

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
HARDIN COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 1**

A regular meeting of the Board of Directors of the Hardin County Water Control & Improvement District No. 1 was held on Monday, April 8, 2024, pursuant to notice duly posted in accordance with law. The meeting was held at 333 Commercial Drive, Hardin County, Texas. The following members of the Board were present:

Ben Fox

Tim Jones

Allen Davis

Jack Maddox

Buddy Hughes

Also present were Wayne Turk, Joey Keel of Keel Enterprises, Jeff Leavins of Leavins Engineering & Design, LLC and Guy N. Goodson of Germer PLLC as legal counsel to the District.

AGENDA ITEM NO. 1: Call to Order. A quorum being present, the meeting was called to order by President Maddox at 6:00 p.m.

AGENDA ITEM NO. 2: Public Comments. None.

AGENDA ITEM NO. 3: Minutes. The minutes of March 19, 2024, were unanimously approved upon motion duly made by Director Hughes and seconded by Director Jones.

AGENDA ITEM NO. 4: Contract Operator/Maintenance Supervisor's Report, including review of the following:

- (a) **Operational Report.** The Board recognized Joey Keel who reviewed the operations report indicating that since March 25, Keel Enterprises had responded to five (5) grinder calls. Mr. Keel provided information on water pumpage and indicated the District had

four (4) control panels and three (3) grinder pumps in inventory and that bacteria samples had been presented to the laboratory with no effluent issue. Mr. Keel also reported on repairs to Booster Pump #3 at Well Site #1, and the booster pump was back in service. Mr. Keel indicated that after being engaged, Keel Enterprises had made a deep cleaning of the wastewater treatment plant, cleaned out the Conex Building, installed lighting and organized District inventory. Mr. Keel stated that all District signage showing updated information on emergency contact numbers had been prepared and materials had been purchased as necessary for inventory in the Conex Building. Mr. Keel finally noted that Keel Enterprises had met with Aquatic Services onsite for needed repairs to the chemical pumps. The Board then asked Mr. Keel to provide a detailed report of his areas of concern and discussions for action. Mr. Keel provided an overall review of the District water system and wastewater system plant operations and advised of needed repairs or system improvements beginning with an immediate action for sludge removal and clarifier in the CL2 chamber. Mr. Keel indicated the sludge had not been removed in an exceptionally long time and had accumulated to several feet which needed to be removed in order to ensure proper operation of the plant. There were also issues Mr. Keel raised concerning the condition of the rotating drum screen at the wastewater treatment plant and noted repairs needed at the wastewater treatment plant at Well #1. Mr. Keel noted, along with Mr. Leavins, certain problems with the chemical injections at the water treatment plant and that the injection point wiring had been improperly configured but had been repaired. Mr. Leavins indicated this could lead to improved water quality issues based on further water sampling. Mr. Keel inquired as to the handling of the District's lead and copper survey report due in October 2024. The

Board directed Mr. Keel to begin an inventory and evaluation of the 400 plus water meters in the District so the report could be filed timely. Mr. Keel also reported on the need to improve the sealing of grinder stations, and the Board directed Mr. Keel to begin undertaking that process. A discussion followed on additional enhancements that could be made to the wastewater treatment system and the areas of concern. Mr. Keel indicated it would continue to be brought to the Board's attention in the next meeting. The discussion concluded with the execution by Board officers of the Discharge Monitoring Report ("DMR's").

The Board then discussed office operations, and it was noted that Heather with Keel Enterprises had worked closely with MuniBilling and had received reports from the prior operator noting approximately 53 disconnect notices were being sent, but many following receipt of disconnect notices, made payments, therefore, some of the disconnects scheduled for April 10 may not be necessary. Mr. Keel also reported on termination of service at two properties determined to be unoccupied and that additional improvements were being made in the office operation and billings. Mr. Keel noted there was a leaking fire hydrant at 159 Pinelakes as well as an additional leaking fire hydrant with the estimated cost to repairs of \$1,210.00. The Board directed Mr. Keel to undertake the repairs rather than taking the fire hydrant out of service. The Board thanked Mr. Keel for his report and after discussion and upon motion duly made by President Maddox and seconded by Director Jones, the Board unanimously approved the operator's report as presented.

**AGENDA ITEM NO. 5: Monthly Financial Statements.** The Board recognized Mr. Turk who reviewed the accounting statement dated April 8, 2024 noting service fees in the amount of

\$28,902.63, the insurance settlement for the damaged pump paid by the TML Inter-Governmental Risk Pool in the amount of \$8,257.50 after deductible resulting an operating revenue for the month of \$37,160.13. The Board thanked Mr. Turk for his report and after discussion and upon duly made by President Maddox and seconded by Director Jones, the Board approved the financial statements as presented.

AGENDA ITEM NO. 6: Accounts Payable. The Board again recognized Mr. Turk who noted several returned checks. Mr. Turk also noted the necessity to order checks and deposit books as well as reviewing the closing invoice from Utility Specialties and the invoice from Keel Enterprises for operation and maintenance issues. The Board reviewed the Automatic Pump & Equipment invoice for operating supplies for grinder station installation and repairs as well as the quarterly software billing invoice from Munibilling for total invoices in the amount of \$23,865.19. After discussion and upon motion duly made by Director Jones and seconded by Director Hughes, the accounts payable were approved for payment as presented.

AGENDA ITEM NO. 7: Correspondence. Mr. Turk noted he had provided a discussion on other correspondence during the operations report, but also advised of the filing of the Homeland Security Report, receipt of information from the Texas Municipal League and the change in reporting with the Southeast Texas Groundwater Conservation District. Mr. Keel noted that all reports had been duly filed, and the Notice of Violation from the TCEQ and the TTHM mailer had been submitted as required, and there was not a follow-up mailer necessary per Mr. Turk. Mr. Turk also advised that the TCEQ District Information Form had been completed. Mr. Turk closed by asking if the District needed to continue as a member of the 811 System, and after discussion, the Board stated the matter could be discussed at a later date.

AGENDA ITEM NO. 8: Comments from Board Members. The Board recognized President Maddox who provided detailed information on his collaboration with Keel Enterprises, the transition of operation management services and the appreciation for the detail provided by Mr. Keel to enhance and update District operations. Director Jones questioned prior action by the Board, and it was noted that the District maintenance, as opposed to District operations, would be substantially improved with Keel Enterprises.

AGENDA ITEM NO. 9: Adjourn. There being no further business, the meeting was adjourned at 8:10 p.m.

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President of the Board

ATTEST:

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Secretary of the Board