

Public Notice Riverside SUD Board Meeting Agenda

Meeting Details:

Date: 5/15/25

Time: 18:00 HRS CST (6:00 PM)

Location: Riverside SUD, 3662 TX-19, Huntsville, TX 77320

Meeting Type: Regular

Agenda:

1. Call to Order

Chairperson's Remarks and Items for Action:

- Installation of New Directors
- Reorganization and election of board officers
- Update all bank accounts (Huntsville First National and Trinity First National) to reflect new board members and signature authority.
 - Any required new signatures and requirement for two (2) signatures at Trinity First National

2. Roll Call

3. Public Comments – Limit 3 Minutes

4. Approval of Previous Meeting Minutes

5. Financial Report

- 5.1. Prepare for 2024 Audit – Karon Murff to request engagement letter for 2024
- 5.2. Motion to table April financials until May board meeting. April to be reviewed with budget adjustments and condensed budget line items. Will be approved with review from January to May financials.
- 5.3. Review and approve condensed financial statements: January through May.
- 5.4. Presentation of cash flow report

6. Additional Reports

- 6.1. Last Page of A&R Aging Report

7. Old Business to Be Considered and Acted Upon

- 7.1. Equipment & Vehicle GPS Monitoring and/or Remote Camera Monitoring
- 7.2. Hurricane Beryl Cost Controls
- 7.3. Shorewood System Purchase and Integration
- 7.4. Ellison Development Submission of Preconstruction Documents
- 7.5. Riverside SUD AT&T Account

- 7.6. Secondary Supplier for Supplemental Water/New Well Site
- 7.7. SCADA Computer Upgrades
- 7.8. Horseshoe Lake Waterline Upgrades
- 7.9. Cedar Hill & Gospel Hill Plant Repairs
- 7.10. Sell Property Assets Owned by Riverside SUD
- 7.11. Unused Riverside SUD Assets to Be Auctioned
- 7.12. Tank Inspection and Tank Preventative Maintenance Schedule
- 7.13. Scrap Iron Fund Reallocation
8. New Business to Be Considered and Acted Upon
 - 8.1. New Meter Exchange Program
 - 8.2. Budget Workshop for Future Projects
 - 8.3. Billing Fees and Pass Through To Customer
 - 8.4. After Hour Call-Out
9. Critical Items
 - 9.1. 3-Phase Power for Wells 10, 13, 14, Old Huntwood and New Huntwood
 - 9.2. Texas Water Development Board Funds for New Well
10. Well Status Report
11. 8-Week Look Ahead
12. Operational Reports
13. Executive Session

Pursuant to Chapter 551 of the Texas Government Code, the Board of Directors of Riverside SUD will now convene into an executive session to discuss the following matters:

Personnel Matters (Section 551.074)

- To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Consultation with Attorney and Legal Matters (Section 551.071)

- To receive legal advice regarding pending or contemplated litigation, settlement offers, or matters where the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct conflicts with the Open Meetings Act.

Note: No final decisions or actions will be taken during the Executive Session. Any necessary action will be taken in open session.

14. Announcements
15. Adjournment

Acting General Manager, Damon Brown _____ Date: _____

Posting Time Stamp Date: _____ Time: _____ By: _____

Last Updated: 5/6/25

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Prayer

Pledge of Allegiance

Texas Pledge of Allegiance

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 - Any required new signatures and requirement for two (2) signatures at Trinity First National
-

2. Roll Call

Secretary's Report on Attendance

- Scott Killingsworth
 - Kathy Caldwell
 - James Patterson
 - Cody Roberts
 - Bill Tutor
-

3. Public Comments – Limit 3 Minutes

4. Approval of Previous Meeting Minutes

1. Review of Minutes April 17, 2025
 - a. Motion to Approve:
 - b. Second:
 - c. Vote Results:

5. Financial Report

- 5.1. Prepare for 2024 Audit – Karon Murff to request engagement letter for 2024
 - Motion to table until April 2025
 - Motion: Cody Roberts
 - Second: Kathy Caldwell
 - Vote Results: None Opposed
- 5.2. Motion to table April financials until May board meeting. April to be reviewed with budget adjustments and condensed budget line items. Will be approved with review from January to May financials.
 - Motion: Cody Roberts
 - Second: Scott Killingsworth
 - Vote Results: None Opposed
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6. Additional Reports

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7. Old Business to Be Considered and Acted Upon

	Date Opened	Date Due	Status	Action
7.1. Equipment & Vehicle GPS Monitoring and/or Remote Camera Monitoring	5/30/24	6/20/24	Open	
<ol style="list-style-type: none"> 1. Discuss the purchase and installation of GPS monitoring equipment for all Riverside SUD trucks and mobile equipment 2. Motion for Duane to obtain rough cost of GPS equipment to be installed on all mobile equipment and Robert to inquire about reduction in insurance. <ol style="list-style-type: none"> a. No additional insurance savings to install GPS on equipment/Vehicles. b. Duane is still pricing GPS. Update to be provided 8/15/24. c. Information for two (2) GPS monitoring companies provide by Duane Bradley – Verizon and Apex <ol style="list-style-type: none"> i. Additional information regarding Apex monitoring to be provided at the September board meeting. 3. Robert to contact security company for quotes for plant remote monitoring. <ol style="list-style-type: none"> a. No new information was provided on 7/18/24. b. Bid provided by Robert Nettles for well site monitoring – no action. 4. 10/24, Motion to table until the November board meeting. <ol style="list-style-type: none"> a. Motion: Cody Roberts b. Second: Scott Killingsworth c. Vote Results: None Opposed 5. 11/21, Motion made to have Apex & Verizon attend December board meeting to discuss GPS <ol style="list-style-type: none"> a. Motion: Scott Killingsworth b. Second: Cody Roberts c. Vote Results: None Opposed 6. Motion to table until January Board meeting <ol style="list-style-type: none"> a. Motion: Cody Roberts b. Second: Kathy Caldwell c. Vote Results: None Opposed 7. 1/16/25 – To be completed at the February board meeting 8. 2/20/2025 – Verizon wireless present bid for GPS tracking. <ol style="list-style-type: none"> a. System allows the following to be conducted: <ol style="list-style-type: none"> i. Real-time location updates ii. Geo-fence and notification for vehicle/equipment outside of CCN iii. Can be connected for maintenance and full consumption. iv. Price includes installation b. Motion to accept GPS on trucks as presented with adjustment to five (5) vehicles and 2 assets. <ol style="list-style-type: none"> i. Motion: Scott Killingsworth ii. Second: Cody Robets iii. Vote Results: 1 Opposed – Kathy Caldwell 9. Installation scheduled for 3/15/2025 10. 3/20/25 – Equipment was refused at delivery. Working a new delivery date. 11. 4/17/25 – Equipment was received and should be installed the week of 4/21/25 				

- a. Equipment was installed on 4/22
- 12. 5/15/25 – Need to finish login credentials to complete installation.

7.2. Hurricane Beryl Cost Controls

6/20/24

7/18/24

Open

Board

1. Discuss how emergency costs are being tracked for possible federal aid or other compensation packages. Costs should include but not limited to.
 - a. Office Staff Overhead
 - b. Field Staff – Hours and Cost
 - c. Generator run time
 - d. Fuel for generators
 - e. Equipment Damage
 - f. Equipment Hours
 - g. Any additional associated cost
2. Robert Nettles to research potential reimbursement from FEMA.
3. Documents have been submitted to FEMA for review and include the following:
 - a. Cost for Fuel - \$6,666.76
 - b. Labor Cost – \$113.50
 - c. Expect to be reimbursed for 75% of cost listed above
4. Latest updated provided by Robert Nettles on 11/18/2024
 - a. As of right now, our FEMA reimbursement for Beryl is 75% of \$7,110.00
5. 12/19/24 – Final submission was completed on 12/13, more information to follow
6. 1/16/25 – All Signers for FEMA relief funds are required to be changed before final deposit. Danny Witt is working with Karon Murff to secure final payment.
 - a. Karon Murff to have updated signatures available at next board meeting.
 - b. Motion to have change names on the Hurricane Relief fund to Kathy Caldwell and Bill Tutor.
 - i. Motion: Kathy Caldwell
 - ii. Second: Cody Roberts
 - iii. Vote Results: None Opposed
7. 2/20/25 – No new updates
8. 3/20/25 – Karon to follow up on updated signatures
9. 4/17/25 – All signatures have been updated and signed for processing
 - a. Payment is expected by the end of May.
10. 5/15/25 – Expected deposit of \$45,463.25 for two (2) claims

7.3. Shorewood System Purchase and Integration

7/18/24

8/15/24

Open

Danny

1. Review and discuss the Shorewood system that was purchased by Riverside SUD
2. Approximate cost of 250K to integrate into Riverside SUD CCN
3. Comments provided by Robert Nettles 11/18/2024:
 - a. Regarding the STM, we do not consider the STM complete and finalized until the final notice of approval (NOA) order is issued. The responsibility for the utility and responsible party is still the current owner until the STM is complete/NOA issued. The current owner can agree to have Riverside SUD contract operate/manage the utility until the STM is complete; however, they are still ultimately responsible, and any billing, rates, and policies should be those under the current owner. Riverside SUD tying into the system and serving in advance of the NOA is ultimately a business decision for the SUD.
 - b. Please note the STM approval process can take a year and potentially longer if any affected parties protest the STM or a hearing is scheduled. Although you may have initially signed agreements to acquire the utility, final closing documents cannot be signed until after the administrative law judge issues an order approving both parties to proceed with the sale.
4. 11/21/24 – Motion to sign Shorewood purchase agreement.
 - a. Motion: Scott Killingsworth
 - b. Second: Jesse Paddy
 - c. Results: None opposed
5. 12/19/24 – No updates provided as to status of signed agreement
6. 1/16/25 – Bill Tutor to visit with Randall Vincent to determine status and move all Shorewood integration work to McManus & Payne. Danny Witt to review current connection estimates and secure new pricing for Shorewood connection.
7. 2/20/25 – McManus and Payne presented engagement letter for incorporating Shorewood into STM
 - a. Cost for managing STM incorporation of \$21,150.
 - b. Motion to accept McManus and Payne engagement letter to proceed until he receives notification from Riverside SUD.
 - i. Motion: Cody Roberts
 - ii. Second: Scott Killingsworth
 - iii. Vote Results: None Opposed.
8. 3/20/25 – Bill Tutor to seek easement from Randall Vincent for proposed new line location before McManus and Payne are released to proceed with Shorewood CCN integration.
 - a. Easements already in place on both sides of the road
9. 4/17/25 – McManus & Payne was released on 4/1/25 to begin work
10. Discuss impact fees associated with integration and how SUD will recover cost associated with integration.

7.4. Ellison Development Submission of Preconstruction Documents

10/17/24

Open

Danny
Bill

1. Ellison Development preconstruction documents have been submitted for review to Riverside SUD for new development
 - a. Discuss the potential for acceptance and/or creation of typical details and specifications for outside work to be performed for the SUD and/or future developments
2. Motion to table until November meeting
 - a. Motion: Cody Roberts
 - b. Second: Kathy Caldwell
 - a. Vote Results: None Opposed
3. 11/21/24 – Riverside SUD to provide will serve letter to Ellison Development.
4. 11/21/24 – Motion for McManus & Payne to provide a bid for typical details for Riverside SUD service policy
 - b. Motion: Cody Roberts
 - c. Second: Kathy Caldwell
 - d. Vote Results: None Opposed
5. 1/16/25 – Danny to follow up with McManus & Payne for proposal on typical details and specifications
 - a. No updates provided
6. 2/20/25 – No new updates provided.
7. 3/20/25 – Damon to follow up with McManus & Payne for specifications
8. 4/17/25 – Damon still following up with McManus & Payne for specifications
9. 5/15/25 – Specifications are complete and ready for board action.

7.5. Riverside SUD AT&T Account

10/17/24

Open

Danny

1. All company accounts are in Robert Nettle name and not currently under Riverside SUD. Danny Witt need to be given authority and named the primary contact on accounts to resolve account holder discrepancies.
2. Motion to restructure AT&T account to Riverside SUD with letter naming Danny Witt as primary contact
 - a. Motion: Cody Roberts
 - b. Second: Kathy Caldwell
 - e. Vote Results: None Opposed
3. 2/20/2025 – Danny to follow up with AT&T to find out if additional information is required.
4. 3/20/25 – Letter was mailed to AT&T with Chandra as the primary contact.
5. 4/17/25 – Letter was not mailed
 - a. Account is to be closed and new account opened and ported to Riverside SUD.

7.6. Secondary Supplier for Supplemental Water/New Well Site

1/16/25

Open

Danny

1. Discuss purchase agreement template/contract for supplemental water from the City of Trinity.
 - a. Involvement may be required from McManus & Payne for water contract negotiations and/or water calculations
 - b. Water line connections are in place from TRA (City of Trinity Supplier) from source to the City Water Plant. Lines will require inspection and repairs before supplemental water can be provided. City Water Plant was online and functioning properly during the last inspection performed during the summer of 2024.
 - c. Riverside SUD is seeking an agreement for two (2) million gallons of supplemental water guaranteed with one (1) million take or pay with the remaining one (1) million paid for on meter usage.
2. Motion to move forward with negotiations with City of Trinity water purchase agreement
 - a. Motion: Cody Roberts
 - b. Second: Jesse Paddy
 - b. Vote Results: None Opposed
3. 2/20/25 – Waiting on the City of Trinity for pricing and finished contract.
4. 3/20/25 – Motion to proceed with bids for drilling new well at the City Plant
 - a. Motion: Scott Killingsworth
 - b. Second: Kathy Caldwell
 - c. Vote Results: None Opposed
5. 4/17/25 – Board vote required on decision for City of Trinity secondary water source.
 - a. Motion: Cease & desist with negotiations with City of Trinity regarding purchase of water.
 - i. Motion: Scott Killingsworth
 - ii. Second: Kathy Caldwell
 - iii. Vote Results: None Opposed
6. 4/17/25 – City Well approximately \$393K for new well drilling, setting and pump – plus engineering/permitting fees.
 - a. Damon to have a package for May with potential cost saving measures with planned developments.

7.7. SCADA Computer Upgrades

2/20/25

Open

Board

1. Discuss Riverside SCADA computer equipment upgrades
2. 3/20/2025 – Upgrades have been budgeted for 2025
3. 4/17/25 – SCADA sales rep visited site – Damon Brown to update on current status
 - a. Whole system does not need to be replaced, but will need a couple of parts.
 - b. Preparations for repairs need to in place to be replaced within 2 years.
 - c. Damon to get a budgetary quote for accruals to begin.

7.8. Horseshoe Lake Waterline Upgrades

3/20/2025

Open

Damon

1. Discuss upgrading waterlines at choke points along Horseshoe Lake

2. 4/17/25 – Waiting for contractor work on line installations before beginning upgrades.

7.9. Cedar Hill & Gospel Hill Plant Repairs

3/20/2025

Open

Damon

1. Discussion the benefits and/or need to bring Cedar Hill and Gospel Hill plants up to operational status.
 - a. Bids for repair work have begun and will be provided later
2. 4/17/25 – Will require additional parts, has been cleaned and samples have been pulled and approved by the state for use.
 - a. Damon is waiting on pricing for SCADA equipment.
3. 5/15/25 – No new updates

7.10. Sell Property Assets Owned by Riverside SUD

4/17/25

Open

SUD

1. Propose listing 2 properties owned by Riverside SUD at Acorn Hill and 980.
 - a. Motion to list properties at Acorn Hill and on 980.
 - b. Motion: Cody Roberts
 - c. Second: Scott Killingsworth
 - d. Vote Results: None Opposed
2. 5/15/25 – Real estate agent has been contacted for property sale

7.11. Unused Riverside SUD Assets to Be Auctioned

4/17/25

Open

SUD

1. The following assets are unused by Riverside SUD and have been proposed to be auctioned.
 - a. Small bench welder in shop
 - b. Blue trailer welder
 - c. Nissan Frontier blown engine ¼ ton
 - d. Standing drill press in shop
 - e. Standing grinder wheel in shop
 - f. Walk behind small ground compactor
 - g. Old bumper pull rig trailer
 - h. Odom gooseneck rig trailer
2. Motion to sell listed items on SWICO auction
 - a. Motion: Cody Roberts
 - b. Second: Scott Killingsworth
 - c. Vote Results: None Opposed

7.12. Tank Inspection and Tank Preventative Maintenance Schedule

4/17/25

Open

SUD

1. Tank inspections for all storage tanks need to be performed to determine status.
2. Damon Brown is proposing a tank inspection and PM schedule for all Riverside SUD tanks. The cost will be \$650 USD per tank.
 - a. Currently have 8 storage tank and 6 pressure tanks.
 - b. Total \$9,100 USD to be completed over the course of several months (approximately 1 week per tank)

- c. Budget review required to see if cost is available within current budget.
 - i. Money is available within current budget

7.13. Scrap Iron Fund Reallocation

4/17/25

Open

SUD

- 3. Scrap iron fund includes \$5,576.18 as of 4/10/25
- 4. A proposal for some of these funds to be used at the Riverside SUD office has been proposed.
 - a. Fund movement will require board approval (Total \$3,300)
 - i. Vacuum for office \$200
 - ii. Cabinet for break room \$250
 - iii. Sink top for ¾ bath behind building and faucet \$250
 - iv. Deep clean building to include trim, doors, windows, walls all spaces \$1700
 - v. Adding Machines (unable to read what is printed even with ribbon changes) 2 total \$250
 - vi. Gas operated backpack blower \$500
 - vii. Paint for trim and touch ups after deep clean \$150
- 5. Motion to draw down balance of Scrap Iron Fund to \$1000 and allocate to the general fund for purchase of items listed above.
 - a. Motion: Kath Caldwell
 - b. Second: Scott Killingsworth
 - c. Vote Results: None Opposed

8. New Business to Be Considered and Acted Upon

	Date Opened	Date Due	Status	Action
8.1. New Meter Exchange Program	5/15/25		Open	
1. Discuss purchasing new meters for new meter exchange program				
8.2. Budget Workshop for Future Projects	5/15/25		Open	
1. Discuss setting budget workshop for future projects.				
8.3. Billing Fees and Pass Through To Customer	5/15/25		Open	
1. Discuss incorporating the following fees into customer billing.				
a. Add Bluebonnet Conservation District impact fees into monthly billing.				
b. Increase late fee from \$5 to \$10.				
8.4. After Hour Call-Out	5/15/25		Open	
1. Discuss removing after hour call out for removing locked meters. Locked meters to be restored the next business day.				

9. Critical Items	Date Opened	Date Due	Status	Action
<p>9.1. 3-Phase Power for Wells 10, 13, 14, Old Huntwood and New Huntwood</p> <ol style="list-style-type: none"> Discuss status of Entergy 3-Phase power upgrades at wells 10, 13, 14, Old and New Huntwood. <ol style="list-style-type: none"> All electrical components at Huntwood Plant must be upgraded for new phase installation <ol style="list-style-type: none"> The current cost is \$112,081 USD See attached bid for additional information McCaffety Electric has ordered equipment for electrical upgrades at the Huntwood-Acorn Hills (new plant) and Huntwood Hwy 19 (old plant). Well 14 is three phase ready – Riverside SUD to confirm all other wells are ready for additional phase. No updates from Entergy at this time – no new updates as provided on 7/18/24. Entergy was paid on 10/4/2024 – total \$245,710 – Rober to confirm final value Update from Robert Nettles 11/18/2024: Robert Nettles Update 11/18/2024 <ol style="list-style-type: none"> The amount we paid Entergy for the power upgrades is \$245,710.16. They are waiting for a permit from the county to proceed and could not give me a time frame until the permit is issued. 12/19/24 – Project is to be completed by March 2025 1/16/25 – Pressure tank has be completed and available since October for Old Huntwood Plant for wells 10 & 14. 5-T utilities to provide bid for tank installation. 2/20/25 – New poles are being installed <ol style="list-style-type: none"> Motion to approve \$112,081 payment to McCaffety electric. Funds are to be removed from capital improvements. <ol style="list-style-type: none"> Motion: Cody Roberts Second: Kathy Caldwell Vote Results: None Opposed 3/20/25 – All poles and wires have been installed. McCaffety Electric to complete upgrades before wells are put back online. <ol style="list-style-type: none"> Entergy says they are about 2 weeks from completion. 4/17/25 – Electrical work is complete and is waiting for new permit for 911 address changes. 	6/20/24	7/18/24	Open	Robert

9.2. Texas Water Development Board Funds for New Well

6/20/24

7/18/24

Open

Kathy
Duane

1. Discussion for use of TWDB loan and possible test well locations
2. President Killingsworth established a committee comprising Kathy, Duane, and Robert to conduct a workshop aimed at determining the optimal approach for proceeding with the TWDB loan. The committee is scheduled to meet on Tuesday, June 18, at 3:00 PM and will present their recommendations to the board.
3. Discussion using SUD funds to drill new well for City Plant
 - a. Test well was completed and with estimated production of 250-300 GPM
 - b. Currently in plans for TWDB funds for project completion
4. Kathy and Duane met with Engineer from McManus & Johnson on 6/18/24 to discuss requirements for TWDB funds.
 - a. Need to resubmit scope of work for TWDB funds.
 - b. Motion to reappropriate funds for TWDB for approximately 15,000 with GLS.
 - i. Motion – Robert Paddy
 - ii. Second –
 - iii. Vote Results – None Opposed
5. Robert to provide updated timeline details on TWDB loan completion.
 - a. The current date of completion is November 2024.
 - i. Extension may need to be filed to extend construction completion dates.
 - b. No Additional updates provide on 7/18/2024.
6. Current Status as of 8/16/2024 – Provided by Robert Nettles 8/9/2024
 - Meet with John Rusk on August 14th to make sure we are on the same page with repurposing the funds.
 - GIS to submit to TWDB for approval by August 30, 2024.
7. To be resubmitted by GLS on 10/25/2024
8. 12/19/24 – Bill Tutor to follow up on 10/25/2024 submission for clarification on status
9. 1/16/25 – Move all TWDB funds to McManus & Payne to reevaluate the feasibility study, location and scope of work for resubmission.
10. 2/20/25 – McManus and Payne to look for new water source to provide new scope of work for TWDB resubmission.
11. 3/20/25 – No new updates.
12. 4/17/25 – No new updates.

10. Well Status Report

DRAFT

11. 8-Week Look Ahead

12. Operational Reports

- Presentation by Water Works Utilities on system status

13. Executive Session

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Note: No final decisions or actions will be taken during the Executive Session. Any necessary action will be taken in open session.

Executive Session Commencement: No Executive Session

Executive Session Conclusion: No Executive Session

14. Announcements

- Upcoming Events:
- Next Meeting Date: 6/19/25
- Other Announcements:

15. Adjournment

- Time:
- Motion to Adjourn:
- Second:
- Vote Result:

President: _____ Date: _____

Secretary: _____ Date: _____

Last Updated: 5/6/25

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