

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6  
MINUTES OF THE MEETING June 12, 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/Treasurer
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, Bill Blitch, Financial Advisor, and 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 May 15, 2022, meeting. Director Jarrah 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 recap on leak repair located at Pecan Manor and Hillcrest. The leak was repaired at the plant itself and he provided a recap of when the Water Plant experienced a successful autodial callout issue which found the high-pressure tank airline broke and was in need of repair. A temporary patch was utilized on May 3 with further repair by NTS of converter and control panel. No service interruptions occurred. Flushing of lines and samples taken and normal sample results circulated for Board review. Calibrations of accuracy were completed and deemed within normal limits. Mr. Kaliszewski discussed upcoming need for tree trimming foreseen to get new high pressure tank in place within the District.
4. DISTRICT ENGINEER REPORT
  - Mike Mathena with Lightpoint Engineering updated the board on 4 current projects: 1) *Pressure Tank Replacement* progress review was given, plans were completed and will be sent to TCEQ, and he anticipates approval to start the Bid process at the next meeting; 2) *Emergency Preparedness Plan* per TCEQ final for submittal; 3) *Waterline Valve / Flush Valve Designs* were reviewed and full size copies will be ready this week and will be submitted to the TCEQ.
  - *The Rate Order Study was discussed with the Directors, including a set of proposed preliminary rates based on last budget with consideration of recent expenses and rising costs of operation.* The Board discussed the history of the

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District's rates and the need to update them with financial discussions of costs exceeding operating income and needed projects ahead to maintain an aging system and future needs. The board held discussions and will potentially take action at next scheduled meeting, Mr. Mathena will amend the rate option example as discussed.

5. 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 invoices contained therein. The motion was seconded by Director Wartemann. The motion was carried by all.
- Ms. Snoe presented the Board with requested information regarding quote for upgrading billing software to Version 10. A new device purchased for the District is capable of supporting the upgrade. She explained that current files will be transferred and Operations will assume the current device. Ms. Snoe discussed small cost decrease in the upgrade without need for full services of the Intuity Portal at this time and advised that this may be turned on through Eldorado at a future time. A motion was made to proceed with device allocation and upgrade software with Eldorado at this time in the estimated Invoice amount of \$2,120.00 without Intuity Portal activated by Director Stuksa. The motion was seconded by Director Jarrah. The motion was carried by all. Discussions held to potentially activate the Intuity portal at a later date.
- Ms. Snoe advised the final Consumer Confidence Report ("CCR") for 2021 was sent and received by the TCEQ via certified mail prior to the July 1, 2022, deadline.
- Ms. Snoe Discussed new emails specifically created for Directors of the District Board. Emails were assigned and information distributed for District use.

6. FINANCIAL ADVISOR

- The Board of Directors welcomed Financial Advisor Bill Blich as the Districts new Financial Advisor. Mr. Blich discussed his observations after reviewing past audits and budget. Mr. Blich aligned his professional opinion with previous discussions about need to adopt a new rate order for financial health of the District. Future needs will require action on the Districts behalf. Discussions held regarding upcoming Tax season, what to expect and preliminary meeting dates were set for Sunday, August 7<sup>th</sup> and 28<sup>th</sup> at 4:00Pm. Mr. Blich noted he would complete the Truth in Taxation Packet, return to the Tax Assessor Office, and make recommendations at next scheduled meeting after final financials provided to him by the Tax Office. Ms. Snoe will complete and return the 2022 Taxing Unit Information sheet and return to the Tax Office this week.

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6  
MINUTES OF THE MEETING June 12, 2022

7. ATTORNEY'S REPORT:

- Mr. Zientek provided update of the Red flag policy, currently still in progress and will anticipate adoption potentially at next scheduled meeting.
- Mr. Zientek explained that the District has secured a District Website for current compliance. Ms. Snoe and Mr. Zientek have an introduction orientation scheduled tomorrow. The website will be a work in progress as we upload compliance documents for the District.
- District insurance renewals were submitted by Mr. Zientek for the year 2022-2023. Invoice Check was sent and mailed per Ms. Snoe. Mr. Zientek to reach out for final confirmation that we are all set for renewal.
- Mr. Zientek discussed requirements for TOMA/PIA and all Directors turned in completion documents from the Attorney Generals training for compliance.
- Mr. Zientek lead record retention discussions and the need for resolution for a designee. Will present a record retention policy for board review and consideration of adoption at next scheduled meeting.
- Mr. Zientek discussed unclaimed property report and a motion was made to authorize this by Director Maxwell, Director Stuksa Seconded, Motion was carried by all.
- Mr. Zientek explained that Purdue Brandon submitted a proposal to collect additional penalties related to collections of delinquent taxes on the Districts behalf. A motion was made by Director Jarrah to accept the resolution, Director Stuksa seconded. The motion passed unanimously.

8. CONSIDER MATTERS FOR FUTURE AGENDAS, INCLUDING SCHEDULING OF NEXT MEETING DATE: Next meeting dates proposed for August 7th, 2022 and August 28<sup>th</sup>, 2022 at 4:00PM

MEETING ADJOURNED 17:47PM

MONTGOMERY COUNTY FRESHWATER  
SUPPLY DISTRICT NO. 6

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Secretary  
Board of Directors

[SEAL]