

**MOFFAT WATER SUPPLY CORPORTION**  
**5460 LAKEAIRE BLVD., TEMPLE, TEXAS 76502**  
**TEL: 254.986.2457 FAX: 254.986.2530**  
[www.moffatwatersupply.com](http://www.moffatwatersupply.com)

Moffat Water Supply Corporation (MWSC) held a Regular Board Meeting on **Monday, October 16, 2023**, at Moffat Community Center Located at 13410 Kuykendall Mountain Road., Temple Texas, 76502.

**Board Members Present:**

Russell Coufal, Vice President  
Dewitt Mayfield, Secretary/Treasurer  
John Bockhold, Director

**Board Members Absent:**

Paul Carr, Director

**Staff Members:**

Damon Boniface

**1. Call to order.**

Vice President, Russell Coufal called the meeting to order at 5:31 pm.

**2. Presiding Officer determine if a quorum is established.**

Vice President, Russell Coufal determined that a quorum was established.

**3. Invocation.**

Led by General Manager, Boniface

**4. Pledge of Allegiance to the Flag.**

Led by Vice President, Russell Coufal

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

Motion to adopt the order of the day by Sec./Treas., Dewitt Mayfield and seconded by Director, John Bockhold.

**Motion carried 3-0.**

**6. Public Comments.**

No public comments.

**7. Discussion and possible action to approve the Minutes from the August 21, 2023, Regular meeting.**

Motion to approve the minutes made by Sec./Treas., Dewitt Mayfield, seconded by Director, John Bockhold

**Motion carried 3-0.**

**8. Discussion and possible action to approve the Financial Report for August and September 2023 and disbursement to date, subject to audit.**

GM Boniface presented financial reports for August and September 2023. First noted was reduction in water loss due to main line repairs. GM Boniface stated that Acoustic Leak Detection Services has been hired to detect further leaks within the system and expects water loss to reduce further once leaks are detected and repaired. FY23 ended September 30<sup>th</sup> with a loss of \$8,000 after contributions into capital improvements. Both water purchase and utility expenses were over budget for the year and water sales just over \$200,000.

Motion to approve August and September 2023 the financial reports and disbursements to date, subject to audit made by Director, John Bockhold and seconded by Sec./Treas., Dewitt Mayfield.

**Motion carried 3-0.**

**9. Discussion and possible action on adopting election procedures for 2024 annual membership meeting in accordance with the Texas Water Code, sections 67.0051 and 67.007.**

General Manager, Boniface stated the procedures must be adopted as part of the election process in preparation for the 2024 annual membership meeting. These are the same procedures the Board approved last year and were developed by TRWA legal in accordance with Texas Water Codes.

Motion to approve the election procedures made by Director, John Bockhold and seconded by Sec./Treas., Dewitt Mayfield.

**Motion carried 3-0.**

**10. Discussion and possible action on bid tabulation and summary letter from MRB Group related to Pump Station 1 System Improvements project.**

General Manager, Boniface presented bids. Bids presented are competitive but higher than expected due to project delays and inflation. Moffat WSC is facing a budget shortfall for the project of approximately \$961,000. GM Boniface recommends working with Engineer, Contractor, and TWDB to seek funding solutions and project cost reductions to alleviate this shortfall. Options can be presented at the next regular board meeting.

Motion to approve GM Boniface to coordinate funding solutions to present at the next meeting by Sec./Treas., Dewitt Mayfield and seconded by Director, John Bockhold.

**Motion carried 3-0**

**11. Discussion and possible action to approve business credit card to the Lead Operator for business purchases only.**

Motion to approve by Sec./Tres., Dewitt Mayfield and seconded by Director, John Bockhold.

**Motion carried 3-0**

**12. Moffat Water Supply Corporation Board of Directors shall convene into Executive Session pursuant Texas Government Code, Section 551.074, personnel matters.**

Board did not convene into closed session, instead discussed personnel matters during open session. The matter involved making a single change to the Employee Handbook.

**13. Discussion and possible action on personnel matters.**

GM Boniface stated the Personnel Committee's recommends changing the Employee Handbook regarding sick leave compensation to now state, an employee with five years of service shall be compensated for unused sick leave time provided they give a two weeks' notice. Currently policy does not allow compensation for unused sick leave upon separation from the Corporation.

Motion to approve an employee with five years of service shall be compensated for unused sick leave time provided they give two weeks' notice, by Sec./Tres., Dewitt Mayfield and seconded by Director, John Bockhold.

**Motion carried 3-0**

**14. Report on Bluebonnet WSC monthly board meetings for September 19, 2023.**

Sec./Tres., Dewitt Mayfield, reported the meeting was cancelled due to staff contracting COVID.

**15. General Manager's report.**

GM Boniface recapped the TCEQ Inspection that took place two weeks ago. Moffat WSC received a general letter of compliance as a result of the inspection. Clearwater UWCD board is scheduled to meet November 8<sup>th</sup> at 1:30 to discuss and possibly approve MWSC's request for permit amendment. GM Boniface encouraged MWSC board to attend this meeting along with staff.

**16. Director's Comments.**

None

**17. Adjourn.**

Motion to adjourn by Director Dewitt Mayfield and seconded by Director, John Bockhold.

**Motion carried 3-0.**

*Meeting adjourned at 6:12 pm.*

Subject to approval by the Board of Directors at the next regular Board Meeting on November 20, 2023.

Signed by: Presiding Officer Russell Coufal

ATTEST: Secretary/Treasurer [Signature]

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.*