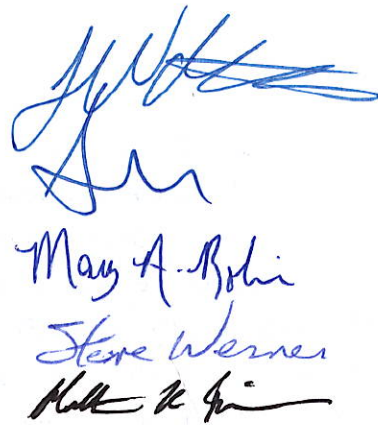


DeBerry Water Supply Corporation Board Meeting  
9/5/2024 @6PM at DeBerry Baptist Church

### Attendees:

- Matt Tillman – Vice-President
- Tammy Walters – Secretary/Treasurer
- Mary Robinson – Board Member
- Steve Werner – Board Member
- 5 Members
- 2 Guest Speakers from Underground Utilities



Handwritten signatures in blue ink, including names like Mary A. Robie, Steve Werner, and Matt Tillman.

### Public Comment

None

### Consent Agenda

Minutes were distributed to attendees to review. Matt read them. A few minor corrections were made to the minutes. Matt motioned to accept the minutes and Tammy seconded. All approved. Meeting minutes will be uploaded to the website.

Board reviewed all bills which included Operator invoices, Mowing Bill, Reimbursement for Norton purchase and utility bills. Checks were written and signed.

Matt read off the summary numbers from the report. Again this month we had a small profit. Tammy motioned to accept the financials, Steve seconded and all approved.

### Financial Reports and Updates from Kathy Yates

The system is up and running and members have already started to use it. The fee is \$3.50, not \$2.85 as previously reported. The contract negotiated was changed so that the water board did not have to pay \$35 fee per month. The cost of using the program is now pushed to the users. Cutoffs are being restored. Kathy recommended to add agenda item to next meeting to change the tariff to force users to use Paystar instead of having Donnie collect while returning service. This will ensure we have money in hand before turning accounts back on.

Matt read off the report. We are only billing 49.97% of the water produced. The expectation is that we will start to recoup this loss once we start replacing old meters.

### Guest Speaker

Lance Dorman from Underground Utility Supply spoke to us regarding easy read meters. Bullet points of his discussion are below:

- First off he invited all to their 25<sup>th</sup> anniversary “Eat and Greet” on the 10/31
- Reviewed why age causes the meters to be inaccurate
- Auto read meters discussed allows for drive-by meter readings (40-60 MPH)
  - Quote 1 - \$110,910 for complete system

- Quote 2 - \$75,215 promotional quote provides 60 meters at a discount up front with the commitment to buy 1 box of meters per month (6 meters per box - \$1470) until the system is complete. Up front cost on this quote is \$24,604.
- Both quotes include a laptop, software setup and training.
- Meters have a 10 year full/20 year pre-rated warranty
- There is a service fee of ~\$1400/year
- System will log leaks, tampering as well as notification if the meter is installed backwards.
- Quotes are good until the end of the year

## Water Operator Report Triple G

We had some serious leaks so we were only able to replace 5 meters this month. Flushing should be done once/month but due to excess iron we are having to do it 4-5 times per month. Still discussing adding polyphosphate to help eliminate the red/dirty water but requires a lot of red tape to get approved for it. This is also an expensive option. Working on adding flush meters to account for water loss.

Donnie recommended we could sell the non-potable water from well 1 for those that need it, e.g. when the phone company is laying fiber optic. This might be a use for well 1 since it can't be added to the system as it currently sits.

Have 12 open TCEQ violations.

Donnie questioned how to invoice for things like pulling meters for the cut-offs. Was asked to invoice them separately as we would like to pass those costs on to the member.

Steve requested to discuss tariff changes for cut-offs/fee structures, etc. as well as the possibility to sell water at the next meeting.

## Infrastructure Report – Steve Werner

We have gathered all coordinates for all meters, flush valves, etc. and added them to a database. Imported all coordinates into Google maps and Steve showed what it looks like. Unfortunately, if a coordinate is near a house it puts the icon onto the house not the meter. Steve reviewed Diamond Maps service which can help us to better map the coordinates.

- Allows for Donnie to add flush data and to create roll-up reports
- Keeps track of multiple repairs
- Color-coded to show meters, valves, lines, etc.
- Can also readily accommodate the Lead Service Line Inventory Report, in the format prescribed by TCEQ
- Cost is \$28/month for the software and DiamondMaps service support

Steve motioned to purchase the subscription, Matt seconded and all approved.

Lead survey is due to the state October 16<sup>th</sup>. There is the potential for grant money to replace pipes if found. Survey has been posted for members to fill out. Have only received about 48 responses so far.



## Well update Report – Matt Tillman

Reviewed quotes received for engineering/architecture analysis of the system. Received 2 quotes. The survey will be needed in order to get grants.

- Hayes – not to exceed \$10,500
- Stephens – not to exceed \$7,500

There is a Sabine River Cap grant which maxes out at \$20k. We need to research more but think we are eligible for this grant. We could apply for it and use it to pay for the survey. Board to investigate Sabine River grant. We will be meeting with WUTAP in two weeks (9/20). Will come back to the next board meeting with recommendations on how to proceed. We have a quotes from Wanda and Southern Well service for well service. No reply from Continental. Donnie said he would reach out. Proposal is to redevelop Well 4 and be proactive instead of reactive. Discussion on which quote to accept will be added to the funding discussion for next month's meeting to prioritize.

## Funding and Operational Assistance Update

WUTAP update. We had a kick-off meeting and were supposed to have a walk-through today but it was cancelled. This meeting was rescheduled to 9/20; therefore, this agenda item will be postponed to next month.

## Discuss/Action: Items to add to 2025 Annual Meeting Ballot

Discussed moving annual meeting date from March 1<sup>st</sup> to a day of the week. This year, March 1<sup>st</sup> falls on a Saturday. We discussed that we liked the idea of having it on a Saturday and that for this meeting we could make it a community day. Steve motioned to change the annual meeting to be the first Saturday in March. Matt seconded and all approved.

We tabled the discussion to adopt revised and updated USDA Bylaws.

Discussed options for changing the bylaws so that we could use a credit card but didn't come up with any valid options. We tabled this item as well so that members could research for better options and will discuss again at the next meeting.

## Discuss/Action – Increase late fee from \$10 to \$15

Discussed raising late fees from \$10 to \$15. Since we will be discussing the other change to the fee structure next month Steve motioned to table this item until then as well. Tammy seconded and all approved.

## Financial Committee – Bookkeeper Recommendations

We had an additional 3 interviews for a total of 5 interviews. The committee has a recommendation to discuss in the closed session.

## Closed Session

Board members went into closed session to discuss hiring of the bookkeeper based on the recommendation.

## Reconvene into Open Session

Steve motioned to present an offer for the bookkeeper, Matt seconded and all accepted. The bookkeeper will be named at the next meeting to ensure she accepts and to give time for notifications to be given to those that did not get the position.

## Adjourn

Matt motioned to adjourn the meeting, Tammy seconded and all approved. Next meeting will be October 3<sup>rd</sup> at 6pm at the DeBerry Baptist Church.