

BURLESON COUNTY MUNICIPAL UTILITY DISTRICT NO. 1
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
JULY 16, 2024

THE BOARD OF DIRECTORS OF BURLESON COUNTY MUNICIPAL UTILITY DISTRICT NO. 1 MET AT THE OFFICE IN BIRCH CREEK FOREST SUBDIVISION ON JULY 16, 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 AND PATRICIA POEHL WERE ALSO PRESENT

PRESIDENT WARE CALLED THE MEETING TO ORDER AND DECLARED A QUORUM PRESENT AT 10:00 A.M.

EACH DIRECTOR WAS PROVIDED A COPY OF THE MINUTES OF THE REGULAR MEETING HELD JUNE 18, 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. DUSTIN WAS UNABLE TO MAKE MEETING
- b. DIRECTORS DISCUSSED RG3 METERS NOT HONORING WARRANTY
- c. GAVE DIRECTORS COPY OF EMAIL FROM DUSTIN TO RG3
- d. METER CHANGE DISCUSSION
 - i. PRESIDENT WARE WILL TAKE POINT WITH POST OAK SAVANNAH REGARDING GRANT TO PURCHASE NEW METERS
 - ii. RECEIVED A LIST OF METERS THAT ARE COMPATIBLE WITH RVS BILLING SOFTWARE
 - iii. RECEIVED QUOTE FROM FORTLINE FOR 100 METERS, THESE ARE THE SAME THAT SNOOK WATER USES
 - iv. MEGHAN WILL BE WORKING WITH DUSTIN REGARDING BLANK REGISTERS

B. OFFICE MANAGERS REPORT

- a. DEBT COLLECTED \$3,879.75
- b. UPDATE WITH MICHELLE ON RECONCILIATION
 - i. DATA ENTRY IN QUICKBOOKS AS BACKUP TO RVS DATA- NOT PROCEEDING WITH THAT FOR NOW

- ii. MOTION MADE BY DIRECTOR LEHMANN, SECOND BY DIRECTOR WOLF TO HAVE MICHELLE COME IN ONCE A MONTH TO RECONCILE ACCOUNTS, MOTION PASSED
 - iii. MOTION MADE BY DIRECTOR LEHMAN, SECOND BY DIRECTOR WOLF TO MOVE FORWARD WITH CREATING WORK ORDERS IN QUICKBOOKS FOR ACCOUNTABILITY, MOTION PASSED
 - iv. BOARD UNANIMOUSLY DECIDED TO GO CASHLESS IN OFFICE, NO MORE CASH PAYMENTS ACCEPTED AS OF SEPTEMBER 1ST.
 - v. BOARD ALSO DECIDED THAT FOR NOW, TO KEEP HOURS THE SAME, WILL LOOK INTO CHANGING HOURS AT A LATER DATE/TIME
 - vi. CHECK SIGNING WILL BE STREAMLINED TO TWICE A MONTH, ONCE AT BEGINNING OF MONTH, THEN AT MONTHLY MEETING
- C. METER CHANGE/UPGRADE DISCUSSION WAS INCLUDED IN OPERATORS REPORT
- D. AUTHORIZING MEGHAN JENNINGS, OFFICE MANAGER TO SPEAK TO BANK REGARDING BANK ACCOUNTS
- a. OFFICE MANAGER (MEGHAN JENNINGS) NEEDS TO BE ABLE TO SPEAK WITH THE BANK REGARDING DAY TO DAY OPERATIONS, IE STOP PAYMENTS, BALANCE INQUIRIES
 - b. MOTION MADE BY VICE PRESIDENT MOLINE, SECOND BY SECRETARY SHOCKEY TO AUTHORIZE MEGHAN JENNINGS TO SPEAK TO THE BANK, MOTION PASSED

WITH NO FURTHER BUSINESS, PRESIDENT WARE ADJOURNED THE MEETING AT 11:26 AM


PRESIDENT ROBERT C WARE


SECRETARY LOUISE E SHOCKEY