

BURLESON COUNTY MUNICIPAL UTILITY DISTRICT NO. 1
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
JUNE 18, 2024

THE BOARD OF DIRECTORS OF BURLESON COUNTY MUNICIPAL UTILITY DISTRICT NO. 1 MET AT THE OFFICE IN BIRCH CREEK FOREST SUBDIVISION ON JUNE 18, 2024 AT 10:00 A.M. IN ACCORDANCE WITH DULY POSTED NOTICE OF SAID MEETING AND WITH A QUORUM OF DIRECTORS PRESENT AS FOLLOWS:

ROBERT WARE, MALCOLM MOLINE JR, MELVIN LEHMANN, GREG WOLF AND LOUISE SHOCKEY.

MEGHAN JENNINGS, DUSTIN LOZANO, MICHELLE HARRIS MOLINE AND PATRICIA POEHL WERE ALSO PRESENT

PRESIDENT WARE CALLED THE MEETING TO ORDER AND DECLARED A QUORUM PRESENT AT 10:04 A.M.

EACH DIRECTOR WAS PROVIDED A COPY OF THE MINUTES OF THE REGULAR MEETING HELD MAY 21, 2024. WITH NO CORRECTIONS, PRESIDENT WARE DECLARED MINUTES APPROVED AS WRITTEN.

UPON MOTION BY DIRECTOR LEHMANN, SECONDED BY SECRETARY SHOCKEY, BOARD UNANIMOUSLY APPROVED PAYMENT OF ACCOUNTS OWING.

FINANCIAL REPORT WAS GIVEN TO BOARD MEMBERS TO REVIEW.

NEW BUSINESS:

A. OPERATOR'S REPORT

- a. TAP ON BRAMBLEWOODS WAS INSTALLED
- b. LEAK ON PARKVIEW LAST MONTH
 - i. WAS A BIG LEAK, IS NOW FIXED
 - ii. DUE TO BLUEBONNET POLE
- c. LEAK AT SLEEPY HOLLOW AND OAK GLEN HAS BEEN REPAIRED
 - i. NEED GRAVEL TO FILL IN THE HOLE
- d. METER READINGS
 - i. LOTS OF BLANK REGISTERS
 1. WAITING ON WARRANTY WORK TO BE COMPLETED- HAS BEEN PUSHED BACK TO JULY
 - a. GREG WILL TAKE POINT WITH RG3
 2. STILL SHOPPING FOR NEW METER SOLUTIONS
 - a. WILL HAVE A PRESENTATION NEXT MONTH WITH A NEW METER COMPANY
 - ii. CHECKED METERS FOR HOA (DUMP, POOL, COMMUNITY BUILDING)

1. POOL AND DUMP ARE BLANK, WILL NEED NEW REGISTERS
2. COMMUNITY BUILDING METER READS FINE
- iii. METER LOCKOUT ALMOST COMPLETE, ONLY 4 HAVING ISSUES
 1. WILL PULL REGISTERS FROM LOCKED OUT METERS TO REPLACE THE BLANK ONES SINCE HAVING ISSUES WITH THE METERS

B. OFFICE MANAGER REPORT

- a. DEBT COLLECTED: \$1713.68
- b. INTERNET WAS DOWN, ISSUE AT WELL YARD TOWER, REPORTS WERE UNABLE TO BE PRINTED AT TOP OF MEETING
- c. WORKING ON CLEANING UP QUICKBOOKS TO MAKE EASIER TO READ
- d. METER LOCKOUT- PER BOARD DECISION, AT THIS TIME WILL BE CHARGING TO LOCK OUT 2ND METERS, CUSTOMERS HAVE HAD AMPLE TIME TO ALERT US

C. RECONCILIATION WITH MICHELLE HARRIS MOLINE

- a. WENT OVER THE LETTER SENT BY MICHELLE WITH QUESTIONS
- b. BOARD WILL DECIDE HOW OFTEN TO HAVE MICHELLE LOOK AT THE BOOKS
- c. WILL LOOK INTO DOWNGRADING QUICKBOOKS SUBSCRIPTION TO SAVE MONEY
- d. WILL LOOK INTO RVS MERGING WITH QUICKBOOKS TO MAKE REPORTING EASIER
- e. PAYROLL POSSIBLY GOING FROM MONTHLY TO BIWEEKLY/SEMI-MONTHLY FOR OFFICE MANAGER AND ASSISTANT DUE TO BEING "PAID AHEAD"
- f. PETTY CASH- SUGGESTED TO GO CASHLESS TO AVOID PROBLEMS IN THE FUTURE WITH THEFT FROM CUSTOMERS
- g. NEED BETTER SECURITY FOR THE OFFICE, DUE TO THE DROP BOX AND NEED A SAFE FOR PAYMENTS TO GO INTO
- h. BOARD OF DIRECTORS PAY
 - i. DIRECTOR LEHMANN PAID DIFFERENTLY
 1. HE DEALS WITH DUSTIN DIRECTLY,
 2. HANDLES A LOT OF RESPONSIBILITY
 - i. NEED TO GET A WORK ORDER SYSTEM IN PLACE
 - i. QUICKBOOKS HAS THAT OPTION
 - ii. BETTER WAY TO TRACK WORK THAT DUSTIN DOES FOR MUD
 - j. DONATIONS- DUE TO BEING A PUBLIC UTILITY, BOARD PROHIBITED FROM GIVING DONATIONS TO INDIVIDUALS FOR THINGS, LIKE FIREWORKS
 - k. POSSIBLE CHANGE OF HOURS OF OPERATION TO ACCOMMODATE WEEKEND PROPERTY OWNERS

D. AUDIT SCHEDULED FOR 7/9/24

E. QUICKBOOKS TRAINING FOR OFFICE MANAGER

- a. CAN LOOK INTO YOUTUBE FOR TRAINING
- b. MICHELLE WOULD BE WILLING TO HELP OUT
- F. FIREWORKS DONATION- UNABLE TO DONATE DUE TO LEGALITIES OUTLINED FROM ABOVE REPORT WITH MICHELLE

WITH NO FURTHER BUSINESS, PRESIDENT WARE ADJOURNED THE MEETING AT 11:55 AM


PRESIDENT ROBERT C WARE


SECRETARY LOUISE E SHOKEY