

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6
MINUTES OF THE MEETING April 10, 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 4:00pm

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 present was 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(s): Ms. Snoe presented the minutes of the March 6, 2022, and March 27, 2022, regular and special meeting(s). Director Maxwell then made the motion to accept the minutes, as presented. Director Jarrah seconded the motion and the Board voted unanimously to approve both sets of minutes, as presented.
3. OPERATORS REPORT
 - Mr. Kaliszewski presented the Operators Report and explained that the outcome of 4-inch line abandonment was successful along. He then provided an update on several leak repairs, 3-meter changeouts, and advised that the Mission autodial out system was in working order. Additionally, he advised that the air compressor belts were changed.

Next, Mr. Kaliszewski discussed a violation letter received from the TCEQ. He explained that all regulatory reports were completed timely and supporting documents were shared with TCEQ proving compliance. The TCEQ confirmed that the violation was corrected and that no further actions required.
 - Mr. Kaliszewski discussed the benefits of a computer operations and maintenance of the District. Director Wartemann made a motion to approve purchase of a District device by Mr. Kaliszewski not to exceed \$750 and to reimburse Mr. Kaliszewski upon providing proof of purchase. The motion was seconded by Director Stuksa and passed unanimously.
 - Ms. Snoe advised that she attempted to prepare the Consumer Confidence Report, however, due to delays in releasing information by the TCEQ, this item

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6
MINUTES OF THE MEETING April 10, 2022

would be deferred to a future meeting. Mr. Zientek advised that the deadline for filing was July 1.

- After Ms. Snoe presented information related to rates, deposits, and fees, Mr. Zientek advised that the District needed to prepare and approve a formal Rate Order. Mr. Mathena advised that he could assist with a rate study, if needed, upon Board approval.
- Mr. Zientek advised that he will research the applicability of Red Flag requirements to District and report at next meeting. No action was taken at this time.

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.
- Ms. Snoe advised that there were 2 Delinquent accounts, and that one residence was vacant, for sale, and has been shutoff. The other delinquent account had a bad check and missed the deadline. The Board discussed the delinquent account in detail, including payment history, and Director Jarrah made a motion to give the homeowner 7 days to pay full amount currently due to prevent shutoff, and, if not paid in full, authorize the cut-off, following previously authorized District procedures and policy. Director Stuksa seconded the motion which passed by unanimous vote of the Board. Ms. Snoe will contact the homeowner of the decision.
- Mr. Zientek advised that the AWBD Summer Conference is scheduled for June 23-25 in Fort Worth. There was extensive discussion related to the benefits of attendance and possibly joining the Texas Rural Water Association.

5. FINANCIAL ADVISOR

- Mr. Zientek provided the Board with 3 proposals for financial advisor services and explained the details and differences contained therein. Mr. Mathena provided additional details related to his experience with Mr. Blich. The Board concurred to defer taking action until a future meeting.

6. DISTRICT ENGINEER

- Mike Mathena with Lightpoint Engineering spoke with the Board and presented his proposal for District Engineering Services. After presenting the Engineer's Report, a motion was made by Director Jarrah, which was seconded by Director Stuksa to approve the contract for Lightpoint Engineering, subject to final inclusion of comments from Mr. Zientek and to authorize 3 discussed projects which were included in the Engineer's Report: Pressure tank Replacement steps, Emergency Preparedness plan per TCEQ, and a waterline valve and flush valve

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6
MINUTES OF THE MEETING April 10, 2022

design to help alleviate current line isolation issues. The motion passed unanimously.

7. DISTRICT INSURANCE POLICY

- Ms. Snoe provided an update on the District's current insurance policy and advised that the renewal policy was not currently ready from the District's current provider. A motion was made by Director Stuksa, and seconded by Director Wartemann, for Mr. Zientek to request additional quotes from 2 other insurance providers. The motion passed unanimously.

8. ATTORNEY'S REPORT:

- Mr. Zientek advised that he would prepare a draft Ethics Policy and distribute prior to the next meeting for review.
- Mr. Zientek then explained that he would prepare a draft Investment Policy and distribute prior to the next meeting for review.
- Ms. Snoe advised that a small amount of unclaimed property was discovered in the name of the District (\$87.02) and explained the difficulties, due to the age of the unclaimed property, in requesting the amount. The Board concurred to not pursue this option.
- Mr. Zientek advised that he completed the Special Purpose District Public Information Database filing.
- 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 that an additional resolution has been prepared related to collecting an additional penalty on delinquent real property taxes. Director Stuksa made a motion to adopt said resolution. The motion was seconded by Director Jarrah seconded and passed unanimously.
- Mr. Zientek advised that, in addition to SB2 website posting requirements, new requirements are now in place related to HB1154. He and Ms. Snoe then explained options for implementation of a website for the District and that additional information would be provided at a future meeting.

9. ANNUAL REVIEW OF DISTRICT CONTRACT EMPLOYEES FOR 2022: Operator Kaliszewski and Bookkeeper Snoe voluntarily stepped out during Board discussions of annual review. The Board considered authorizing a raise for Ms. Snoe and Mr. Kaliszewski. After Ms. Snoe and Mr. Kaliszewski returned, a motion was made by Director Wartemann for both the Bookkeeper, Ms. Snoe, and Lead Operator, Ms. Kaliszewski, to get a monthly raise of 10%. The motion was seconded by Director Stuksa and passed unanimously.

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6
MINUTES OF THE MEETING April 10, 2022

10. CONSIDER MATTERS FOR FUTURE AGENDAS, INCLUDING SCHEDULING OF
NEXT MEETING DATE: Next meeting date proposed for May 15th 2022 at 4:00PM

MEETING ADJOURNED 6:19PM

MONTGOMERY COUNTY FRESHWATER
SUPPLY DISTRICT NO. 6

Secretary
Board of Directors

[SEAL]