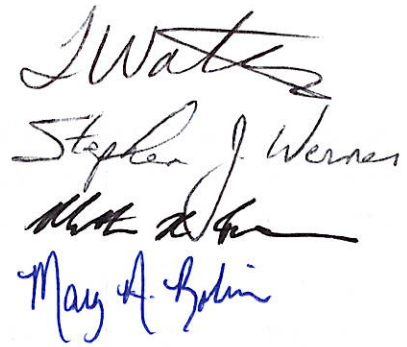


DeBerry Water Supply Corporation Board Meeting  
8/8/2024 @6PM at DeBerry Fire Station



J. Walters  
Stephen J. Werner  
Matt Tillman  
Mary A. Robinson

### Attendees:

- Sara Edwards – President
- Matt Tillman – Vice-President (via Phone)
- Tammy Walters – Secretary/Treasurer
- Mary Robinson – Board Member
- Steve Werner – Board Member
- 11 Members

### Discussion and Possible Action to Approve July 18<sup>th</sup> Meeting Minutes

Minutes were distributed to attendees to review. Steve motioned to accept the minutes and Mary seconded. All approved. Meeting minutes will be uploaded to the website.

### Public Comment

A member brought to our attention that she had seen a Collins Cable truck taking water but didn't think it had been paid for. She stated that it had been brought to the attention of the previous bookkeeper. Discussed how we can recoup, i.e., bill Collins Cable for the water taken and Sara stated she would also inform the investigator of this.

### Discuss Moving the Location of the Board Meetings

Sara stated that DeBerry Baptist Church was willing to let us use the church free of charge. This location offers more room, and the air conditioning is better there. Steve motioned to accept moving to the church, Mary seconded, all were in favor. Next board meeting will be located there.

### Discuss Moving the Date of the Board Meetings

Discussed moving the meetings to either the 1<sup>st</sup> or 3<sup>rd</sup> Thursday instead of the 2<sup>nd</sup> due to the current meeting conflicting with Masonic meetings. Discussed the possibility of other days but decided there would be conflicts whichever we chose. Steve motioned to move to 1<sup>st</sup> Thursday, Mary seconded, all were in favor.

### Financial Reports

Kathy went over the financials. We made a small profit due to interest on CDs being added in. Steve motioned to approve, Mary seconded, all were in favor.

Kathy had to send in the federal quarterly payroll taxes by the due date and couldn't meet with Tammy and Sara to get a check written in time. She paid \$1950 out of pocket for this. Steve motioned to reimburse her, Tammy seconded, all approved.

Sara needed to be reimbursed for the printer and computer purchase for a total of \$752.72. Tammy motioned to reimburse her, Steve seconded, all approved.

Cutoffs are now happening after an extended period of non-enforcement of delinquent accounts. A reconnect fee will be assessed and must be paid before water will be turned back on.

The Board will deliberate and decide at the next meeting on the the fee schedule, to include whether to raise the late fee.

Donnie discussed the meter readers<sup>ing</sup> that were done. Several were way out of balance from previous readings. Some meters were identified as needing to be replaced immediately. Old meters tend to read low so members should be aware that when replaced with more accurate meters, their readings may be higher than previously experienced.

Members were asked to cut down weeds around their meter boxes so they are easier to get to/read. This request will be posted on the DWSC webpage.

One connection per meter rule was discussed. Donnie noticed some places where it was obvious that a single meter was serving multiple homes. We will be researching and sending official notices when it is a problem.

## Anti-Virus Software

Discussed the need for anti-virus software as well as backing up data on the new laptop that was acquired. Tammy presented options for anti-virus software (BitDefender, Norton and McAfee) as well as a full service back-up tool (iDrive). Norton has a built-in cloud back-up facility so that was the recommendation to purchase. Sara motioned to approve the purchase of the Norton software, Steve seconded, all approved.

## Discussion of Adding PayStar as a Payment Option

PayStar is a service that we can subscribe to that can be linked to from our website. Members can sign up for the service and it will allow them to pay their bills on-line either as a one-time transaction or set up as auto-payment. The fees for this are \$35/month for the corporation and a per-transaction fee of \$2.95 up to \$100 and then 2.95% of the bill after that. Motioned by Sara to adopt, Steve seconded and Mary approved. Tammy didn't approve.



Kathy and Tammy to work to get it on-line/started.

## Operators Report

Three large leaks were corrected.

The meter at the Mexican restaurant was replaced.

A meter was pulled due to tampering. Requested Donnie to provide an itemized bill so that we can add that to the member's bill. In future, when tampering is found, it will be documented and charges filed for meter tampering.

Reviewed TCEQ violations with Donnie. Several violations were discussed. We currently have 12 and are actively working to get them corrected ASAP.

A complaint log is required, and we need to document every complaint and its resolution. Donnie is currently maintaining this, but it needs to be transitioned back to the bookkeeper.

## Meter Replacements

We have 88 meters with over one million gallons that have gone through them. The more water that goes through a meter the less accurate the meter is and the accuracy tends to mean that it reports less usage. We discussed the need to start replacing these meters and started discussion of doing potentially 10 per month. We also discussed the type of meter to replace with – standard vs one that can support automatic reads. We decided that for this upcoming month we would use the basic meters and have a further discussion of the type of meter to use for future replacements in the next meeting. We also decided to replace 15 instead of 10 meters. Sara motioned to replace 15 meters this month with the basic meter, Tammy seconded, all were in favor.

## Infrastructure

Steve gave a report on infrastructure. He is currently building up a database on infrastructure so that we can manage/budget for replacements. Key here is getting better numbers for water usage.

He discussed a need to get a survey for houses built before 1988 so that we can get a lead assessment done. Houses with lead pipes can potentially leak lead back into the water system.

We need to get this audit completed so that we can get some grants.

## Election Procedures

Discussed the procedures for the annual election which is coming up in March. A committee to handle the election needed to be formed and as Sara is the only board member that is not up for re-election, she is on the committee. We also require two members to be on the committee. We polled the members in attendance to see if anyone was interested. Betty Bryant said that she would, and Steve Mishler said he would get back to us.

## Bookkeeper Update

Some bookkeeper position interviews have been had the results of which will be discussed with the board in the closed session.

## Mowing Bids

We received two bids for lawn mowing services. The bids were reviewed by the board. Mary abstained from the discussion due to a conflict of interest. The board selected a bid that came from Townsends Lawn service. However, since the mower would need to have access to the well areas to mow we needed to reach out to the operator to see if that is possible. Sara motioned to accept the bid from Townsends Lawn service on the condition that the operator approved access; otherwise go with the other bid. Tammy seconded, Steve approved, Mary abstained. *All others approved.*

## Closed Session

### New Land

Discussed purchase of new land but we decided to wait until other higher-priority DWSC expenses can be addressed.

### Bookkeeper

Discussed whether to continue interviews for the position and decided that we should.

## Next Meeting

Next meeting is scheduled for 9/5/2024 at 6pm at the DeBerry Baptist Church.