

NUECES WATER SUPPLY CORPORATION
Minutes – Regular Meeting
August 4, 2020
(This meeting was held remotely by phone and Zoom.)

Board Members Present:

Alice J. Black
Donald Lundmark
Ruth Ann Smith
Sherry Zimmerman

Board Members Absent:

Mike Benton

Staff Present:

Carola G. Serrato
Frances De Leon
Jo Ella Wagner

Guests Present:

None

1. Call to Order.

Ms. Alice J. Black, President, called the Regular Meeting to order at 10:02 a.m. A quorum was present.

2. Citizen comments.

Ms. Black opened the floor for citizen comments. No comments from the public were made.

3. Approval of Minutes.

Ms. Smith made a motion to approve the minutes of the June 16, 2020 Regular Meeting as presented. Ms. Zimmerman seconded the motion. All voted in favor.

4. Treasurer's Report/Payment of Bills.

The following financial reports were presented for the Board's review and approval:

Treasurer's Report as of May 31, 2020

Account Activity for General Account for May 1, 2020 to May 31, 2020

Account Activity for Operations Account for May 1, 2020 to May 31, 2020

TEXPOOL Participant Statement for 05/01/2020 – 05/31/2020 for General Account

TEXPOOL Participant Statement for 05/01/2020 – 05/31/2020 for Security Deposit Account

TexSTAR General Account Statement for 05/01/2020 – 05/31/2020

Treasurer's Report as of June 30, 2020

Account Activity for General Account for June 1, 2020 to June 30, 2020

Account Activity for Operations Account for June 1, 2020 to June 30, 2020

TEXPOOL Participant Statement for 06/01/2020 – 06/30/2020 for General Account

TEXPOOL Participant Statement for 06/01/2020 – 06/30/2020 for Security Deposit Account
TexSTAR General Account Statement for 06/01/2020 – 06/30/2020

The following bills were presented for payment:

STWA Invoice S20-090 May 2020 Water Usage, Water Cost and Handling Charge	\$51,158.02
STWA Invoice S20-091 May 2020 General and Administration	\$17,625.55
STWA Invoice S20-093 May 2020 Taps and Repairs	\$ 9,535.80
STWA Invoice S20-103 June 2020 Water Usage, Water Cost and Handling Charge	\$45,346.13
STWA Invoice S20-104 June 2020 General and Administration	\$18,462.55
STWA Invoice S20-106 June 2020 Taps and Repairs	\$ 4,013.50
STWA Invoice S20-110 Payroll expense for Part-time Employee for April, May and June 2020	\$ 1,749.64
STWA Invoice S20-111 Payroll expense for Stand By Pay for April 1, 2020 through June 24, 2020	\$ 367.71
STWA Invoice S20-112 Reimburse for Fiber optic phone service (03/19/20 through 06/19/20) and High Touch Technology support (04/01/20 through 06/30/20)	\$ 990.10

Mr. Lundmark made a motion to approve the Treasurer's Report and payment of the bills as presented. The motion was seconded by Ms. Zimmerman. All voted in favor.

5. Proposed Project and Revised Water Supply Contract with AquaTexas to provide service to Golden Acres.

Ms. Serrato stated that in response to the Nueces County Public Works Department's requirements which would have raised the cost of the project considerably, AquaTexas has contacted Right of Way Service for assistance in acquiring private easements. She expects that the project will get started soon. She had nothing further to report.

6. All matters pertaining to NWSC waterline adjustments for TxDOT Relief Route in Driscoll, Texas and Proposed FM 70 (Bishop – Chapman Ranch) Improvements.

Ms. Serrato reported that a reimbursement check in the amount of \$393,969.47 from TxDOT for the Driscoll Relief Route has been received less a 10% retainage which should be paid once TxDOT has completed its final review. The final 10% payment may be delayed due to TxDOT staffing issues and COVID-19. She had nothing further to report.

7. Update on New Banquete Pump Station.

Ms. Serrato reported that work continues on the project and she reviewed some photos of the ongoing work. The foundations for the chlorine and ammonia buildings as well as the for the hydro-pneumatic tanks, generator and ground storage tank have been installed. The hydro tanks and generator have been delivered. She had nothing further to report.

8. COVID-19 Payment Plan and Reinstate Disconnection of Services.

Ms. Serrato stated that in response to the COVID-19 pandemic, the office lobby and drive-thru window remain closed to the public and check or money order payments are being accepted in the night drop box and by mail. She added that the number of actual disconnections and membership cancellations has greatly diminished. NWSC had two cancellations. One account was locked out and reserviced after the account was paid in full. An updated list of past due accounts is expected after the August 7th due date. She stated that under current conditions it would be very difficult for field staff to perform disconnections and complete their daily tasks. She explained that the O&M Supervisor is out on medical leave and one Field Tech experienced an ankle sprain on the job. TCEQ is requiring extra flushing and continued NAP sampling. Complying with TCEQ while also handling daily tasks would likely be difficult if lockouts resumed at this time. Ms. Serrato recommended continuing operating in the current manner at least until the next meeting. Mr. Lundmark made a motion to continue with the modified procedures. Ms. Smith seconded. All voted in favor,

9. Part-Time/Full-Time Office Clerk.

Ms. Serrato stated that in preparation for her retirement and departure, she believes some improvements are needed in keeping financial records. This includes maintaining schedules for equipment, vehicles, tools, uniform allowance, pump station fixed assets, SCADA work, generators and similar items in a manner that ties directly to an accounting program. The tasks of office staff were reviewed and transitioning the part-time office clerk to full-time was discussed in order to address the needed improvements. Ms. Serrato presented proposed revised job descriptions of the four front office positions and a cost breakdown for a full-time Office Assistant. She added that the estimated total expense to STWA is just under \$18,000 while the added expense to NWSC and RWSC is \$13,399 and \$13,622 respectively. Mr. Lundmark made a motion supporting transition of the part-time position to full-time. Ms. Zimmerman seconded. All voted in favor.

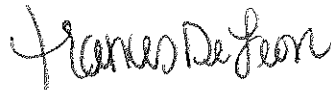
10. Purchase of tablets for use by NWSC Board members.

Ms. Serrato requested that the Board consider converting to use of electronic tablets in place of paper agendas. She estimated the cost of each tablet at \$400. She added that use of a tablet will save on paper, copy time, copier charges and postage. Ms. Zimmerman made a motion to authorize purchase of the tablets. Ms. Smith seconded. All voted in favor.

11. Adjournment.

With no further business to conduct, Ms. Black made a motion to adjourn the meeting at 10:27 a.m. Ms. Smith seconded and all voted in favor.

Respectfully submitted,


Frances De Leon
Assistant Secretary