get. Chase will stay on top of the required filing deadlines. We sincerely hope that Palo Pinto County will take an interest and help sponsor the LPPAWSC for some of this money. We can't do it without them.

E) Update rates and fees- Rick Best recommends that water leak rates be assessed at the base rate without the high usage charge. We do not feel right about forgiving bills because it would be giving away other members money but the charge would be adjusted to our cost for the water. Customers would be required to make a written application for relief. This application will need to be carefully crafted. The committee will meet and make a proposal motion next regular meeting.

10) Public comments- Mrs. Patty Smith asked what members could do to help the grant application process along. Chase recommends making your county commissioner aware that these grants are important to us. Thank you for attending Mrs. Smith.

11) Discussion of items to be included in next month's meeting.

- 1) Review of check signers
- 2) Plant Infrastructure Committee report
- 3) Update rates and fees
- 4) Personnel committee report- Yearly reviews

12) Open discussion-

13) Adjournment of meeting. Motion to adjourn was made by Rick Best and seconded by Bruce Rogers. The motion passed unanimously and the meeting was adjourned at 6:50 PM.

Respectfully Submitted

Paul Coventry

Secretary/Treasurer LPPAWSC

The next regular meeting of the Board of Directors will be held on September 13, 2021 at the LPPAWSC office at 4500 N. Lakeshore Dr., Palo Pinto, TX at 5:00 PM.