

Original

MONTGOMERY COUNTY FRESH WATER SUPPLY DISTRICT #6

MINUTES OF THE MEETING January 8, 2023

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 4:01pm

Charles Small	President
Mark Jarrah	Vice President
James Maxwell	Secretary/Treasurer
Ricky Stuksa	Asst. Sec/Treasurer
Carl Wartemann	Director

Directors Small, Maxwell, Stuksa, and Wartemann were all present. A Quorum was established. Also present was Kevin Kaliszewski – Operator, Tara Snoe – Bookkeeper/General Manager, Bill Blitch – Financial Advisor, Mike Mathena – Engineer, and Joshua Zientek – Attorney.

1. PUBLIC COMMENT

No members of the public were present.

2. APPROVE THE MINUTES OF THE PREVIOUS MEETING

Director Stuksa made a motion to accept the minutes of December 4, 2022, as presented. Director Small seconded the motion which passed unanimously.

3. OPERATORS REPORT

Mr. Kaliszewski discussed all operation details since the last meeting including leak issues and repairs made. He also advised that the new chemical tanks were in and operational at this time.

4. UPDATE ON DISTRICT

Mrs. Snoe updated the board on the Neptune equipment upgrade process, awaiting application and paperwork to move forward with upgrade purchase order.

Mrs. Snoe facilitated financial record distribution and review from last meeting to date. A motion was made to accept the Bookkeeper's financial report and approve the payments contained therein by Director Small. The motion was seconded by Director Stuska and passed unanimously.

Mrs. Snoe updated the Board regarding the visit to the banks with herself, Ms. Shelby Edmonds, and the designated secretar(ies) to update signature cards with addition of Ms. Edmonds and



removal of Mrs. Snoe. The CD was not renewed yet, monies pulled by Chase and placed into the CD linked account which is set up as a checking until further instruction for new tank payment as well as setting up a potential Texpool account with leftover monies as savings.

Mrs. Snoe advised that research is still taking place on how to go about the process for opening a Textpool account when that time comes.

The Annual 2023 Independent Contractor agreements signed to keep on file.

#### 5. UPDATE ON AUDIT

Mrs. Snoe presented the Annual FYE 2022 audit which was completed by the District's Auditor. Draft copy packets were distributed for review. Mrs. Snoe discussed pages of particular interest and the only edit at that time was on P.33 regarding max fees of office. Mrs. Snoe advised that she would relay the comment to the District's Auditor for correction. The Directors accepted the audit draft subject to this correction. A motion was made to accept the FYE 2022 audit with approval of submission of the final copy with the TCEQ by Director Small. The motion was seconded by Director Stuska and passed unanimously.

#### 6. ENGINEERS REPORT

Mr. Mathena informed the Board the pressure tank bid contract will be executed and the next step would be to schedule a pre-construction meeting. He informed the board a portion of the money would need to be paid in February 2023, with the remainder most likely not until summer months. Mr. Mathena asked the board for a decision if they were ready to move forward at this time. Director Small made a motion to proceed with the tank project and authorize execution of the required documents. The motion was seconded by Director Wartemann and passed unanimously.

Mr. Mathena updated the Board on the following items: 1) The Emergency Preparedness Plan has been submitted to TCEQ; 2) There has been no response from TCEQ regarding outstanding violation communication; 3) TWDB Application window is coming up again and Mr. Mathena encouraged the District to apply again. He explained that Lightpoint Engineering will complete the application process on behalf of the District for no fee.

The Board considered, discussed, and reviewed the capital improvements plan prepared by Mr. Mathena and Lightpoint Engineering and Mr. Zientek presented the Order Calling Bond Election. The Board reviewed the capital projects plan in detail. Director Stuska made a motion to adopt the capital projects plan totaling a \$5,000,000, subject to revision by the District's consultants, and the corresponding Order Calling Bond Election, subject to revision by the District's consultants, and the motion was seconded by Director Wartemann. Mr. Zientek clarified the purpose of the capital improvements plan and Mr. Blich explained how bond funds must be used. The Board considered the needs of the District and its residents. The motion passed by



unanimous vote of the Board in the amount of \$5,000,000 subject to revision of the District's consultants.

A motion was made for Lightpoint Engineering to proceed with the application process for funding with the TWDB on behalf of the District for potential funding by Director Stuksa. The motion was seconded by Director Small and passed unanimously.

#### 5. FINANCIAL ADVISOR

Mr. Blich provided the Board with bond information options for a potential May 2023 bond authorization election. He explained that the District would need to consider securing a larger amount of bonds for potential needs of the future as well as immediate needs.

Mr. Blich discussed Tax Exemptions and a motion was made by Director Small to adopt the Order Establishing Tax Exemptions with the same tax exemptions as the previous year and the Resolution Authorizing Additional Penalties on Delinquent Personal Property Taxes. The motion was seconded by Director Stuksa and passed unanimously.

#### 5. ATTORNEY

Mr. Zientek outlined all the steps that go into the bond authorization election and recommended proceed conducting a joint election with Montgomery County. A motion was made to move forward with the Montgomery County Joint Election, designate Mitchell & Zientek as the Election Agent, and authorize any other action necessary to be completed by the District's consultants related to the bond authorization election, including preparation and posting of the notice of election, engineer's report, and any legally required voter information reports by Director Stuksa and seconded by Director Wartemann. The motion passed unanimously. Next, Mr. Zientek explained that the Eminent Domain Report was filed.

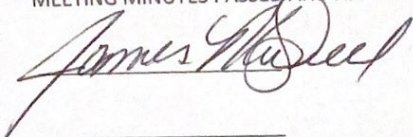
#### 6. EXECUTIVE SESSION

The Board did not enter into Executive Session.

#### 7. ANYTHING ELSE THAT MAY COME BEFORE THE BOARD

Next meeting as TBD, most likely in March or sooner if a need arises.

MEETING AJOURNED @ 4:59 p.m.  
MEETING MINUTES PASSED AND APPROVED



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