

DEBERRY WATER SUPPLY CORPORATION DIRECTORS MEETING

Mary A. Robinson
Steve Werner
Matt Tillman
Dale Haley
Kathryn Yates

Date: April 8, 2025 @ 6:00 pm

Place: DeBerry Fire Station

Attendees:

Matt Tillman – Vice-President
Kathryn Yates – Secretary-Treasurer
Steve Werner – Board Member
Mary Robinson – Board Member
6 Members
1 Non-member

The DeBerry Water Supply Corporation (Corporation) Directors Meeting was called to order by Vice-President Matt Tillman. A quorum of the directors was present.

Public Comment

Member Keith Carver addressed the board concerning the current water rates, his water meter and water quality. He questioned how the current rates were determined. He stated that his meter was covered in dirt and that the reading on the March 1st bill was high. He believes that the meter was not read. Also, he stated that his water was dirty and not drinkable. Tillman explained that current water rates were set following a rate study. Tillman told Carver that a representative of the Corporation would meet with Carver at his meter the next day and work on his issues. Member Les Mangham also addressed the board stating that members had "sticker shock" when they received their March 1st bills because the previously allowed 2000 gallon minimum had been removed. It is his belief that the board should not have removed the 2000 gallon minimum or at least reduced it gradually. He also stated that he has water quality issues. Tillman urged members to contact the Corporation whenever their water is dirty so that the issue could be addressed because water quality is a top priority. Members Frances and Dale Haley addressed the board asking for help because they believe that there is a leak on their side of the meter. Werner will meet with the Haley's on April 9, 2025 to help them determine if there is a leak.

Consent Agenda

The minutes of the March 11, 2025 board meeting were read. Werner made the motion to approve the minutes as read. Robinson seconded the motion. The motion carried with all in favor. The approved minutes will be uploaded to the website.

The bills were reviewed by board members. Yates asked for more detail on G&S Construction invoice showing cost for each service performed and for receipts of parts purchased to be attached to invoice. Tillman will speak with G&S on the matter. Bills were approved for payment.

The financials for March, 2025 were reviewed. There was a profit for the month of ~\$2,145 due to a repayment of repair costs of \$2,900 by V-Lainez Enterprise, fiber optic contractors. It was noted that the four Corporation Certificates of Deposit (CD) with terms of twelve months were renewed and one was moved to a money market account, one was renewed as a three-month CD, and the two remaining CDs renewed as twelve-month CD's.

The Corporation is waiting for the approval of a Community Card Credit card to be issued through VeraBank.

One new member was added in March and two membership accounts were cancelled.

System Update

The Corporation produced 2,174,000 gallons of water and members were billed for 1,139,390 gallons for the period of Feb. 15 – Mar. 15. Thus, 52% of water produced was sold. After allowing for Water Loss due to leaks, regular flushing, auto flushing, and Fire Dept use, a substantial amount of water is being "lost." Operator Manager Galen Coleman Sr. has stated that it will be difficult to improve the Water Loss and to know the true measure of the Loss until the Corporation gets some stability of leaks. Werner is taking the lead to research the Water Loss.

Robinson, Casey Townsend, and Jon Edwards volunteered their time to build shelving in the storage room for better organization and management of parts.

Werner is analyzing the Water Works (WW) Billing database and the Diamond Maps (DM) database in an effort to sync the two software systems. It is his goal to have addresses and phone numbers for each member on the DM application. This data will be collected from the WW application and synced to the DM database.

TCEQ Violations

Enforcement documentation was submitted to Texas Commission on Environmental Quality (TCEQ) on April 7, 2025.

Concerning the Color and Iron Violation, the Meter at Acct # 2441 has been tapped into the 3in line across the road with a road bore and a flush valve was installed behind houses on County Road 338. The Operator will submit water samples for compliance with Color and Iron requirements. If samples pass, then resolution information will be submitted to TCEQ. If samples do not pass, then a compliance plan will be submitted to TCEQ by April 28, 2025. If a compliance plan is required, Edwards has discussed the compliance plan with Operator Manager Coleman as well as Texas Rural Water Association agent Paul King. It may be necessary to dig up more lines to find the issue and possibly abandon the entire line. The Corporation is looking at a possible 8-month plan to bring the Corporation into compliance.

Updates

The Water Loss Audit and Survey was submitted to TCEQ by Ardurra.

The USDA Preliminary Engineering Grant has been increased to \$30,000 with additions. Documents have been signed and the Corporation is hoping for approval any day.

The Texas Water Development Board (TWDB) PIF's are waiting to be scored.

The prior Board failed to submit data to the TWDB and consequently, the Corporation was not included in the TWDB Regional Water Plan. The current Board has requested a revision of the plan, and the Corporation was approved to be added to the upcoming TWDB Regional Water Plan.

Other Items

Discussion followed concerning Account 2441 that had dirty water due to iron issues. The member was asked to flush her water through her meter while the Corporation attempted to figure out the issue with the line. Motion was made by Yates to adjust Account 2441's bill to average prior use. Werner seconded the motion. The motion carried with all in favor.

The Possession and Storage of files outlined in Cybersecurity Plan submitted to the TWDB was then discussed. Secretary-Treasurer Yates referred to the Corporation bylaws Article III that states "The Secretary-Treasurer shall have custody of all monies, records and securities of the Corporation." Yates also reminded the Board of the difficulty that the Corporation had incurred to obtain Corporation software, data, and passwords when the previous bookkeeper resigned and she was the only person who had this information. Yates proposed a policy, in accordance with the Corporation bylaws, to ensure that this would not happen again and to ensure that Corporation applications and data are secure. Yates' proposal is as follows: The Bookkeeper shall have possession of the Corporation laptop which has the QuickBooks

(QB) accounting application and the Water Works (WW) billing application installed on it. The current data files are on this laptop. A complete backup of the computer will be made using Norton Antivirus on a regular basis (perhaps every 4 months). A backup using Norton Antivirus will be made of the billings and accounting data after each posting. At the end of the month, a data backup of each application will also be made to an external storage device such as a flash drive and given to the Secretary-Treasurer for safekeeping. In addition, the Secretary-Treasurer will have in safekeeping in a locked fire-proof safe the QB software disk, the WW application disk, the passwords and userids for each of these applications as well as all other userids and passwords used in the accounting duties. Having this information in two separate locations and in the possession of both the Secretary-Treasurer and the Corporation bookkeeper provides much needed data security and complies with the Corporation bylaws. Following discussion, no action was taken and the matter was tabled until May meeting.

The Process for cutoffs was then discussed. Yates suggested that a notice be posted to the website's online payment system, Paystar, that informs the member to contact the Corporation if his water has been disconnected and he has made full payment including connection fees. After the member contacts the Corporation and full payment has been made, then the Operator will restore the member's water service. The board approved of this process.

Adjourn

Having no further business, Tillman made the motion that the meeting be adjourned with Robinson seconding the motion. The motion passed with all directors voting in favor. Meeting was adjourned.