

# **Medina Water Supply Corp**

## **Minutes of Board of Directors Meeting on 01/13/2025**

### **at Medina Community Center**

Meeting called to order at 6:00 pm by Board President Dan Poston.

Directors present:

Dan Poston – President

Mike Guidry – Treasurer

David Reed

Charles Anderson

Quorum present

Harvey Young – Vice President

Roger Mora

Jon Miller

Also present:

Emerson Arnold - Operator

Kevin Ayers – Contractor

Lori Guidry

Bob Buck

#### **Reading of Previous Meeting minutes**

Dan asked if the directors had reviewed the previous minutes. He had covered in the previous meeting a change to the bylaws. Sometime between this meeting and a month before, if there are other changes to be brought up let us be ready to discuss during the March meeting. Jon Miller asked about the copy previously sent out, Kevin Ayers stated that the newly transcribed bylaws and tariffs will be coming out soon, and if we need a hard copy, swing by the office and he can print one out for you. The new format makes it easier to read.

Dan then polled the group for additions, deletions, and problems requiring corrections.

Jon moved to accept the minutes as published, Seconded by Roger Mora, motion carried by 7 positive votes.

#### **Public Comments (5 minutes per speaker)**

Dan Poston acknowledged our visitors and asked if Bob wanted to speak now or reserve his comments for later in the meeting. Bob indicated that he would like to speak later. Harvey stated that we have an agenda to follow and encouraged Bob to make his comments during the designated time on the agenda.

#### **Treasurer's Report**

Mike Guidry sent out the report ahead of time. See included reports January 2025.

Kevin highlighted the following:

A payment to McGuire Iron of \$26,000. Landed on this month's ledger. But MWSC only lost \$15,000 so we are moving in the right direction. Kevin also heard from Jack, and if any information is needed concerning the grant, GrantWorks would reach out to Kevin.

Dan asked if RGB has billed us for Dan Poston's leak repair again. Kevin stated they have not, and said he would keep an eye on them, cross-checking their invoices against Emerson's logbook.

Kevin highlighted a line item for Ferguson in the amount of \$71. This was for valve boxes. A line item for Ferguson for \$999 was for 6-meter resetters to move the meter up. These were ordered by Michael Sowders.

Roger Mora asks if we replace broken meter boxes. Emerson states that they are replaced as we dig them up. Roger states his was cracked. Emerson said he would look after he gets the meter reads done.

Kevin then highlighted the payment to USA Blue Book. This was for calibration fluids for a new meter. Kevin calibrated the meter and started an electronic logbook in case this comes up in the future on a 90 day interval.

Dan then asked if there were any other questions. Receiving none, David Reed moved to accept the Treasurers report, seconded by Dan Poston. Motion carried with 7 positive votes.

### **Accounts Report**

The Accounts Report was provided in written form by Kevin Ayers. See the attached report titled January 13<sup>th</sup>. We are now at 260 accounts. One new hookup, one reconnection.

Two leak adjustments totalling \$200 this period.

1.0 Million gallons produced with 824,800 sold.

The flush amount this month was considerably larger, but this is accounted for due to the Volunteer Fire Department using approximately 3,000 gallons in the field.

Total water loss percentage was 18.44% but this was high due to clerical error

Next Kevin explained that the Stringtown plane shows a loss of 26.25% this occurred because the Stringtown Tank maintenance happened after the meter reads. This should have been reported in December. So this number is about 10% high, last months was approximately 5%.

The office was closed for Christmas Holiday on December 25<sup>th</sup> and for a PTO day on December 26<sup>th</sup>.

The 4<sup>th</sup> Quarter DLQR was submitted to TCQ before January 11<sup>th</sup> deadline. Both Water usage surveys were completed last week.

Jon Miller asks if we are still working on the variance with Ardurra Engineering. Kevin Ayer will follow up with them about the variance and the PIF sometime next week.

Dan asks when they look at the PIF, and stated he thought they looked at it in March. Kevin didn't know, but stated the packet is ready for submittal. Kevin will ask that as well when he follows up.

Dan polled the board for comments. There were no additional comments.

Roger Mora made a motion to accept the accounts report. This motion was seconded by Harvey Young seconded the motion and the motion was carried by 7 positive votes.

### **Field Operations Manager Report.**

See included reports December 2024 Facilities Report.

In addition to the supplied written report, Emerson highlighted the following activities.

December 3 – RGB came out to replace shutoff valve an Linney and Finch. Someone drug a trailer through there, missed the valve, but destroyed the new asphalt work that was done. Harvey asked about putting up a post. Kevin said it is in the right of way and nothing can be placed there. No plumbing was damaged.

December 4 – RGB backfilled the excavation at Linney and Finch. Emerson and Kevin discovered that Lewis street connection is a loop, that wasn't shown on the maps. Maps have been updated with the location of the valve on Post Oak.

December 17 – Asphalt patch at Linney and Finch. Replaced Mr. Skeen's meter and fittings. He has had a slow leak for a long time.

December 18 – Replaced the flush valve on Lewis St with a new one.

December 30 – Dan Poston's meter found leaking again.

Roger Mora asked where the overtime was coming from, Emerson replied that there were a few long days.

Harvey Young asked about the check generators entries, Emerson replied that he takes a visual observation. Checks the displays for fault codes and checks for any obvious damage. Emerson then stated that the Stringtown Generator runs at 10:25 on Monday. He suspects Finch runs at the same time. This is a 5 minute self-check.

Jon Miller asks when Power Services is coming out for their preventative maintenance. Kevin and Emerson replied that the service should happen in October.

Dan asked if the generators have an hour meter on them. Emerson said you can scroll the display and see the runtime. There was an open discussion about various generator menu items and their meaning.

Harvey asked a question about an entry where a customer shutoff valve was added, he asked if this was something we did. This is something we do but it is paid for by the customer as part of the tap fee. This is an additional charge that is recommended but not required.

Dan polled the group for additional questions.

Jon Miller moved to accept the Operators report, seconded by David Reed. Motion carried with 7 positive votes.

**Old Business** No old business this Month.

### **New Business**

#### **Annual Meeting Notice.**

Kevin provided a draft of a notice to the membership for review, if approved, he will have the notice printed, stuff and stamp envelopes and get it sent out. Kevin already has the envelopes printed. Roger Mora's and Mike Guidry's positions (C and D) are up for election. A new director application is on the website.

Dan asks for comments on the notice. There were no comments. Kevin stated that the main purpose of the notice is to let people know if they wanted to become a director, what needs to be done. The agenda will be created and can be changed up to 72 hours before the meeting.

#### **Emerson's Tractor use Authorization.**

Emerson wanted to do some cleanup around the Stringtown plant, including burning some brush, and relocate some large rocks to spruce it up a bit. Emerson estimates that these activities would be 2 – 3 hours of time. Dan approves the tractor time at a rate of \$65 per hour, the same rate as we have paid previously. Dan requests that prior to any work being performed with the tractor, that a scope of work be given to Kevin for recordkeeping purposes.

Harvey reminded Emerson that there is a burn ban currently. Emerson proposes to do the work maybe in February. He wants to get this done before spring to simplify weed and grass control.

#### **Guidry Account Credit**

Dan Poston stated that Kevin recommends and after some discussion since we had a volunteer convert our bylaws and the tariff to a usable digital format, we would make an honorarium to thank her for her efforts. Dan Poston recommends that we do this. Kevin suggests a \$100 account credit. This would cover 2 months of water bills.

Dan makes a proposal we give a credit in the amount of \$100 for volunteer work on digitizing our Bylaws and Tarif. Motion seconded by Jon Miller. Motion carried with 7 positive votes.

#### **Fire Hydrant Fundraiser**

Harvey Young informs us that we still haven't sold the fire hydrant. It was posted at \$600 then after 2 weeks, we started dropping the price \$100 per week. Currently it is at \$300. Roger Mora to buy for \$250.

**Added Account report**

Kevin reports that after the agenda was printed, an account of a customer was reconnected. This account was out in Stingtown and previously disconnected due to non-payment. The customer agreed to bring account current at a cost of \$461. We should see that next month roll as Other Income Business.

Harvey asked if the flush valves were locked. Kevin replied that they are not locked.

**Finch Plant Chlorine Closet**

Finch Plant Chlorine Closet roof overhang was looking rotten, so Harvey requested Emerson to look at it, and if needed contact a carpenter for repairs. Emerson reported that the roof was removed and the decking replaced with marine grade plywood, with new drip edge. The sheet metal R-Panel was reused, and the new work repainted. Emerson checked it after the rain and saw no leaks. Kevin added kudos to Dan Peterman.

Jon Miller moves to adjourn the meeting. Roger Mora seconded the motion. The motion was carried by 7 positive votes.

Meeting Adjourned at 6:42 PM.

**Minutes approved as \_\_\_\_\_ distributed \_\_\_\_\_ amended.**

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