

BURLESON COUNTY MUNICIPAL UTILITY DISTRICT NO. 1  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
AUGUST 20, 2024

THE BOARD OF DIRECTORS OF BURLESON COUNTY MUNICIPAL UTILITY DISTRICT NO. 1 MET AT THE OFFICE IN BIRCH CREEK FOREST SUBDIVISION ON AUGUST 20, 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, AND GREG WOLF.

MEGHAN JENNINGS, PATRICIA POEHL AND SCOTT HOWARD WERE ALSO PRESENT

PRESIDENT WARE CALLED THE MEETING TO ORDER AND DECLARED A QUORUM PRESENT AT 10:01 A.M.

EACH DIRECTOR WAS PROVIDED A COPY OF THE MINUTES OF THE REGULAR MEETING HELD JULY 16, 2024. WITH NO CORRECTIONS, PRESIDENT WARE DECLARED MINUTES APPROVED AS WRITTEN.

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

FINANCIAL REPORT WAS GIVEN TO BOARD MEMBERS TO REVIEW.

NEW BUSINESS:

- A. SCOTT HOWARD WITH BCF HOA
  - a. REQUEST TO RELOCATE METER FOR POOL FOR EASIER ACCESS IF NEEDED
    - i. CURRENTLY LOCATED INSIDE WELL YARD
    - ii. MAKES EASIER FOR HOA TO FIX WHEN MUD BOARD MEMBERS NOT AVAILABLE
    - iii. DIRECTOR LEHMANN WILL GET WITH DUSTIN TO MOVE METER
- B. OPERATOR'S REPORT
  - a. DUSTIN WAS UNABLE TO MAKE MEETING
- C. OFFICE MANAGERS REPORT
  - a. DEBT COLLECTED \$1644.56
  - b. PAPER SHREDDING DISCUSSION
    - i. IN EFFORTS TO CLEAN UP OFFICE, RECEIVED QUOTES FROM 3 COMPANIES TO SHRED OLD DOCUMENTS
    - ii. BOARD WILL LOOK INTO A ONCE YEARLY OPTION, OR DROP OFF OPTION
  - c. WORK ORDERS WITH RVS

- i. ONE TIME COST OF \$895
    - ii. DATA ALREADY IN PLACE, NO NEED TO RE-ENTER INFORMATION
  - d. DIRECT DEPOSIT FOR PAYROLL
    - i. WILL HAVE TO DISCUSS WITH AUDITORS, TABLING FOR NOW
    - ii. WOULD MAKE EASIER ON BOARD FOR SIGNATURES
  - e. QUICKBOOKS DOWNGRADE
    - i. WILL LOSE SOME FUNCTIONS THAT ARE CURRENTLY USING
    - ii. STILL WEIGHING OPTIONS TO MAKE BEST DECISION
  - f. RECORDS RETENTION
    - i. JUST RECEIVED DOCUMENTS FROM ATTORNEY REGARDING HOW LONG TO HOLD ONTO OLD DOCUMENTS, STILL REVIEWING
  - g. PRESCRIBED BURN FROM TEXAS PARKS AND WILDLIFE
    - i. BETWEEN OCTOBER 2024-APRIL 2025
- D. AUDIT PRESENTATION
  - a. AUDIT NOT QUITE READY YET
  - b. NEEDED TO CONFIRM PROJECTS COMPLETED IN FY 2023/2024
  - c. DISCUSSED FUTURE GRANTS
    - i. ONE FOR METERS
    - ii. ONE FOR REMAINING WATER LINES
    - iii. WILL GET WITH DUSTIN TO FIND OUT WHAT IS LEFT TO COMPLETE
- E. GENERATOR MAINTENANCE CONTRACT
  - a. DIRECTOR MOLINE TAKING POINT
  - b. WILL HAVE CONTRACT FOR 1-2 TIMES MAINTENANCE
- F. 2024 TAX UPDATE
  - a. DIRECTOR LEHMANN FOUND CAN INCLUDE THE GENERATOR LOAN IN THE TAX RATE, AS BONDED DEBT
  - b. DISCUSSED VOTER APPROVED TAX RATE, AND WHAT CAN CHANGE TO
  - c. WILL BE VOTED ON NEXT MEETING
- G. CREATION OF M&O ACCOUNT
  - a. WAS ADVISED BY THE APPRAISAL DISTRICT TO BEGIN ONE
  - b. DIRECTOR LEHMANN WILL GET WITH ATTORNEY TO GET MORE INFORMATION
  - c. HAS TO BE VOTER APPROVED
- H. BCR CONTRACT RENEWAL
  - a. RENEWS IN DECEMBER
  - b. RATE WILL HAVE TO GO UP
  - c. WILL DISCUSS MORE AT FUTURE MEETINGS

PRESIDENT WARE HAS STEPPED DOWN AS PRESIDENT, BUT WILL REMAIN ON THE BOARD OF DIRECTORS, NEW LEADERSHIP IS AS FOLLOWS:

PRESIDENT- MELVIN LEHMANN  
VICE PRESIDENT- GREG WOLF  
SECRETARY- LOUISE E SHOCKEY  
DIRECTOR- MALCOM MOLINE JR  
DIRECTOR- ROBERT C WARE

WITH NO FURTHER BUSINESS, PRESIDENT WARE ADJOURNED THE REGULAR MEETING AT 10:46 AM, AND WENT INTO EXECUTIVE SESSION

  
PRESIDENT ROBERT C WARE

  
SECRETARY LOUISE E SHOCKEY