

MOFFAT WATER SUPPLY CORPORATION
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Moffat Water Supply Corporation (MWSC) held a Regular Board Meeting on **Monday, July 20, 2020**, located at Moffat Community Center, 13410 Kuykendall Mountain Road, Temple, Texas, 76502.

<u>Board Members Present:</u>	<u>Board Members Absent:</u>	<u>Staff Members:</u>	<u>Guests:</u>
Lafonda Wilsey, President	Margaret Young, Sec./Treas.	Damon Boniface	Gil Gregory
Kevin Harmon, Vice President		Jordan Padgett	Steven Cox
Russell Coufal, Director			Paul Jones
Jeff Haugh, Director			

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 General Manager Boniface.

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 Director Haugh.

Motion carried 4-0.

6. Public Comments.

No public comments.

7. Discussion and possible action to approve the Minutes from February 17 and June 15, 2020 Regular Meetings.

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

Motion carried 4-0.

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

Vice President Harmon asked about the donation of \$125.00 under Statement of Activities on the disbursements for June 2020 and said it was a rental fee for the Moffat Volunteer Fire Department building and asked if it should be listed under a different category on the report. GM Boniface explained that he would see about classifying it differently.

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

Motion carried 4-0.

9. Discussion and possible action on Tanglewood Property Owner's Association land-use restrictions.

Members of the Tanglewood Board, Steven Cox and Paul Jones, attended. GM Boniface presented a picture of the area of interest in Tanglewood where the demolition project would be taking place. He explained to them that the general contractor is requesting MWSC have additional space to demolish the existing standpipe due to smaller area to work in as well as safety concerns. The 2 members from Tanglewood questioned what kind of trucks/equipment would be coming through the gate and GM Boniface explained that all equipment and big trucks would enter the job site from Jubilee Springs Rd. Another concern was if MWSC does purchase that lot, would there be HOA dues. Vice President of Tanglewood, Steven Cox, explained that he agrees to have the dues waived but that he would present the situation to his board tomorrow night.

Discussion and No Action Taken.

10. Discussion and possible action on 120 Day Forgiveness for Payment Fees for Reserving Water Supply/Sewer Services from Wall Development, LLC.

Discussion and No Action Taken.

11. Discussion and possible action to approve Audit Engagement Letter from Ludwick, Montgomery & Stapp, P.C. for year ended September 30, 2020.

GM Boniface presented a letter of engagement to the Board from Ludwick, Montgomery and Stapp, P.C. for this year's audit. He explained that Moffat WSC used their services previously and recommends approving their proposal.

Motion made by Vice President Harmon, Seconded by Director Russell.

Motion carried 4-0.

12. Discussion and possible action on Corporation insurance policies.

GM Boniface said they are waiting on AIA and BKCW to send in their proposals. Director Russell Coufal said he reviewed our current plan with Higginbotham and found both the policy and rates to be very competitive. Tabled to next meeting.

Discussion and No Action Taken.

13. Moffat WSC Board of Directors shall convene into Executive Session pursuant Texas Government Code, Section 551.072, deliberations about real property related to Standpipe Demolition and New 200,000 Gallon Elevated Storage Tank projects.

The Board entered the executive session at 6:29pm.

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

The Board reconvened at 6:46pm.

The Board advised GM Boniface to get a realtor for the purchase of the property in Tanglewood to help negotiate costs with an estimated limit of \$13,000.

Motion made by Vice President Harmon to give GM Boniface authorization on moving forward with purchasing the property, Seconded by Director Haugh.

Motion carried 4-0.

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

GM Boniface stated that the demolition is temporarily on hold. He also mentioned that Heart of Texas Electric is having to relocate the overhead electrical power. MRB Gil Gregory has been in contact with HOT Electric to discuss the relocation and where they plan to locate the pole. Lafonda stated that we are contingent on this line item as well.

No action taken.

16. Discussion and possible action to amend February 15, 2018 Task Order No. 001 Agreement between Moffat WSC and MRB Group, PC for New Well 1 Rehab project.

GM Boniface said the original task order between Moffat WSC and MRB must be amended to reflect the July 2019 budget adjustment and approved by the Board before Texas Water Development will reimburse for out of pocket expenses that incurred related to the project.

Motion made by Vice President Harmon, Seconded by Direction Coufal.

Motion carried 4-0.

17. Discussion and possible action on Water Well 1 Rehab project:

GM Boniface mentioned that there was some confusion as far as having the bids ready due to some miscommunication between MWSC and MRB Group. He said MRB's submitted their proposal for engineering services related to Well 1 and have agreed to solicit bids from multiple well companies and develop a bid tabulation for the Board to use. GM Boniface suggested to the board that if Gil were to get quotes back fairly quickly to authorize him to work with Lafonda and Kevin with selecting the best qualified bidder and move forward with entering an agreement with them, as opposed to waiting until the next meeting to decide. Vice President Harmon mentioned he was a little disappointed that the board was not presented a bid tonight. MRB Gil Gregory stated that it was clear until they all started talking about who was going to do the solicitation. He explained they were putting together the scope work and Gil talked with his boss under the impression that MWSC was going to be doing the solicitation. He said bids should be in by the end of the week. GM Boniface said once he receives everything back, we will send it out to the board for review.

a) MRB Group's Proposal and Task Order No. 002 for engineering services, and

Motion made by Vice President Harmon to approve MRB Group's Proposal and Task Order No. 002 for engineering services, Seconded by Director Haugh.

Motion carried 4-0.

b) Bids for installing new pump and motor

Motion made by Director Russell to authorize GM Boniface to work with President Wilsey and Vice President Harmon on the bid proposals for the new pump for the Well, Seconded by Director Haugh

Motion carried 4-0.

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

GM Boniface stated that last year MWSC agreed (not voted) to update the 2012 Master Plan once the well assessment was complete. Damon presented three firms for Moffat WSC to solicit a statement of qualification from (Kimley-Horn, MRB Group, Walker Partners) for the Board to review and consider. He suggested instead of in-person interviews with each participating that we could arrange for a virtual interview instead. Vice President Harmon asked who did our current Master Plan and GM Boniface let him know it was Bury Partners and the lead engineer is Tom Caponi. Motion to solicit statement of qualification the firms that Gm Boniface has listed with initial deadline by August 24, 2020 was made by Vice President Harmon, Seconded by Director Coufal.

Motion carried 4-0.

19. Discussion and possible action on replacing 2004 Caterpillar Backhoe.

GM Boniface stated that we recently had preventative maintenance done to our backhoe. He stated the backhoe is over 15 years old and the front hydraulic system needs to be replaced. He presented quotes from Caterpillar to the board and suggested we get quotes from John Deere. The trade in value for our current one is \$16,000. Lafonda asked if there were any zero interest deals going on right now. The board agreed on to continue getting more quotes and investigate lease options.

Discussion and No Action Taken.

20. General Manager's Report.

GM Boniface stated that we had a busy month installing several new meters, with a few water issues over the weekend that our operators took care of. He thanked the staff for their efforts and dedication.

21. Director's Comments.

Vice President Harmon wanted to apologize to Gil Gregory from MRB in front of the group due to a misunderstanding about bids earlier in the meeting. He then asked Boniface if we take any safety measures for the operators as far as drinking water due to the heat. Damon explained that he meets with them every day at some point and one thing he always talks about is if they have plenty of water to drink. He said the operators are very good at keeping water in their trucks. Damon said although getting the job done is important, their safety is the #1 thing and making sure they stay hydrated is part of doing so. Vice President thanked Damon for all he has done. Director Haugh thanked Damon for dinner that was provided to everyone. Director Coufal mentioned keeping an eye out to see if any of the operators drink any energy drinks. He said drinking energy drinks and being in the heat do not mix well and will cause cramps and a lot of companies actually ban their employees from drinking energy drinks for a certain time of year if it becomes an issue. Damon explained that he has not seen any of the operators drinking energy drinks but that they do have pickle pops. President Wilsey thanked everyone for coming tonight. She said she knows they covered a lot of information tonight and knows we will need to have another meeting next month, but after next month we may back off on our Board Meetings again and only have one as needed for everyone's safety. President Wilsey thanked everybody for their hard work.

22. Adjourn.

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

Motion carried 4-0.

Meeting adjourned at 8:02 pm.

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

Signed by: Presiding Officer Rafonda Welser

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.