

**KING CREEK WATER SUPPLY CORPORATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: January 10, 2023/**Time:** 6:26 pm-8:02 pm/**Location:** 148 CR 1605, Clifton, TX 76634 (Kenneth Eubanks home)/**Dial In:** (978)990-5064, **Access Code:** 14087558/**Join online:** <https://join.freeconferencecall.com/kingcreekwsc>

Meeting Called by: Kenneth Eubanks	Attendees: Kenneth Eubanks, Pres.; Craig Hoffman, VP; Pam Kellan, Sec.; Ron White, Bruce Roebuck
Type of Meeting: Bi Monthly Meeting	
Facilitator: Kenneth Eubanks	
Note Taker: Kenneth Eubanks	Unable to Attend: Shauna Latham, Robin Hamilton
Timekeeper: Kenneth Eubanks	VIP/Guests: None

Agenda Topics:

1. **Public Address: (15 minutes).....VIPs/Members
None**
2. **Secretary's Report: (5 minutes).....Pam**
 - A. Ron motioned to accept the November 8, 2022 minutes as presented. Bruce Roebuck 2nd. Motion passed.
Discussion: None
 - B. **KCWSC Correspondence/TCEQ Notifications/State Filings/Important Mail-** Kenneth briefed the Board on recent correspondence from the TRWA seeking membership renewal; informed Board of TCEQ Rule Revision regarding Lead & Copper Rule Revision (LCRR) requirements; Christmas cards received. The Board agreed to request help from TCEQ Financial Managerial Technical (FMT) team for help with the LCRR. The Board agreed to renewing the TRWA membership, Pam will take care of renewal. The TCEQ Assessment Fee (RAF) fee is due. Kenneth will send Pam the total amount of the fees collected for Pam to pay.
3. **Treasurer's Report (10 minutes).....Kenneth covered for Robin**
 - A. **Financial Activity & Reports-** Pam motioned to accept the November Treasurer's report. Ron 2nd. Motion passed.
Discussion: None
December Treasurer's report completed by Robin, but not accessible for the meeting. Kenneth will send out to Board for preliminary review and to be voted on at next board meeting.

NEW BUSINESS: (30 minutes).....Kenneth

1. **Emergency/Disaster Plan**
 - A. **Coordination-**Kenneth let the Board know that David appreciated its efforts and assistance in maintaining the operation of our system during the cold weather event in December Kenneth suggested the Board have notifications printed and available to place on doors of properties where the water was turned off due to leaks.
 - B. **Disaster Cutoff Policy CP09 (motion required to approve)-**Craig motioned to accept and implement CP09 as a new corporate policy. Pam 2nd. Motion passed.
Discussion: None

2. 2023 Capital Investment and Budget Plan-Kenneth briefed the Board on the Management Committee's recommendations:

A. Monthly "Service Charge"-Kenneth explained that the current service fee of \$5/month was falling approximately \$500/month short of meeting the needs of the Capital Replacement and Maintenance Plan for equipment replacement and maintenance. The Management Committee recommends the fee be increased to \$12/month. Primarily the short fall is due to the rising cost of equipment. Kenneth explained that the Board can make the decision to increase the Service Fee without the need from membership approval since the water rates will remain the same. The only requirements are to decide on the effective date, the amount of the Service Fee and update the CP03 to reflect the new fee amount. The Management Committee also recommended that the limit of money allocated in CP03 be increased to \$250,000.

Pam motioned to increase the Service Fee from \$5/month to \$12/month to be effective and reflected on the March 2023 billing statement (February 2023 bill) to the membership with a prior notification letter mailed to the membership.

Bruce 2nd. Motion passed.

Discussion: Kenneth will create the notification letter for the Board to review and will be mailed out in early February.

Craig motioned to amend CP03 to reflect the new Service Fee rate of \$12/month and allocated maximum amount to \$250,000. Pam 2nd. Motion passed.

Discussion: None

- 3. Fence & Site work-The Management Committee informed the Board that they recommend the continued work to develop the extension of the well site with the preparation of the land, gravel cover and fencing. Kenneth recommended that the King Creek Facebook page be used to advertise and request the concrete and rock be removed at no costs. The Board agreed.**
- 4. Meter Replacement-The Management Committee recommended to the Board that the meters be replaced with digital meters. These provide some added advantages over the current mechanical meters in their longevity of operation, mobile meter reading and expandability. The Board gave the Management Committee authorization to obtain more details to make a formal recommendation of a specific system and its cost.**
- 5. Pump House-The Management Committee informed the Board that the current pump house is in very poor condition and needs to be replaced. No specific design or costs estimate is available at this time but is a priority and should be worked as soon as details become available.**
- 6. Revised Corporate Policies CP05 & CP06 (motion required to approve) – Kenneth presented revisions to the policies CP05 Service Disconnects and CP06 Deferred Payments which reflected the new PUC ruling on disconnecting service during an adverse weather event. Pam asked that CP05 be further reviewed to clarify the responsibilities listed. Kenneth will work with Pam to address those concerns. Kenneth will revise. Bruce motioned to accept CP06 as revised. Ron 2nd. Motion**

passed.

Discussion-None

7. Annual Membership Meeting planning-Kenneth presented to the Board of the 2023 activity timeline of key milestones to be met before meeting. Pam requested a copy of the timeline out to all the Board. Kenneth agreed.

OLD BUSINESS (25 Minutes).....Board Members

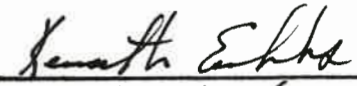
1. Communities Unlimited/Engineering/Grant Status-Kenneth informed the Board that the work between KCWSC and CU has been terminated.
2. Operational Status-Kenneth informed the Board that the electric heater had gone out. The old heater was put back into service until a new heater can be obtained. The Board agreed a new heater should be purchased and stored as backup.
Director's Report-discussed late payment accounts.
3. KCWSC Public Notification Billboard-no discussion

CLOSED SESSION BUSINESS (5 minutes).....Kenneth

None

TAKE ACTION

1. Review motions and action items from Minutes
2. Adjourned-Ron motioned to adjourn meeting. Craig 2nd. Motion passed.

 2-15-23

President