

BEXAR COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. TEN

8601 MIDCROWN
SAN ANTONIO, TEXAS 78239-2445

**REGULAR BOARD MEETING MINUTES
DECEMBER 14 2023**

CALL REGULAR BOARD MEETING TO ORDER AND TAKE ATTENDANCE AND PLEDGE OF ALLEGIANCE: The Regular Board Meeting of December 14, 2023, was called to order at 6:00 p.m. by the President of the Board, Ms. Alexander, at the City of Windcrest's Council Chambers, 8601 Midcrown Drive, Windcrest, Texas, for the purpose of considering the following agenda. The Board's President determined that a quorum was present. Board members present were Ms. Alexander, Ms. Snead, Mr. Richards, Mr. Cockerham and Ms. Arnicar. Also, in attendance was David Wallace, General Manager, Ruben Barrera, Attorney and Leonard Young, Engineer.

- I. ANNOUNCEMENTS: THE BOARD OF DIRECTORS OF THE BEXAR COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 10 WILL, DURING THE MEETING, CLOSE THE MEETING AND HOLD AN EXECUTIVE SESSION PURSUANT TO AND IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS OPEN MEETINGS ACT. THE BOARD OF DIRECTORS MAY, AT ANY TIME DURING THE MEETING, CLOSE THE MEETING AND HOLD AN EXECUTIVE SESSION FOR CONSULTATION WITH ITS ATTORNEYS CONCERNING ANY OF THE MATTERS TO BE CONSIDERED DURING THE MEETING PURSUANT TO CHAPTER 441 OF THE TEXAS OPEN MEETINGS ACT.
- II. READ, CORRECT/AMEND, AND APPROVE THE REGULAR BOARD MEETING MINUTES OF NOVEMBER 13, 2023.

Mr. Cockerham made a motion to approve the minutes as written. Mr. Richards seconded this motion. Motion carried.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

- III. ACCEPT VISITOR COMMENTS (STRICT 5 MINUTE TIME LIMIT PER VISITOR). VISITORS THAT WISH TO SPEAK MUST SIGN IN ON THE SIGN-UP SHEET LOCATED AT THE DOORWAY. VISITORS MUST SIGN IN BEFORE THE MEETING BEGINS. VISITOR COMMENTS WILL NOT BE ALLOWED / ACCEPTED AFTER THIS TIME. No visitors spoke.

PUBLIC COMMENT STANDARD STATEMENT

The Board will now open the floor to members of the public for public comment. Individuals will be called in the order they registered on the sign-in sheet prior to the beginning of the meeting. While the Board welcomes comments and participation from the public, please be advised of the following guidelines:

- 1. Comments may relate to general matters involving the District or a specific item(s) on the Board's agenda.***
- 2. Comments shall be limited to five (5) minutes per individual.***
- 3. Comments relating to general matters involving the District shall be presented during the Public Comment Session at the beginning of the meeting.***
- 4. Comments relating to a specific item(s) on the Board's agenda may be presented either (a) during the Public Comment Session at the beginning of the meeting; or (b) during consideration of the specific agenda item(s).***
- 5. An individual shall register (by including name and address) on the sign-in sheet prior to the beginning of the meeting his/her choice to either comment (a) during the Public Comment Session at the beginning of the meeting or (b) during consideration of each specific agenda item(s).***

6. *At the Board's discretion, if five (5) or more individuals desire to comment on a specific item, such comments shall be limited to two (2) minutes per individual.*
 7. *No individual shall transfer his/her allotted time to comment to another individual.*
 8. *If (a) an individual needs a translator to translate his/her public comments, and (b) the Board is not providing translation equipment that allows the Board to hear translated public comments simultaneously, the comments of an individual using a translator shall be limited to ten (10) minutes per individual.*
 9. *Comments should be directed to the entire Board and not to one individual member of the Board.*
 10. *The Board strives to maintain open, courteous, and respectful communications with the public. Please extend the same courtesy to the Board when addressing your comments.*
 11. *While individuals are free to express their opinions, whether positive or critical of any act, omission, policy, procedure, program, or service of the District and/or the Board, the Board does expect that all individuals shall exercise decorum during the conduct of the meeting. Any individual engaging in disruptive behavior, including shouting, the use of vulgar language or gestures, or derogatory comments and statements intended to incite a breach of the peace, and/or preventing, interfering, or otherwise obstructing a lawfully called meeting, may be asked to leave the meeting.*
- Pursuant to Section 551.042 of the Texas Open Meetings Act, the Board may not deliberate or decide on any inquiry or concern raised by a member of the public or member of the Board that has not been posted on the agenda. The Board may, however, consider a proposal to place the subject on the agenda for a future meeting, or respond to a question presented to the Board if the response is limited to either a statement of specific factual, information or a recitation of existing policy.*

THE BOARD WENT INTO EXECUTIVE SESSION.

IV. CONSENT ITEM:

A. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION APPROVING THE RATIFICATION OF THE DISTRICT GENERAL MANAGER'S PAYMENT TO CORE & MAIN IN THE AMOUNT OF \$585.70 FOR THE PURCHASE OF NEW METERS THAT WILL BECOME PART OF THE DISTRICT'S UTILITY SYSTEM AND WHICH IS INCLUDED IN THE DISTRICT'S 2023 - 2024 CAPITAL IMPROVEMENTS PLAN. (BCWCID10 CIP)

B. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION APPROVING THE RATIFICATION OF THE DISTRICT GENERAL MANAGER'S PAYMENT TO WATER WELL SERVICE, INC. IN THE AMOUNT OF \$4,845.00 FOR A NEW BOOSTER PUMP AND CHLORINATOR VACUUM REGULATOR WITH A CLOSE COUPLED METER PANEL FOR THE DISTRICT'S WELL #6 THAT WILL BECOME PART OF THE DISTRICT'S UTILITY SYSTEM AND WHICH IS INCLUDED IN THE DISTRICT'S 2023 - 2024 CAPITAL IMPROVEMENTS PLAN. (BCWCID10 CIP)

C. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION APPROVING THE RATIFICATION OF THE DISTRICT GENERAL MANAGER'S PAYMENT TO THE HOME DEPOT IN THE AMOUNT OF \$261.23 FOR SUPPLIES FOR THE SHED AT THE DISTRICT'S WELL #6 THAT WILL BECOME PART OF THE DISTRICT'S UTILITY SYSTEM AND WHICH IS INCLUDED IN THE DISTRICT'S 2023 - 2024 CAPITAL IMPROVEMENTS PLAN. (BCWCID10 CIP)

D. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION APPROVING THE RATIFICATION OF THE DISTRICT GENERAL MANAGER'S PAYMENT TO WATER WELL SERVICE, INC. IN THE AMOUNT OF \$3,365.00 FOR THE 3 PHASE BOOSTER PUMP, 5 EJECTOR WITH BALL CHECK VALVE AND FLANGE KIT FOR THE DISTRICT'S WELL #6 THAT WILL BECOME PART OF THE DISTRICT'S UTILITY SYSTEM AND WHICH IS INCLUDED IN THE DISTRICT'S 2023 - 2024 CAPITAL IMPROVEMENTS PLAN. (BCWCID10 CIP)

Ms. Snead made a motion to approve the Consent Agenda Item. Mr. Richards seconded this motion. Motion carried.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

V. ITEMS FOR INDIVIDUAL CONSIDERATION:

A. PRESENTATION BY THE DISTRICT'S GENERAL MANAGER AND THE DISTRICT'S ENGINEER REGARDING THE DISTRICT'S 2023 AND 2024 CAPITAL IMPROVEMENTS PLAN; AND BOARD DELIBERATION REGARDING THE DISTRICT'S 2023 AND 2024 CAPITAL IMPROVEMENTS PLAN.

The Board President authorized the General Manager and District Engineer to begin the application process to secure funding with the Development Board.

B. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON ARTHUR BRADY'S WATER UTILITY SERVICE BILLING ISSUE.

In accordance with our Board Policy each month when Mr. Brady pays his current water bill if he makes any payment on his past due bill of \$279.72 there will be no late charge added. However, any month that Mr. Brady does not make payments for his past due bill a late charge will be added to his past due amount.

C. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION TO APPROVE, AUTHORIZE AND ADOPT AN INCREASE IN THE DISTRICT'S MINIMUM WATER RATES FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS WITHIN THE DISTRICT EFFECTIVE FEBRUARY 23, 2024 TO SUPPORT THE DISTRICT'S APPROVED ANNUAL BUDGET AND REVENUE REQUIREMENTS (INCLUDING PROPOSED DEBT FOR NECESSARY CAPITAL IMPROVEMENTS) FOR FISCAL YEAR 2024.

Mr. Richards made a motion to approve a \$2.85 increase on the District's minimum water rates for Residential and Commercial customers to begin February 23, 2024. Ms. Snead seconded this motion. Motion carried.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

D. THE BOARD WILL DISCUSS AND MAY TAKE ACTION ON A RESOLUTION APPROVING THE PURCHASE OF A CERTIFICATE OF DEPOSIT IN THE AMOUNT OF \$200,000.00 WITH AN ENTITY SELECTED BY THE BOARD FOR THIRTEEN (13) MONTHS OR LESS, WHICHEVER IS MOST ADVANTAGEOUS FOR THE DISTRICT AND ITS RATEPAYERS; AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR THE PURCHASE OF A CERTIFICATE OF DEPOSIT IN THE AMOUNT OF \$200,000.00 WITH AN ENTITY SELECTED BY THE BOARD FOR THIRTEEN (13) MONTHS OR LESS, WHICHEVER IS MOST ADVANTAGEOUS FOR THE DISTRICT AND ITS RATEPAYERS.

Mr. Cockerham made a motion to approve this Resolution. Ms. Arnicar seconded this motion. Motion carried.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

E. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON ADDING AN ADDITIONAL FULL-TIME FIELD TECHNICIAN POSITION.

Mr. Richards made a motion to approve an additional Full-time Field Technician Position to begin immediately. Ms. Snead seconded this motion. Motion carried.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

F. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON INCREASING THE DISTRICT'S BOARD OF DIRECTORS MONTHLY STIPEND.

Ms. Snead authorized the District's Attorney to provide a Resolution at the January 18, 2024 Regular Board Meeting, increasing the Director stipend to \$170.00 for all Directors whether they hold an office or not. Ms. Arnicar seconded this. Motion carried.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

VI. BRIEFING SESSION

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

1. STATEMENT OF OPERATIONS:	<u>NOVEMBER 2023</u>
a. Operating Revenue:	\$ 227,764.50
b. Operating Expenses:	\$ 193,645.03
c. Operating Income	\$ 34,119.47
d. Non-Operating Income	\$ 1,063.29
e. Total Income	\$ 35,182.76
2. INVESTMENT REPORT:	
a. Operating Account Balance	\$ 957,968.19
b. Investments:	\$1,324,915.54
c. Grand Total	\$2,497,946.48

B. MANAGER'S REPORT. SUMMARY OF SIGNIFICANT ACTIVITY THAT AFFECTED OPERATIONS OR HAS POTENTIAL OF AFFECTING OPERATIONS. INCLUDES PERSONNEL UPDATE, SIGNIFICANT EXPENDITURES, WEATHER CONDITIONS, CAPITAL IMPROVEMENT PROJECT STATUS, OPERATIONAL STATISTICS, AND RESPONSES TO INQUIRIES FROM THE BOARD AND / OR VISITORS.

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| 1. | SIGNIFICANT EXPENDITURES: (OVER \$5,000) | <u>NOVEMBER 2023</u> |
| | SAWS Sewer Service /October | \$ 66,228.96 |
| | EAA Management / Program Fee | \$ 28,217.87 |
2. Water Usage Update: Our current pumpage for November 2023 was 21,292,000 gals, Total pumpage for the year is 930.36 acre/ft. The District's total Edwards permit is 1625.00 acre/ft. The Edwards Aquifer is currently around 637.00 ft. We are in STAGE III Restrictions. We are currently pumping 730,000 gal/per/day.
 3. We are still replacing old water meters that no longer function. This will be a normal operational procedure. We are starting replacement of broken and old gate valves throughout the system. Still replacing bad curb-stops on meter change outs.
 4. Working with the Engineers, on 2023-2024 Capital Improvement Projects.

VII. THE REGULAR SESSION OF DECEMBER 14, 2023, REGULAR BOARD MEETING IS HEREBY RECESSED TO HOLD AN EXECUTIVE SESSION AND DISCUSS THE MATTERS LISTED BELOW PURSUANT TO SECTIONS 551.071 AND 552.074 OF THE TEXAS OPEN MEETINGS ACT. The Board went into Executive Session at 6:01 p.m.

VIII. EXECUTIVE SESSION

A. THE BOARD WILL (1) DELIBERATE THE EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF THE DISTRICT'S EMPLOYEES, INCLUDING THE DISTRICT'S GENERAL MANAGER AS AUTHORIZED BY TEXAS GOVERNMENT CODE § 551.074; AND (2) CONSULT WITH THE DISTRICT'S LEGAL COUNSEL REGARDING LEGAL ISSUES INVOLVING THE EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF THE DISTRICT'S EMPLOYEES, INCLUDING THE DISTRICT'S GENERAL MANAGER AS AUTHORIZED BY TEXAS GOVERNMENT CODE § 551.071(2)


B. THE BOARD WILL CONSULT WITH THE DISTRICT'S LEGAL COUNSEL IN A CLOSED SESSION, AS AUTHORIZED BY TEXAS GOVERNMENT CODE § 551.071(2), TO DISCUSS AND SEEK ADVICE UPON ONE OR MORE MATTER(S) IN WHICH THE DUTY OF THE ATTORNEY TO THE DISTRICT UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

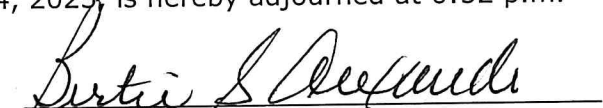
****AS USED HEREIN, "CLOSED MEETING" SHALL HAVE THE DEFINITION ASCRIBED TO THAT TERM BY TEXAS GOVERNMENT CODE § 551.001. AS REQUIRED BY TEXAS GOVERNMENT CODE § 551.102, THE FINAL ACTION, DECISION, OR VOTE ON A MATTER DELIBERATED IN A CLOSED MEETING WILL BE MADE IN AN OPEN MEETING****

IX. THE REGULAR SESSION OF THE REGULAR BOARD MEETING OF DECEMBER 14, 2023, IS HEREBY RECONVENED. The Board reconvened into Regular Session at 6:14 p.m.

X. OTHER BUSINESS BROUGHT BEFORE THE BOARD. (NO DELIBERATIONS AND / OR DECISION WILL OCCUR EXCEPT TO PLACE THE SUBJECT ON THE AGENDA FOR THE NEXT SCHEDULED BOARD MEETING AND GIVE STAFF TIME TO EVALUATE AND MAKE RECOMMENDATIONS. The Board President reminded customers that we are in Sewer Averaging until February 23, 2024. The Board wished everyone a Happy Holiday!

XI. ADJOURNMENT. The Bexar County Water Control and Improvement District No. 10 Board of Directors Meeting of December 14, 2023, is hereby adjourned at 6:52 p.m.


Ann Marie Arnicar, Secretary


Bertie S. Alexander, President

Date: 19 Jan 2024