

**MINUTES OF REGULAR MEETING**  
**WATERWOOD MUNICIPAL UTILITY DISTRICT NO.1**

The Board of Directors of the Waterwood Municipal Utility District No. 1 of San Jacinto County, Texas, met in regular session, open to the public, via teleconference, inside the District on Friday, April 17, 2020. The roll was called of the duly constituted officers and members of the Board, to-wit:

Eric Cooper	President
Al Goldsmith	Secretary
Dannie Hubbard	Director
Roy Knapp	Director
Kevin Cook	Director

**1. CALL TO ORDER AND WELCOME GUESTS**

All Board members were present with the exception of Al Goldsmith, thus constituting a quorum. Also present were, Joyce Hubbard, Michael Others, Mike Brown, Mike Wilson, Melanie Cook, and Anita Treadway. Eric Cooper called the meeting to order at 1:00 p.m. and welcomed visitors via teleconference.

**APPROVAL OF CONSENT AGENDA ITEMS:**

**A. MINUTES OF THE REGULAR MEETING**

Kevin Cook made a motion to approve the minutes of the January 17, 2020 meeting with an amendment to the Special meeting minutes. Roy Knapp seconded the motion to accept the minutes. The motion unanimously carried.

**B. FINANCIAL REPORT**

Kevin Cook made a motion to accept the financial report with the amended amount on the M & O checking to read \$164,276.53. Dannie Hubbard seconded the motion. The motion unanimously carried.

**C. PAYMENT OF BILLS**

Kevin Cook made a motion to accept the payment of the bills with the caveat of reviewing the Durus bill and to see if there is a credit due by the next meeting.

Dannie Hubbard seconded the motion. The motion unanimously carried. There was discussion about the overtime charges with Mike Brown. Dannie Hubbard asked Mike Brown to put the address of the repair on the Rural Pipe invoices, so the repair items can be tracked to that specific repair. Mike Brown said he will add this to the tickets.

#### **D. TAX COLLECTOR REPORT**

Kevin Cook made a motion to accept the Tax Collector report. Dannie Hubbard seconded the motion. The motion carried unanimously.

### **3. DIRECTOR MATTERS**

#### **a. Proper nominations and vote for President**

There were two nominations for President. Eric Cooper and Kevin Cook. Dannie Hubbard nominated Kevin Cook. There was discussion about the two nominees. Roy Knapp proposed that Eric Cooper continue as president until the end of his term in November of 2020. The motion carried with Kevin Cook, Roy Knapp voting to accept the term of president for Eric Cooper.

#### **b. Approve Audit**

Michael Others gave the audit report.

Kevin Cook asked several questions about the report and when the adjustments will be made to the reports. Michael others said approximately 2 weeks and then the audit would be finalized in about 4 weeks.

The approval of the Draft of the Audit subject to a 7-10 day review was made by Kevin Cook. Dannie Hubbard seconded the motion, the motion carried unanimously.

#### **c. The Snapp's water bill adjustment.**

The leak at the Snapp's was sometime in February and Dannie Hubbard found the leak in March. The repairs were done in March and he has a copy of the repair receipt.

It was decided that the average of the last 3 months billing would decide the amount of the bill and adjustment. Dannie Hubbard made a motion to adjust the bill. Kevin Cook seconded the motion. The motion carried unanimously.

d. Mike Bercu's late charge

Mike Bercu spoke with a director about his late charge. He had called Inframark and was on hold a long period of time, they have no 800 number and after being a customer for almost 40 years (and paid on time) asked to be credited the \$10.00 late fee. A motion to credit his account the \$10.00 by Eric Cooper. Dannie Hubbard seconded the motion. The motion carried unanimously.

A motion to adopt the new updated rate order was made by Kevin Cook.

Roy Knapp seconded the motion. The motion carried unanimously.

e. The prioritizing of all road repairs

There was discussion about the repair on Poolscreek Way. The county commissioner said they would sell the supplies at cost to the MUD district. (\$10,000) and there was a bid from A & L Asphalt for \$11,000. Eric Cooper will get with the contractor about these repairs. He will also talk to Rick Harlow who is the maintenance chairperson for WIA. Kevin Cook talked about grouping several repairs at a time. Also, MUD needs to make sure all of this is tax exempt.

Dannie Hubbard asked if MUD was paying \$11,000 or \$21,000. There was more discussion about repairs and it will be tabled until MUD can get more answers.

f. Drought contingency plan resolution

The drought contingency resolution plan needs to be sign and stamped, then returned to John Kuhl's office.

g. Approve the purchase of the pressure tank

Mike Brown will get the quote updated for the purchase and installation of the new pressure tank. (\$43,298.00) He will also get the quote for a crane to set the tank in place. Kevin Cook moved to approve the purchase as long as the price is no more than 2% of the original bid. Roy Knapp seconded the motion. The motion carried unanimously.

h. Discussion of payment to Inframark for back payments.

Kevin Cook asked if there is a 10% carrying charge on the back payments.

Mike Brown will find out and get with Roy Knapp about it.

i. Discussion of payments from ASGI owed to MUD

Kevin Cook explained that everything had to be done by the rate order that is set by the MUD district. Mike Wilson said he never received a rate order. And the discussion continued. Anita Treadway will send a signed rate order to Mike Wilson.

j. Discussion of approval by 2 Board members for repairs that are not emergency repairs.

Kevin Cook made a motion to have 2 Board members to sign off on repairs that are not considered to be an emergency repairs. There are 4 Boards members who live in Waterwood and can be available to OK the repairs. Roy Knapp seconded the motion. The motion carried unanimously.

## **5. Operations & Maintenance Matters**

A. Receive general report from Inframark.

Mike Brown gave his report.

There was discussion about:

The cost of repairs and the overtime charges.

The complaints about the water quality.

The leaks and cost to fix them.

It was suggested to use local companies as much as possible.

1) Submittal of Work order for approval

2) Report price estimate to raise and lower manholes, per request of WIA.

Mike Brown said he sent prices to Eric Cooper. Eric Cooper will send to WIA.

B. Adopt order Amending Utility Service Rates, Fees, and Conditions (Rate Order)

## **5. PUBLIC COMMENTS**

No public comments.

## **7. ADJOURN**

Dannie Hubbard made a motion to adjourn. Kevin Cook seconded the motion. The motion unanimously carried.

---

Al Goldsmith, Secretary