

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
NORTHWEST FOREST MUNICIPAL UTILITY DISTRICT  
HELD ON NOVEMBER 12, 2024**

The Board of Directors of the **NORTHWEST FOREST MUNICIPAL UTILITY DISTRICT** held a meeting on Tuesday, November 12, 2024, at **TEXAS FIRST BANK, 6363 Phelan Blvd, Beaumont, Texas 77706**.

Present were Mark McKee, Kyle Knipple, Lisa Fenner and Kevin Roach. Teresa Robertson was absent. Also, present was Roger Croley of J.S. Edwards as the accountant for the District, a representative of Joey Keel Enterprises and Kate K. Leverett 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 3:10 p.m. by President McKee.

**Agenda Item No. 2: Public Comments.** None.

**Agenda Item No. 3: Minutes of the meeting of September 18, 2024.** After discussion and upon motion duly made by Director Knipple and seconded by Director Roach, the Minutes of September 18, 2024, were approved as presented.

**Agenda Item No. 4: District utility system operational issues.**

- **Report from utility operator. Includes but not limited to:** A representative of Keel Enterprises and Director Knipple noted that Mr. Keel would not be present.
  - **Main Water leak repair on Forest Trail**
    - **6840 Forest Trail and 6850 Tallow Drive driveway repair.** President McKee recognized the representative of Keel Enterprises who informed the Board that the eight inch water line repair had been partially completed. Currently, the yard repair must be done. Next, she informed the Board that both six inch water leaks were repaired. Lead and copper samples also had been pulled. A discussion was had regarding District's position on repairing a customer's yard when the District must repair a water leak.
  - **New Connections/Disconnects.** It was noted there was one new connection and four disconnections due to nonpayment.
- **Update on pending projects with COB.**
  - **Raising or relocation of master water meter.** A lengthy discussion followed regarding the status of the parts to repair the City of Beaumont water meter. Director Fenner stated the City represented the new parts should be in first of the year and, thereafter, fix the issues with reading the meter. The Board noted it does not believe the meter is being read.
  - **New Water Utilities Service Agreement Contract.** An additional lengthy discussion followed regarding the current agreement with the City of Beaumont. Director Knipple requested legal counsel review the Agreement and make revisions in order to provide to the City for possible negotiations and approval. Director Knipple stated the following should be revised in the Agreement: potable water section, flow rates, billing structure, water purchased and sewer sent. Also, a comment was made that once the master meter is repaired, the District would like to read its own meter.

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

- **Customer Service issues.** The representative of Keel Enterprises discussed customer service issues since the last Board meeting.
- **Reconciliation of chargeback services.** None.

Agenda Item No. 6: Action on utility system billing software upgrade. The representative of Keel Enterprises informed the Board she did a training on the new software, and by January 1, it will be up and running.

- **Deployment and “Go Live” of new gWorks CRM.** See above.
- **Customer information resources and communication.** See above.

Agenda Item No. 7: Administrative, financial and Board reports:

- **Monthly financial report.** The Board recognized Roger Croley who presented the monthly financial reports, and a detailed discussion followed on the continued issue between the billings from the City of Beaumont for water sold and the water sales in the District. Director Knupple restated that the District needed to engage the City of Beaumont and have the issue with the master meter resolved to ensure that the District and the City had accurate financial information. Legal counsel stated she would review the current Agreement and begin to work on revisions.
- **Administrative report.** See above.
- **Approval of checks.** None.

Agenda Item No. 8 Comments from Board Members. None.

Agenda Item No. 9: Adjournment. There being no further business before the Board, the meeting was adjourned at 4:39 p.m.

**Northwest Forest Municipal Utility District**

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President

ATTEST:

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Secretary