

LAKE KIOWA SPECIAL UTILITY DISTRICT

133 Kiowa Drive South
Lake Kiowa, Texas 76240-9539
(940) 668-8391

MINUTES FOR MEETING OF BOARD OF DIRECTORS

DATE: Wednesday February 10, 2016

TIME: 9:00 a.m.

PLACE: 133 Kiowa Drive South, Lake Kiowa, Texas 76240

Minutes

1. **Call to Order and Declaration of Quorum:** President Thies called the meeting to order at 9 a.m.
2. **Review and approval of minutes January 20, 2016 special called board meeting:** Vice President Bergbower made a motion to accept the minutes of the January 20, 2016 as presented. The motion was seconded by Director James and all approved with the exception of Treasure Dressel who did not attend the meeting.
3. **Public Comment. (Speakers limited to 5 minutes each):** None
4. **New Business:**
 - (a) **Discussion and possible action on Resolution No. 2016-002 calling for an election for two directors at large:** Director Richey made a motion to accept Resolution No. 2016-002 calling for an election for two directors at large to be held on May 7, 2016. Director White seconded the motion and all approved.
 - (b) **Discussion and possible action concerning setting a limit on cost to provide life insurance to employees as provided in the LKSUD Personnel Policy:** Director White made a motion to adjust our Personnel Policy to state that the District will allow up to \$100 per month to be used for the purpose of Life Insurance per employee. This will change the current policy that says that the District will provide term insurance for each employee equal to two years of salary. Vice President Bergbower seconded the motion and all approved with the exception of Director Richey.
 - (c) **Discussion and possible action concerning creation of an RFP for annual auditing purposes:** Director White made a motion for the General Manager to issue an RFP for annual auditing of our financial recordkeeping. The RFP should include cost for a single year and cost for a three-year contract. Secretary Cole seconded the motion and all approved.
 - (d) **Discussion and possible action concerning current legal representation and retainer fees:** Director White made a motion to table this item until a Resolution could be created to no longer keep our current representation. Director Richey seconded and all approved.
 - (e) **Discussion and possible action concerning LKSUD office building maintenance and painting:** Director White made a motion to table this item until the General Manager could provide quotes. Director Richey seconded and all approved.

- (f) **Discussion and possible action concerning acquisition of a fixed base water meter reading system:** Director White made a motion to allow the General Manager to proceed with the acquisition and implementation of the fixed base reading system to allow installation before our peak usage with the cost not to exceed \$80,000. Vice President Bergbower seconded the motion and all approved.
5. Old Business:
- (a) **Discussion and possible action to engage an engineering firm to provide surveying and other services required to amend the district's certificate of convenience and necessity in order to serve Lake Kiowa Property Owners Association acreage:** No update as we have not received a formal request for service.
- (b) **Update on fixed base meter reading system upgrades:** No additional update.
- (c) **Discussion and update on the waterline replacement project:** General Manager Young told the Directors that a final punch list was being developed and that the project should be completed by the end of the month. We will then be ready to start the bidding process for Phase 1b as soon as the Texas Water Development Board approves the engineering application. Hopefully the bids will go out in April.
6. Committee reports:
- (a) **Human Resources (HR) Committee:** None
- (b) **Budget and Rates Committee:** None
- (c) **Long-range Planning and Conservation Committee:** None
7. **General Manager's report re: review of financial documents; water system maintenance and status; status of various projects; and recommendations for improving the water system and customer relations; and recent activities of the North Texas Groundwater Conservation District:** General Manager Young update the Directors on items which happened through the past month. He then went through the financial information provided answering question. He then stated that the NTGCD did not have a meeting in February but that he would be attending the Ground Water Management Area 8 meeting on February 17th in Cleburne since he is part of the NTGCD committee on DFCs (Desired Future Conditions of the aquifers).
8. **Review and accept monthly financial report(s) and approve payment of bills:** Vice President Bergbower made a motion to accept the financial statements as presented and pay the bills. Director James seconded the motion and all approved.
9. **Discussion on future agenda items:** Items D, E, and F under new business and the update items under old business.
10. **Adjourn:** Meeting was adjourned by President Thies at 10:12 a.m.

By: *Ronny P. Young*

Ronny P. Young, Assistant Secretary