

NUECES WATER SUPPLY CORPORATION  
Minutes – Regular Meeting  
April 28, 2022

Board Members Present:

Alice J. Black  
Kathleen Lowman

Board Members Absent:

None

Staff Present:

John Marez  
Frances De Leon  
Jo Ella Wagner  
Nigel Gomez  
Valerie Garcia

Guests Present:

Charlie Cardenas, ICE

1. Call to Order.

Ms. Alice J. Black, President, called the Regular Meeting to order at 2:12 p.m. at the South Texas Water Authority Boardroom, 2302 East Sage Road, Kingsville, Texas. A quorum was present.

2. Citizen comments.

No comments from the public were made.

3. Appointment of directors to fill vacant positions on the Board of Directors.

Ms. Lowman made a motion to appoint Ms. Zimmerman to the Board of Directors. Ms. Black seconded. All voted in favor.

4. Election of officers.

Ms. Lowman made a motion to elect Ms. Black as President, Ms. Lowman as Secretary/Treasurer and Ms. Zimmerman as Vice-President. The motion was seconded by Ms. Black. All voted in favor.

5. Approval of Minutes.

Ms. Lowman made a motion to approve the minutes of the March 1, 2022 Regular Meeting as presented. Ms. Black seconded. All voted in favor.

6. Treasurer's Report/Payment of Bills.

The following financial reports were presented for review and approval:

Treasurer's Report as of January 31, 2022  
Account Activity for General Account for January 1, 2022 to January 31, 2022  
Account Activity for Operations Account for January 1, 2022 to January 31, 2022  
TEXPOOL Participant Statement for 01/01/2022 – 01/31/2022 for General Account  
TEXPOOL Participant Statement for 01/01/2022 – 01/31/2022 for Security Deposit Account  
TexSTAR General Account Statement for 01/01/2022 – 01/31/2022  
Treasurer's Report as of February 28, 2022  
Account Activity for General Account for February 1, 2022 to February 28, 2022  
Account Activity for Operations Account for February 1, 2022 to February 28, 2022  
TEXPOOL Participant Statement for 02/01/2022 – 02/28/2022 for General Account  
TEXPOOL Participant Statement for 02/01/2022 – 02/28/2022 for Security Deposit Account  
TexSTAR General Account Statement for 02/01/2022 – 02/28/2022

The following bills were presented for payment:

STWA Invoice S22-026 January 2022 Taps and Repairs	\$ 3,622.91
STWA Invoice S22-036 February 2022 Water Usage, Water Cost and Handling Charge	\$22,783.76
STWA Invoice S22-037 February 2022 General and Administration	\$17,835.73
STWA Invoice S22-041 Payroll Expense for Part-time Employee (October, November and December 2021)	\$ 2,057.29
STWA Invoice S22-043 Payroll Expense for Stand By Pay October 6, 2021 through December 29, 2021)	\$ 367.71
STWA Invoice S22-045 Reimburse for Fiber optic phone service (09/19/21 through 12/19/21) and High Touch Technology support (10/01/21 through 12/31/21)	\$ 1,318.42
STWA Invoice S22-047 February 2022 Taps and Repairs	\$ 7,961.94

Ms. Lowman made a motion to approve the Treasurer's Reports and payment of the bills as presented. Ms. Black seconded and all voted in favor.

7. Appointment of Credentials Committee.

Ms. Lowman made a motion to appoint Mr. William Staff, Ms. Lowman and Ms. Zimmerman to the Credentials Committee. Ms. Black seconded the motion. All voted in favor.

8. Update on Utility Conveyance Agreement(s) conveying facilities at newly constructed Banquete Pump Station from Nueces County to South Texas Water Authority and Nueces Water Supply Corporation.

Mr. Marez reported that the project has been finalized and signatures on the agreement will be needed. Mr. Flickinger will secure these signatures. He also informed the Board that NCWC&ID#5 is facing some issues which could result in TCEQ becoming involved. He added that at this time, it is too early to tell what will happen but will keep the Board updated on developments and will make arrangements to meet in closed session to discuss further if needed. No action was taken by the Board.

9. Update and possible action on NWSC website designed by Rural Water Impact.

Mr. Marez stated that NWSC, RWSC and STWA approved Rural Water Impact's proposals for new website designs. All three sites are now live. He asked for the Board's input on the content but no comments were made and no action was taken by the Board.

10. Proposed Tariff Amendment – Section E (12) – Due Dates, Delinquent Bills, and Service Disconnection Date.

Mr. Marez stated that in response to the COVID-19 pandemic, the Board authorized adjusting lockout procedures for customers having difficulty paying their bill. Mr. Marez requested approval to revert to the original, pre-pandemic procedures. He explained that if a payment is not made by the due date, a late fee will be assessed followed by a disconnection notice which allows approximately two weeks prior to being disconnected. He added that if approved, notices will be sent to customers informing them of the change in procedures. Ms. Lowman made a motion to return to the original process and authorize sending a letter notifying customers of the change. Ms. Black seconded. All voted in favor.

11. Request to customers for updated contact information.

Mr. Marez stated that contact information on many customers is not current and requested authorization to mail a request for updated contact information to customers. Ms. Black made a motion to authorize sending out the request to customers for updated contact information. Ms. Lowman seconded. All voted in favor.

12. Update on Vaquero Ventures' request for service on FM 666.

Mr. Marez reported that staff continues working with developer Vaquero Ventures for a convenience store on FM 666 on the east side of the bypass in Driscoll. Vaquero Ventures is eager to move forward on the project as soon as possible and recent communication has resulted in discussions about seeking an engineering firm to begin work related to designing and constructing the waterline to service the project. The work related to the analysis remains assigned to Aaron Archer of Walker Partners. Mr. Charlie Cardenas of International Consulting Engineers (ICE) introduced himself and explained that his firm has the resources and capability

to take on the project. Mr. Marez requested approval to negotiate a contract with ICE for professional services related to the Vaquero Ventures project. Ms. Lowman made a motion to approve negotiations with ICE for professional services for the Vaquero Ventures project. Ms. Black seconded. All voted in favor.

13. Ratify Letter of Engagement for Auditor Services with John Womack & Co., P.C.

Mr. Marez explained that due to issues created by implementing a new accounting software program, additional time was needed for auditors to complete the Corporation's 2021 audit. The additional time resulted in an increase of \$2,525 to the cost of the audit. Ms. Lowman made a motion to approve payment of the additional cost. Ms. Black seconded. All voted in favor.


14. Discussion on increase in Willatt & Flickinger's Legal Assistant Fees.

Mr. Marez stated that he recently received a letter from Willatt & Flickinger which reflected an increase in the legal assistant fees from the current rate of \$115 per hour to \$155 per hour beginning May 1, 2022. He noted that other firms in the Austin area charge up to \$220 per hour for these services. The letter was provided for informational purposes and no action was taken by the Board.

15. Adjournment.

With no further business to conduct, Ms. Black adjourned the meeting at 2:31 p.m.

Respectfully submitted,

  
Frances De Leon  
Assistant Secretary