

BEXAR COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. TEN

8601 MIDCROWN
SAN ANTONIO, TEXAS 78239-2445

**REGULAR BOARD MEETING MINUTES
JULY 18, 2013**

I. CALL REGULAR BOARD MEETING TO ORDER AND TAKE ATTENDANCE: The Regular Board Meeting of July 18, 2013, was called to order at 7:00 p.m. by President of the Board, Mr. Melroy Brandt, in Council Chambers, Windcrest City Hall, 8601 Midcrown Drive, Windcrest, Texas, for the purpose of considering the following agenda. The Board members present were Mssrs. Chevalier, Greenwood and Perry. Also in attendance were General Manager Richard Frenzel, Assistant General Manager Adam Telfer, Don Frazor, Engineer and Office Manager Lyn Cruz. Mr. Melson was absent.

II. READ CORRECT/AMEND, AND APPROVE REGULAR MEETING MINUTES OF JUNE 20, 2013. Mr. Perry made a motion to approve the minutes of the Regular Board Meeting of June 20, 2013 with corrections. This was seconded by Mr. Greenwood. Board Approved.

III. ACCEPT VISITOR COMMENTS – (Strict 5 minute time limit per visitor): Mr. Tom Kay, 5622 Cleardrift, spoke to the Board about safety.

IV. MONTHLY REPORTS:

- A. STATEMENT OF OPERATIONS, AND INVESTMENT REPORT. PRESENTED BY GENERAL MANAGER. SUMMARY OF INCOME AND EXPENSES FOR PREVIOUS MONTH. IN-DEPTH REPORT ON LINE ITEMS THAT EXPERIENCED SIGNIFICANTLY HIGHER OR LOWER LEVELS THAN EXPECTED. UPDATE ON INVESTMENTS, INCLUDING BALANCES, RATES OF RETURN, MATURITY DATES, AND MARKET CONDITIONS.

(1). STATEMENT OF OPERATIONS

(a). Operating Revenue: Water Income: \$ 56,898.25; Sewer Income: \$98,398.11; EAA / Water Rights Fees: \$9,494.33; TCEQ Regulatory Assessment Fees: \$778.84; Miscellaneous Fees \$5,990.82 (Service connection at the Episcopal Church); Windcrest Accounts (\$1,103.32).

Total Revenue: \$170,457.03.

(b). Operating Expenses: Depreciation: \$20,833.33; Group Insurance: \$2,780.83; Office Expenses: \$2,917.75 (\$2,092 Postage and \$529 for Bank Charges); Professional Services: \$2,425.00 (Attorney Fees); Maintenance & Repairs: \$5,231.78 (\$1,790 for pipe fittings and clamps, \$825 Extra Chlorine Regulator and \$1,195 for 2 Allied Waste Containers for storage cleanup); Utilities: \$13,013.15 (CPS Energy has not been processing two of our seven bills in a timely manner); EAA Permit Fees plus EARIP: charge \$11,377.31; Payroll Taxes: \$1,786.85; Retirement Contribution: \$1,578.94; Salaries: \$23,388.81; Sewer Contract (SAWS): \$60,732.05; TCEQ Assessment/Fees: \$776.27; Conservation/Rebate Program: \$600.00.

Total Expenses: \$147,442.07.

(c). Operating Income: \$23,014.96.

(d). Non-Operating Income: \$1,411.59 (Interest Income)

(e). Total Income for June 2013: \$24,426.55.

(2). INVESTMENTS

(a). Operating Account Balance: \$738,814.62

(b). Investments: \$1,228,787.58. Investment at First Mark Credit Union is maturing in August 2013. Mr. Frenzel will have a proposal at the August Board Meeting on where to invest these monies.

(c). Grand Total Cash/Investments: \$2,042,798.97

B. MANAGER'S REPORT. PRESENTED BY GENERAL MANAGER. SUMMARY OF SIGNIFICANT ACTIVITY THAT EFFECTED OPERATIONS OR HAS POTENTIAL OF EFFECTING OPERATIONS. INCLUDES PERSONNEL UPDATE, SIGNIFICANT EXPENDITURES, WEATHER CONDITIONS, CAPITAL

IMPROVEMENT PROJECT STATUS, OPERATIONAL STATISTICS, AND ANY TOPICS OF GENERAL INTEREST TO THE STAFF OR BOARD.

- (a). Monthly Statistics: The unaccounted for water percentage is down this month.
- (b). Personnel: Nothing out of the ordinary at this time.
- (c). Significant Expenditures: (Over \$5,000.00)

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|------|-----------------|--------------|
| SAWS | Sewer Service | \$ 59,258.11 |
| EAA | Management Fees | \$ 11,377.31 |

(d). Critical Period Update: The official EAA reading at 8:00 a.m. on July 12th was 639.8 feet. That is Stage III territory. If we don't get a good rain over the weekend, we face the real probability that we will reach Stage III within the next couple of weeks.

V. OLD BUSINESS:

A. WATER/SEWER INFRASTRUCTURE REHABILITATION – 2011/12. GENERAL MANAGER AND ENGINEER WILL PROVIDE A PROGRESS REPORT ON WATER AND SEWER INFRASTRUCTURE REHABILITATION PROJECT FOR 2011/12. Mr. Frazor stated that this project is completed. The total cost of this project was \$544,000. At this time we are waiting on the Presbyterian Churches decision on repaving the parking lot. Once we have their decision the cleanup will be completed. This contractor has done a very good job and would be a good contractor to use in the future.

OPEN

B. RESOLUTION 2013-05. THE BOARD WILL DISCUSS AND ADVISE THE GENERAL MANAGER WITH REGARD TO THE TERMS OF CONTINUED EMPLOYEMENT WITH THE DISTRICT ON AN AS NEEDED/TEMPORARY BASIS. There was discussion on Resolution 2013-05. Mr. Perry requested that the word "obscure" be omitted from the document. Mr. Chevalier made a motion that this Resolution be adopted as amended. This was seconded by Mr. Perry. Board Approved. CLOSED

VI. NEW BUSINESS: THE BOARD WILL DISCUSS AND MAY TAKE ACTION ON IMPLEMENTING STAGE III WATERING RESTRICTIONS. The Board discussed Stage III restrictions. During Stage III restrictions we still have the ability to water once a week but the morning reduced by one hour. The Board discussed the possibility of going to once every other week if we are not meeting our stage restrictions. The Board will table this until the 10 day rolling average has been met.

OPEN

VIII. OTHER BUSINESS BROUGHT BEFORE THE BOARD. DECISION WILL BE TABLED UNTIL NEXT SCHEDULED BOARD MEETING IN ORDER TO PLACE SUBJECT ON AGENDA AND GIVE STAFF TIME TO EVALUATE AND MAKE RECOMMENDATIONS. None at this time.

IX. ADJOURN. President Brandt Adjourned Meeting at 8:15 p.m.

Submitted


MARK J. PERRY, Secretary

Approved

 Date: 8/22/2013
MELROY I. BRANDT, President