

MAURICEVILLE MUNICIPAL UTILITY DISTRICT
BOARD MEETING MINUTES
Tuesday, January 19, 2016

BE IT REMEMBERED that a meeting was held on Tuesday, January 19, 2016 in the Board room of the Mauriceville Municipal Utility District with the following in attendance:

Board Members: Jon Sherwin, Vice President
Nelda Burton, Secretary
Jay Scheiderer, Director

Others Present: Brian Gipson, General Manager
Joe Alford, Attorney for MMUD
Johnney Davis
Keith Zotsky, Engineer
Nova Strickland
Sheenah Gordon
Clinton K. Marble
Charlene E. Parker
Ronni D. Beard
Faye Beard

Not Present: Corey Oldbury, President
Dennis Rountree, Director

The meeting was called to order at 6:00 P.M. Jay Scheiderer gave the Invocation, Jon Sherwin led the Pledge of Allegiance.

3. COMMENTS FROM PUBLIC:
No Comments.

4. CUSTOMER LEAK ADJUSTMENTS:

Nova Strickland: Motion by Nelda Burton, seconded by Jay Scheiderer to approve the leak adjustment for Nova Strickland, account number 031641.

All Voted AYE: Motion Carried
Corey Oldbury, Dennis Rountree absent & not voting.

Sheenah Gordon: Motion by Nelda Burton, seconded by Jay Scheiderer to approve the leak adjustment for Sheenah Gordon, account number 142595.

All Voted AYE: Motion Carried

Corey Oldbury, Dennis Rountree absent & not voting.

Clinton K. Marble: Motion by Jon Sherwin, seconded by Nelda Burton to approve the leak adjustment for Clinton K. Marble, account number 450180.

All Voted AYE: Motion Carried
Corey Oldbury, Dennis Rountree absent & not voting.

Charlene E. Parker: Motion by Nelda Burton to deny the leak adjustment no second was made and Nelda Burton withdrew the motion. Motion by Jay Scheiderer, seconded by Jon Sherwin to approve the leak adjustment for Charlene E. Parker, account number 468880.

All Voted AYE: Motion Carried
Corey Oldbury, Dennis Rountree absent & not voting.

Kamm Morgan: Motion by Jon Sherwin, seconded by Jay Scheiderer to table the leak adjustment for Kamm Morgan, account number 202720.

All Voted AYE: Motion Carried
Corey Oldbury, Dennis Rountree absent & not voting.

Comments: Nelda Burton wants Kamm Morgan notified that if he is not present at the February meeting the leak adjustment will be denied.

5. APPROVE MINUTES:

Motion by Nelda Burton, seconded by Jay Scheiderer approving the minutes of the Regular Board Meeting on Monday, December 14, 2015.

ALL Voted AYE: Motion Carried
Corey Oldbury, Dennis Rountree absent & not voting.

Comments: Jon Sherwin asked if the minutes in the Board packet were the same as what was e-mailed earlier today. Brian Gipson explained they were not, that the #13 Comments had been updated to say "Jon Sherwin apologized to Kristyn Porter, the audience, and Joe Alford for keeping everyone so late." per Nelda Burton and gave out the new copy.

6. WASTEWATER TREATMENT PLANT PROJECT:

Motion by Jay Scheiderer, seconded by Nelda Burton to approve the pay request from Placo and Carrol & Blackman in the amount of \$59,693.02.

ALL Voted AYE: Motion Carried

Corey Oldbury, Dennis Rountree absent & not voting.

Comments: Keith Zotsky gave a hand out of pictures of the progress at the WWTP and explained to the board that they were taken today. Keith Zotsky explained that a lot happened today, that Entergy connected the new main power; the contractor was in the man holes cutting pipes making everything ready for the flow diversion, The District employees drained the wetland cells, aeration basin and prepped everything for the flow diversion. The contractor had men cutting concrete in the aeration basin for the new piping. Keith Zotsky explained that we are on track to close out next month weather allowing. Nelda Burton then asked when next month. Brian Gipson explained that even with some electrical delays that the project was still moving forward and should be on line by the end of the month and we hope to ask the board to except the project as complete. Keith Zotsky explained the pay request was from a few weeks prior to this latest work and doesn't reflect such work. Keith Zotsky explained that he and Brian Gipson had spoke and made a decision to remove the fence work from the project due to site conditions and additional work going to be performed by the District. Jon Sherwin then inquired when that would come back to the District. Keith Zotsky said that it would be a deduct change order and could happen now or at the end of the project. Jon Sherwin asked that it be on next month's estimate. Nelda Burton inquired about the line item concerning Construction site access and the remainder of funds. Keith Zotsky believes that there will be an amount left but is not sure. Jon Sherwin asked for clarification on the multiple Carroll & Blackman invoices in the Board packet. Keith Zotsky and Brian Gipson explained that one was for the project and the other is for general services provided by Carroll & Blackman Inc. requested by the District. Nelda Burton asked was the Carroll & Blackman invoice of \$807.50 in with the \$1775.00. Keith Zotsky and Brian Gipson explained that the \$807.50 was for finalizing the permit with TCEQ and the \$1775.00 was for correspondence between the District and TCEQ for permit work.

7. Job Duty Overview:

Motion by Jon Sherwin, seconded by Jay Scheiderer to postpone this agenda item until the next Board meeting to allow any one that would like to review the manual time to do so.

ALL Voted AYE: Motion Carried

Corey Oldbury, Dennis Rountree absent & not voting.

Comments: Jon Sherwin asked if we would like to do this now or postpone. Brian Gipson then presented the Board the Employee operations manual for review. Brian Gipson gave a brief description. Jon Sherwin made a motion and Brian Gipson asked that the manual remain at the district office. Jay Scheiderer inquired if it contained sensitive information. Brian Gipson explained that it contained intricate details of the inner workings of or Bookkeeping, Billing and Customer information. Nelda Burton inquired if this would be the only copy. Brian Gipson explained it would and would be under lock and key in the fire resistant filing cabinet. Nelda Burton would like a second copy made

and stored somewhere as a backup in case of a catastrophe. Brian Gipson explained that it was also stored on his computer which is backed up off site. Nelda Burton again suggested that a second hard copy be made and stored as a backup. Brian Gipson explained that there would be a second copy made and put either in the District safe or in the locked server room of the crew services building.

8. Discussion and or possible action on section 12 sub. (f) of the Water and Sewer Use Ordinance:

Motion by Nelda Burton, seconded by Jay Scheiderer to have the General Manager rewrite the part of the policy section 12 (f) to state that when the District goes out to reconnect the person will have to sign a document stating that they understand that if the District has to come back for any reason then they will not be able to reconnect their water until they have the cut off valve connected and shut and table the agenda item until the next meeting.

ALL VOTED AYE: Motion Carried

Corey Oldbury, Dennis Rountree absent & not voting.

Comments: Brian Gipson explained that this was put on the agenda at the request of the Board and because of some discussion and discrepancies with some customers. Brian Gipson went on that the Districts' policy does not give any leniency on the time in which the shut off valve is installed. Brian Gipson made a recommendation that the Board revisit the policy and give a time period to add into the policy. Jon Sherwin asked if there would be a problem with a customer pays and cannot get the shut off valve installed , the District reconnects service without the shut off valve at that time, but upon any further service interruption that requires reconnection the valve must be in place or service will not be connected until the valve is installed. Brian Gipson didn't see a problem with that but requested that in that circumstance that the customer be present for the reconnection. Brian Gipson would like to only change the section pertaining to the disconnection of service and not the new service. The Board then had a lengthy discussion on how the policy should be written, and decided that the General Manager and Districts' Attorney work on a recommendation for the next meeting.

9. APPROVE PAYMENT OF BILLS:

Motion by Nelda Burton, seconded by Jay Scheiderer approving the bills for December 2015.

ALL Voted AYE: Motion Carried

Corey Oldbury, Dennis Rountree absent & not voting.

Comments: Nelda Burton asked if the checks in the front of the bills were refund checks. Brian Gipson informed her that she was correct. Jon Sherwin inquired about refund checks for a water tap and deposit in the bill update handed out at the meeting. Brian Gipson with the assistance of Johnney Davis explained that the tap in question had been on the books for a few weeks and the customer decided that was not fast enough and that they needed to pursue other options. Jon Sherwin inquired about specific bills, material, and vendors. Brian Gipson answered his questions about the billing, material,

and vendors and will make adjustments and corrections as requested. Brian Gipson explained that the District was replacing a pole for the control panel of one of our waste water systems located at 9662 Westbend and damaged the homeowners' wire. The District had the homeowner have the repairs made and send the invoice in for reimbursement. Nelda Burton inquired about the plus membership renewal at Sam's club. Brian Gipson explained that the plus gives the District benefits and perks that make the service more efficient.

10. GENERAL MANAGERS REPORT:

Brian Gipson gave the monthly General Managers Report.

Comments: Nelda Burton inquired about the fleet tracking software as well as the work order program that is in place. Brian Gipson explained that the fleet tracking software is not performing as promised and he is working to get it online or replace the vendor. Brian Gipson then explained that the work order program is working very well and is saving time and money. Nelda Burton inquired about the number of the original pumps in the field to replace. Brian Gipson speculates that there is approximately 250 to 400 left in operation. Jon Sherwin inquired as to why so many calls on Saturday and Sunday. Nelda Burton inquired as to how the new service truck was doing. Brian Gipson informed her that it was doing well and that he wished that it would have been in the budget to paint the old bed before it was put on. Nelda Burton agreed and said it just didn't look as good as the truck. Brian Gipson went into detail about the fleet tracking and the problems that he and the software company are working on. Brian Gipson then went into detail on the work order program and the plans for expansion. Nelda Burton inquired about the scanning of existing files and percentage of completion. Brian Gipson explained that the staff is still scanning files and that he believes it is approximately 30 to 40 percent complete. Jay Scheiderer inquired if we would have a truck for sale. Brian Gipson informed him a truck and possibly a portable building.

11. COMMENTS:

Jon Sherwin made a comment about the leak adjustment forms, he would like to know if we are printing them out as needed or if their printed in bulk because there are changes that need to be made. Brian Gipson informed him that they were printed in bulk, but the changes would be made and there would not be as many printed in bulk going forward. Jon Sherwin inquired about the District having a policy for the reproduction of the audio minutes. So if someone comes in and wants a copy of the minutes do we have a policy in place that says how that is supposed to work. Brian Gipson explained that there was no direct policy for the reproduction of the minutes but there was policy for the open record request for any open record. Jon Sherwin made note of house bill 283 that was introduced into legislation last year and took effect January the first of this year regarding government bodies such as County Commissioners courts and Boards of School Districts to post audio and video recording of public meeting online. Jon Sherwin wants the Districts to check into this to make sure we are ok with doing it the way we are doing it and if not then for the District to conform. Jon Sherwin inquired if residual products could stay in one of our waste water tank for an extended time like months or years before it is evacuated by the pump or is everthing in the tank removed each time the pump comes on. Brian Gipson explained

that in theory it is possible. Jon Sherwin then referenced the policy on abusive use and asked should we consider that if a new customer comes on line in an existing system, existing pump, tank, that the product could be existing as well. Brian Gipson explained that you get a warning letter on that account for the first infraction and if you close the account and someone else opens a new account at that location the account starts fresh with no infractions. Jon Sherwin and Brian Gipson then had a lengthy conversation over how the policy and procedures for warning letters and billing for abusive use works. Jay Scheiderer explained that the relative probability of picking up residuals, it's probably getting introduced in that first month it is possible but it's got to be a pretty low probability. Jon Sherwin informed Brian Gipson that he had a customer complaint on this subject. Brian Gipson inquired about the location of the complaint and explained he would check into the complaint. Brian Gipson explained to the Board that all of our phone lines and our T1 are in place in the server room of crew services for our upgraded internet but we are still waiting on AT&T for our cut over. Brian Gipson explained that he is talking to a few independent burst calling companies as well as options with a new web site company to try to get all of the payment options and upgrades and the burst calling as requested by the board. Jay Scheiderer inquired if it was a burst email, text or both. Brian Gipson explained he believed it to be both. The Board and Brian Gipson discussed the cost of the new website. Jon Sherwin feels if the pricing is as Brian Gipson has been told why are we not doing this. Brian Gipson explained that he is cautiously working to try to get the banking options first and then burst calling as soon as AT&T gets done. Nelda Burton explained that she new someone at AT&T and would try to assist in moving this forward. Nelda Burton explained that at the School they have the ability to take this group of parents and send that message just to them is there going to be something ever that we can. Brian Gipson explained that at this time he has not found anything compatible with our services. Nelda Burton inquired about the open carry law and the Districts option. Brian Gipson explained that he had spoken with Joe Alford about this and that if it was the Boards pleasure that he could have signs made and installed for the District. Nelda Burton asked Joe Alford if the front office was robbed would having signs prohibiting concealed or open carry cause stiffer penalties. Joe Alford informed Nelda Burton that it did not. Jon Sherwin inquired if the General Manager had a color printer. Brian Gipson said yes. Jon Sherwin then gave Brian Gipson the form numbers for the signs needing to be posted and instructed him to print them have them laminated and post them at the entrance. Brian Gipson informed the Board that the fabricating company in town was building the bars for the payment counter windows and should be installing by the end of the week or so. Brian Gipson informed the Board that when that was complete that he was going to remodel the cash draw cabinets. Nelda Burton inquired about the hiring of the part time help for the front office. Brian Gipson informed her that they did not have an application yet. Nelda Burton would like it to be someone from the District. Jay Scheiderer thanked Brian Gipson for having the employee descriptions put together and that he would probably be by to review them.

14. ADJOURN:

There being no further business, a motion was made by Jay Scheiderer, seconded by Nelda Burton to adjourn the meeting.

ALL Voted AYE: Motion Carried
Corey Oldbury, Dennis Rountree absent & not voting.

Jon Sherwin adjourned the meeting.

MEETING ADJOURNED AT 8:28 P.M.

MMUD PRESIDENT

MMUD SECRETARY