

MOFFAT WATER SUPPLY CORPORATION
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Moffat Water Supply Corporation (MWSC) held a Regular Board Meeting on **Monday, August 17, 2020**, located at Moffat Community Center, 13410 Kuykendall Mountain Road, Temple, Texas, 76502.

Board Members Present:

Lafonda Wilsey, President
Kevin Harmon, Vice President
Margaret Young, Sec./Treas
Russell Coufal, Director
Jeff Haugh, Director

Board Members Absent:

Staff Members:

Damon Boniface
Rebecca Miller

Guests:

Gil Gregory
JC Wall Jr.
JC Wall III
David Carpenter

1. Call to order.

President Wilsey called the meeting to order at 5:35pm.

2. Presiding Officer determine if a quorum is established.

President Wilsey determined that a quorum was established.

3. Invocation.

Invocation led by Vice President Harmon.

4. Pledge of Allegiance to the Flag.

Pledge of Allegiance led by President Wilsey.

5. Discussion and possible action to adopt the order of the day.

Motion to approve by Vice President Harmon, seconded by Sec./Tres Young.

Motion carried 5-0.

6. Public Comments.

No public comments.

7. Discussion and possible action to approve the Minutes from July 20, 2020 Regular Meeting.

Motion to approve by Vice President Harmon, seconded by Director Coufal.

Motion carried 5-0.

8. Discussion and possible action to approve the Financial Report for July 2020 and disbursements to date, subject to audit.

Motion to approve by Vice President Harmon, seconded by Director Coufal.

Motion carried 5-0.

9. Discussion and possible action on existing Non-Standard Services Contract between Moffat Water Supply Corporation and Wall Development, LLC, and future service requests from Wall Development, LLC.

General Manager Boniface introduced JC Wall Jr. & JC Wall III to the board and informed them how they have talked for the past few months and how Mr. Wall requested to speak to the board about his current contract agreement along with future service requests. Mr. Wall explained his matter and concerns to the board.

Discussion and No Action Taken.

10. Moffat WSC Board of Directors shall convene into Executive Session pursuant Texas Government Code, Section 551.071, deliberation with attorney to obtain legal advice; and Section 551.072, deliberation about real property related to Standpipe Demolition and New 200,000 Gallon Elevated Storage Tank projects.

Adjourned into executive session at 6:01 pm.

Reconvened into regular session at 6:28 pm.

11. Discussion and possible action on deliberation with attorney to obtain legal advice.

Motion to allow Wall Development, LLC, to pay in full all past due water bills and late fees through August 15, 2020 billing cycle, to be paid before September 10, 2020, and simultaneously amend the existing contract with no guarantee reservation of water made by Director Coufal, Seconded by Director Haugh.

Motion carried 5-0.

12. Discussion and possible action on deliberation about real property related to Standpipe Demolition and New 200,000 Gallon Elevated Storage Tank projects.

No Discussion and No Action Taken.

13. Discussion and possible action to approve Fiscal Year 2021 draft budget.

General Manager Boniface presented the draft FY 2021 Operating and Capital budgets with supporting documents. GM Boniface mentioned how he met with the Finance Committee prior to meeting and went through each line item with the Board.

Motion to approve budget made by Vice President Harmon, seconded by Sec/Tres. Young.

Motion carried 5-0.

14. Discussion and possible action on Corporation insurance policies.

General Manager Boniface explained he received a quote from a firm but after reviewing it he noticed it was not comparable to our current policy. BKCW said the Corporation current plan with Higginbotham is sound and they could not offer any cost savings to Moffat WSC. GM Boniface also mentioned Higginbotham suggested we not decrease our limits for each policy as they were comparable to other water supplies.

No action taken.

15. Discussion and possible action on Standpipe Demolition and New 200,000 Gallon Elevated Storage Tank projects.

General Manager Boniface updated board on where MWSC was on acquiring the land adjacent to the standpipe. Gil Gregory from MRB explained where the electricity will be placed and will follow-up with GM Boniface on who needs to procure the easements (MWSC or Heart of Texas Electric Coop). Gil stated that they would give Heart of Texas a call and see what the cost would be to go underground.

No action taken.

16. Discussion and possible action on Water Well 1 Rehab project.

General Manager Boniface explained that Jurgensen Pump anticipates having all the parts on hand by the first part of September and will subsequently move on site. He said there is a good probability by first part of October that well is back in service.

No action taken.

17. Discussion and possible action on Non-Standard Services Contract between Moffat Water Supply Corporation and CBB Properties, LLC.

Gil Gregory from MRB mentioned that the plans look like they are coming from MWSC and he recommends having it changed to the developer. General Manager Boniface said he will take the plans back to Turley & Associates for them to amend and continue to work with Mr. Gregory upon the board's authorization.

Motion made by Vice President Harmon to authorize General Manger Boniface to work with MRB to finalize the engineering plans that were presented and have them modified to MWSC specifications, seconded by Director Coufal.

Motion carried 5-0.

18. Discussion and possible action on professional services proposal from MRB Group to evaluate floor plan options for Moffat WSC's Administration Building.

General Manger Boniface stated that in 2019 MWSC hired MRB to evaluate the Administration Building concerning safety, ADA, and acoustic improvements. Their recommendation for all improvements was estimated at \$56,000 which did not include their construction services. The Board voted to budget \$75,000 for the project but due to the current pandemic, improvements have been temporarily delayed. GM Boniface recommended to the Board to include as part of the original project, building expansion due to inadequately sized conference room and to hire MRB come up with a couple feasible options for the Board to consider.

No action taken.

19. Discussion and possible action on 2012 Master Plan Update.

General Manager Boniface mentioned Statement of Qualifications are due by next Monday from each participating firm.

No action taken.

20. Discussion and possible action to replace 2013 desktop computer in the Operations and Maintenance building.

General Manager Boniface mentioned the operator's desktop computer crashed back in the spring and that the operators are using the original laptop purchased for monthly meter readings, to do their work. He stated that he would like to replace their computer by purchasing a new one from Lighthouse IT. Vice President Harmon asked what the operators use the computer for and Boniface explained that they use it to check emails, complete daily logs, recording disinfection and daily residuals, etc.

Motion made by Vice President Harmon to replace the 2013 desktop computer in the Operations and Maintenance building, seconded by Director Coufal.

Motion carried 5-0

21. Discussion and possible action on replacing 2004 Caterpillar backhoe.

General Manager Boniface presented quotes for purchase of a new backhoe. He stated that MWSC does not qualify for 0% financing on a backhoe purchase because we are a water supply. President Wilsey asked how we qualified for it in the past. GM Boniface stated that he asked vendors that question and they were unsure. Boniface went back and reviewed all quotes with the board.

Motion made by Sec/Treas. Young to purchase the John Deere backhoe to replace the existing 2004 Caterpillar backhoe, seconded by Director Coufal.

Motion carried 5-0.

22. Discussion and possible action on upgrading existing Automatic Meter Reading platform from Neptune N-sight to Neptune 360 and purchase new drive by mobile reading unit.

General Manager Boniface stated that our current system is N-sight which is the software used when reading meters. The system was purchased in 2014 and since then, Neptune has moved to Neptune 360 and no longer renews N-sight. Along with switching software includes having to purchase a new compatible drive by reading unit. GM Boniface provided a quote from the supplier (Core and Main) and discussed it with the board.

Motion made by Vice President Harmon to upgrade existing software and purchase a new drive by mobile reading unit, Seconded by Director Haugh.

Motion carried 5-0.

23. Moffat WSC Board of Directors shall convene into Executive Session pursuant Texas Government Code, Section 551.074, personnel matters.

No action taken.

24. Discussion and possible action on personnel matters.

No action taken.

25. General Manager's Report.

General Manager Boniface recognized Rebecca for her 6 years of service with MWSC.

26. Director's comments.

Vice President Harmon and Director Coufal thanked everyone for their hard work and acknowledged how much time they put into preparation this time of year. Sec/Treas. Young thanked Damon and Rebecca for their work as well working with the budget. President Wilsey thanked the staff and the board for their great job. She also thanked them for sticking the meeting out in the heat and appreciates what they do for our community.

27. Adjourn.

Motion to adjourn made by Vice President Harmon, seconded by Director Coufal.

Motion carried 5-0.

Meeting adjourned at 8:18 pm.

Subject to approval by the Board of Directors at the next regular Board Meeting on August 17, 2020.

Signed by: Presiding Officer Rafonda Welsey

ATTEST: Secretary/Treasurer Margaret Young

NOTE: A USB memory stick or Compact disk of this meeting is available upon request.

¹ Agenda items may be considered, deliberated, and/or acted upon in a different order than set forth above.

² The Moffat Water Supply Corporation is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal opportunity for effective communications will be provided upon request. Please contact the office at 254-986-2457 at least 24 hours in advance if accommodation is needed.

³ Citizens who desire to address the Board on any matter may sign up to do so prior to the beginning of this meeting. Public comments will be received during this portion of the meeting. Please limit comments to 3 minutes. No discussion or final action will be taken by the Board at this meeting.

⁴ During the meeting, the Board reserves the right to go into executive session for any of the purposes authorized under V.T.C.A., Government Code, Chapter 551, for any item on the above agenda or as otherwise authorized by law.