

**JOHNSON COUNTY SPECIAL UTILITY DISTRICT  
BOARD OF DIRECTORS MEETING  
TUESDAY, MARCH 02, 2021**

Pursuant to a notice timely posted in accordance with Government Code, Title 5 Chapters 551 & 552, the Board of Directors of the District shall hold an open meeting on March 02, 2021, at 4:30 pm at the District office in Joshua, Texas. (The meeting was held by Zoom Teleconference.) Directing the meeting was President Harry Shaffer. Directors Ronnie Nichols, Glen Walden, Mike Bowles, Gene Petross and Gary Giesen were in attendance. Attending via Zoom Teleconference was Director Eric Baze. Staff members attending were General Manager, Pete Kampfer, Finance Manager, Josh Howard, System Development Manager, Dana Collier, System Operations Manager, Danny Armstrong, Customer Service Manager, Carrie LaFountain, and Human Resource Manager, Kelli Roberts. Keith Kindle with e-HT was in attendance and gave a presentation on the status of the CIP Bundle - DWSRF Water Transmission Line Project during the Board Workshop. Landy Bennett with United Cooperative Services updated the Board on the sequence of events leading up to the rolling electrical outages related to February's Winter Storm URI. Kathy Jones, Sinclair Newby, and Board Director Paul Tischler with Prairielands Groundwater Conservation District (PGCD) were also present for this meeting and presented an update as it related to recent PGCD policy changes.

Agenda Item 1. Call to Order; Confirm a Quorum President Harry Shaffer called the meeting to order at 5:07 pm and determined a quorum was present.

Agenda Item 2. Invocation Pete Kampfer gave the invocation.

Agenda Item 3. Pledge to the Flag

Agenda Item 4. Open Forum No one signed in to speak during Open Forum.

Agenda Item 5. New Terms of Office: Oaths of Office were issued to incumbent Eric Baze and newly elected Director Gary Giesen.

Agenda Item 6. Consent Items:

a. Approve Minutes of the Regular Board Meeting for January 19, 2021

b. Approve Minutes of Special Called Meeting, February 4, 2021

c. Approve Financial Report for January 2021

The minutes of the regular January 2021 and Special Called February 2021 Board meeting were presented for consideration. Josh detailed the financial report for January 2021. Glen motioned to accept the consent items as presented. Gary seconded and the motion passed unanimously.

Agenda Item 7. Consider and/or Action Approving Revisions of the 2021 JCSUD Personnel Policy Manual for Administrative Implementation.

Pete and Kelli presented the 2021 JCSUD Personnel Policy Manual for Board Consideration. The current Personnel Policy Manual was previously updated in January 2007. The JCSUD Board of Directors and the General Manager have maintained a goal of making the Personnel Policy Manual consistent, flexible, and reflecting human resources best practices. The following revised policies were discussed in liaison with Attorney Rory Divin; Probationary Period, PTO Calculated on an Anniversary Basis, Family Medical Leave Act (FMLA), New Holiday Schedule, Grievances, Social Media, Religious Accommodation, Email

Access, and Internet Use. After some discussion concerning the new holiday schedule, personal illness bank (PIB), and grievance policy, Ronnie motioned to approve the Personnel Policy as presented. Mike seconded the motion and it passed unanimously.

**Agenda Item 8. Consideration and/or Action Awarding HWY 4 and CR 1121 TXCDBG #721825 (Grant) Project.**

Pete and Dana presented their recommendation that the Board award Patterson Professional Services, LLC the contract for Hwy 4 and CR 1121 TXCDBG #721825 (Grant) Project. The bid opening was held on February 4th at 2:00 pm, a total of six proposals were received. Patterson Professional Services, LLC. came in with the lowest bid of \$230,711.25. Eddy Daniel of DBI Engineers offered a letter of recommendation on behalf of Patterson Professional Services. After deliberation, Mike motioned to approve the award of this contract to Patterson Professional Services. Gene seconded, and the motion passed unanimously.

**Agenda Item 9. Consideration and/or Action Awarding Mountain Valley Addition Phase 1 Pipe Replacement Project.**

Pete and Dana presented their recommendation that the Board award Tex-Pro Construction, LLC the contract for Mountain Valley Addition Phase 1 pipe replacement project. The bid opening was held February 9th at 2:00 pm and a total of four proposals were received. Tex-Pro Construction, LLC came in with the lowest bid of \$234,754.15. After some discussion, Gary moved to approve the recommendation. Ronnie seconded the motion and it passed unanimously.

**Agenda Item 10. Annual JCSUD Officer Elections**

Annually, in February, the JCSUD Board of Directors conducts an election of their Executive Officers. Harry Shaffer was nominated for the Board President. Glen Walden was nominated for the position of Board Vice President and Ronnie Nichols was nominated for the position of Board Secretary/Treasurer. Gene motioned to accept the nominations. Eric seconded the motion and it carried with all ayes.

**Agenda Item 11. General Manager Report/Update - Department Manager Reports: Staff, Directors, Committees**

- Pete led the Manager Report portion of the meeting and announced the following:
  - As of January 1, JCSUD management continues to roll-out the 2021 Annual Adopted Budget, consistent with the information we presented previously and inclusive of the approval we received from the Board.
  - BRPUA SWATS Plant Expansion Project: JCSUD Board and staff members continue to analyze current District water supplies, water need projections, and options for meeting short/long-term water needs. Financing the future is also under consideration. Additional JCSUD Board Workshops will be organized and conducted in this important initiative. Additional decision development will be needed to include additional planning/engineering and water-rate cost consultation.
  - We continue to meet with our key contacts at the City of Mansfield, and they shared some confirmed plans, to include a 30-inch upsized water line to our Plant 27. Discussions are ongoing.

- Pete continues to recruit qualified managers for Economic Development (Public Relations/Communications), as well as a District Engineer.
- Pete's report concluded with an update on revised COVID-19 response measures for the safety of District employees and customers.
- Josh noted that Incode is well on its way toward implementation with the financial, utility billing, and human resource modules all being implemented concurrently. The initial training and data pulls are being completed for the utility billing and human resource modules, while the financial module is approaching the testing phases. Specialized training is taking place to prepare the staff for the new software roll-out. The daily forms and standard operating procedures for these various modules are being developed. The revised chart of accounts is completed and was developed departmentally to better manage expenses and planning. The financial software is set to go live in April of this year, while the Utility Billing is set to go live in August.

The 2020 Comprehensive Annual Financial Audit was moved due to Winter Storm Uri to the week of March 1<sup>st</sup> through March 5<sup>th</sup>.

The CIP Expense tracking report is generally reported to the Board on a quarterly basis. During 2020 Q3 & Q4 this report was excluded due to the lack of time to validate the information being presented. The finance department is currently working on this report and will present it to the Board in the March Board Meeting.

- Kelli announced that Open Enrollment with Aflac was postponed to the 4<sup>th</sup> of March, due to the freezing weather incident.

Employee Badges are being created and should be complete within the next couple of weeks. The Personnel Policy was also completed for Board approval.

JCSUD onboarded an AMI Coordinator this month, as well as a Transmission Line Coordinator, a System Operations Supervisor, and are currently hiring for two positions in Operations in the Water Department and two positions in Customer Service.

Medical records must be maintained separately from the personnel file. The Americans with Disabilities Act (ADA) prohibits employers from including medical information in an employee's general personnel file. Employers should create a separate file for employee medical information that includes records related to medical leave, reasonable accommodations, workers' compensation claims, etc. Employers who are required to invite applicants and employees to self-identify as an individual with a disability under Section 503 of the Rehabilitation Act must maintain these self-identification forms separate from all other records, including other medical records. Unfortunately, this was not how the files were kept. One week was spent categorizing medical records and storing them appropriately to comply with the ADA.

- Dana announced System Development/Water Operations had seventy-six (76) new water connections set onto the system in January. January's meter installations have brought the

total year-to-date new connections to 76. In the 2021 budget, System Development estimated 460 new connections (\$1,104,000 in System Development fees) for the water system. With the connections set in January, we are at 16% of the budgeted connections installed/budgeted amount for the water system. Drop-in/Resets in January account for 79% of the new connections set.

Applications in January have shown to increase from December by 8 applications; finishing out January with 79 new applications processed and 2 upsize applications processed. 91% of the new applications received were for standard 5/8" x 3/4" meters.

System Development/Wastewater Operations had eight (8) new wastewater connections set onto the system in January. January sewer connections bring the total year-to-date new connections to 8. In the 2021 budget, System Development estimated 70 new connections (\$173,600 in System Development fees) for the wastewater system. New connections set in January brings the total to 11% of the connections installed/budgeted amount for the wastewater system.

System Development has applied for two (2) State bore permits in January. Year-to-date 1 State bore, and 3 County bores have been completed in 2021.

- Carrie reported that for January, customer service has added another 108 registered accounts giving a total of 870 accounts since August. Customer service has added information with a link regarding WaterSmart to the upcoming bills to help increase the number of registered accounts. The portal had 125 first-time visitors and 483 unique visitors, which brings JCSUD to a percentage of 86 newly registered accounts for the month.

Continued growth continues within the district with 69 new customer accounts requiring CSIs for January. Ending 2020 with 820 total CSIs required, 428 still requiring completion. The outdated CSI investigation (from years 2007- 2019) has left us with an updated amount of 414 needing completion. The year 2021 will require the completion of 1051 annual backflow inspections. As of January, the customer service department has completed 45 of the required tests.

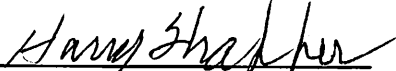
For January, COVID-19 has shown a small financial impact on the lock list. Also during January, there were 58 on the list with Cycle 1, 48 on the list with Cycle 2, and 25 for Cycle 3. The field operators continue to have minimal customer contact by leaving informational door hangers to ensure the safety of our customers and staff.

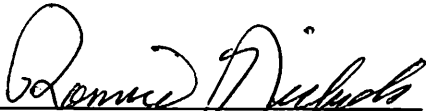
- Danny updated the Board regarding the onboarding of JCSUD's System Operations Supervisor, Kellie Holloway, and detailed their action plan to tackle water loss, interdepartmental coordination, and the Trigger Source Monitoring Plan. He also announced the assignment of the new AMI Coordinator, Jon Seawright, and CSI/ Backflow clerk, Jessica Brown.

Danny was able to arrange and secure parking lot light installation at the District campus to help ensure customer and staff security.

Agenda Item 12. Adjourn

Glen motioned to adjourn the meeting at 7:28 pm. Gene seconded the motion, and the meeting was adjourned unanimously.

  
\_\_\_\_\_  
Harry Shaffer, President

  
\_\_\_\_\_  
Ronnie Nichols, Secretary/ Treasurer