

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
NORTHWEST FOREST MUNICIPAL UTILITY DISTRICT
HELD ON MARCH 11, 2025**

The Board of Directors of the **NORTHWEST FOREST MUNICIPAL UTILITY DISTRICT** held a meeting on Tuesday, March 11, 2025, at **TEXAS FIRST BANK, 6363 Phelan Blvd, Beaumont, Texas 77706**.

Present were Mark McKee, Lisa Fenner, Teresa Robertson and Kyle Knipple. Kevin Roach was absent. Also, present was Joey Keel and a representative of Joey Keel Enterprises 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 at 2:30 p.m. by President McKee.

Agenda Item No. 2: Public Comments. None.

Agenda Item No. 3: Minutes of the meeting of December 10, 2024. After discussion and upon motion duly made by Director Fenner and seconded by Director Robertson, the Minutes of December 10, 2024, were approved as presented.

Agenda Item No. 4: District utility system operational issues. President McKee asked that the meeting move to discussion on pending projects with City of Beaumont while awaiting the arrival of Joey Keel.

- **Report from utility operator.**
 - **Water quality and pressure.** Tabled.
- **Update on pending projects with City of Beaumont.**
 - **New master meter.** President McKee stated he had no new information concerning the proposed plan to install a new master meter which would lead to the new water utility services agreement with the City. Legal counsel noted that in recent discussions with the City of Beaumont, the project for upgraded service to the District may include utility line repairs as well.
 - **New Water Utilities Service Agreement Contract.** Tabled.

Agenda Item No. 5: Update on utility system billing, remittances, and reconciliation corrections:

- **New gWorks system.** The Board recognized Keel Enterprises who stated the transition to the gWorks system had occurred in March, but there were several issues experienced with data submitted and not being integrated into reports that were accessible by Keel Enterprises. A detailed discussion followed with the Board concerning the technical issues, and it was noted that this had delayed the ability of the District to proceed with reading meters; therefore, the bills would go out later than scheduled. President McKee thanked Keel Enterprises for the report and would coordinate any technical service corrections as needed.
- **Customer service issues.** None.
- **Reconciliation of chargeback services.** None.

Agenda Item No. 4: District utility system operational issues. The Board then recognized Mr. Keel who arrived at the meeting and returned to Agenda Item No. 4.

- **Report from utility operator.** Mr. Keel reported on monthly operations, and it was noted that there were a few customer issues with water quality and pressure. Mr. Keel stated the District had

discussed both the replacement of the control panel and pump in the pump vault. It was recommended that the Board consider the replacement of the control panel at an estimated cost of \$20,086.00 which included the installation services through Keel Enterprises Maintenance & Operation Agreement. After discussion and upon motion duly made with Director Fenner and seconded by Director Robertson, the Board unanimously authorized the acquisition of the control panel for a cost not to exceed \$25,000 to include the charges from Keel Enterprises for installation. The Board returned to a discussion on the pump, and it was noted that the pump was a 2013 pump. Mr. Keel stated the District should upgrade these facilities and coordinate with the City on upgrading the master meter because the District had the responsibility for water use accountability. Mr. Keel also noted currently the City was billing for its wastewater services which was being estimated because the wastewater meter was out of service and had been for some time. Mr. Keel confirmed in conversations with the City that they had been using a formula basis for the calculation of the wastewater charges. The Board discussed and agreed that all future billings from the City need to be based on actual meter measured amounts. Mr. Croley noted that the District's utility bills from the City, which he provided for Board review, varied drastically and did not accurately match the water and sewer service to customers.

- **Water quality and pressure.** See above.
- **Update on pending projects with City of Beaumont.**
 - **New master meter.** See above.
 - **New Water Utilities Service Agreement Contract.** See above.

Agenda Item No. 6: Administrative, financial and Board reports:

- **Monthly financial report.** Mr. Croley provided the Monthly Financial Report and Administrative Report for the Board's consideration.
- **Administrative report.** Mr. Croley also noted the District needed to clarify as necessary the interfund transfers. President McKee noted he and Director Fenner were signators of the accounts, and while either are available as needed for authorization of transfers, the Board moved on motion by Director Knipple and seconded by Director Fenner to add Roger Croley to the Texas First Bank account for authorization of interfund transfers. Mr. Croley closed noting the inclusion of the TCEQ Regulatory Assessment fee in the financial statements.
- **Approval of checks.** None.

Agenda Item No. 7. Comments from Board Members. Director Knipple asked if there was any progress on the water standing in the ditch due to the City's operations of its auto flusher. Mr. Keel noted that there was no change, and the auto flusher was running all the time due to the City issues with maintaining a chlorine residual.

Agenda Item No. 8: Adjournment. There being no further business before the Board, the meeting was adjourned at 3:30 p.m.

Northwest Forest Municipal Utility District

President

ATTEST:

Secretary