

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
NORTHWEST FOREST MUNICIPAL UTILITY DISTRICT
HELD ON DECEMBER 10, 2024**

The Board of Directors of the **NORTHWEST FOREST MUNICIPAL UTILITY DISTRICT** held a meeting on Tuesday, December 10, 2024, at **TEXAS FIRST BANK, 6363 Phelan Blvd, Beaumont, Texas 77706**.

Present were Mark McKee, Lisa Fenner and Teresa Robertson. Kevin Roach and Kyle Knupple were absent. Also, present was Joey Keel and 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 3:05 p.m. by President McKee.

Agenda Item No. 2: Public Comments. None.

Agenda Item No. 3: Minutes of the meeting of August 13, 2024. After discussion and upon motion duly made by Director Fenner and seconded by Director Robertson, the Minutes of August 13, 2024, were approved as presented.

Agenda Item No. 4: Minutes of the meeting of November 12, 2024. After discussion and upon motion duly made by Director Fenner and seconded by Director Robertson, the Minutes of November 12, 2024, were approved as presented.

Agenda Item No. 5: District utility system operational issues. The Board recognized Joey Keel who noted the chlorine levels had become low, and he had to reach out to the City of Beaumont who corrected the issue. Further, Mr. Keel stated he reached out to Mr. Harris with the City of Beaumont regarding the status of the new meter which should be received and installed sometime after the first of the year. The Board agreed that hopefully this will alleviate some of the confusion with the City of Beaumont billing issues. As of now, the Water Utilities Service Agreement is on hold until the new meter is installed. There were no new connections nor disconnections in the month of November.

- **Report from utility operator. Includes but not limited to:**
 - **Water leak repairs (multiple).** See above.
 - **New Connections/Disconnects.** See above.
- **Update on pending projects with COB.**
 - **Transmitter part for master water meter.** See above.
 - **New Water Utilities Service Agreement Contract.** See above.

Agenda Item No. 6: Update on utility system billing, remittances, and reconciliation corrections:

- **Customer Service issues.** The Board recognized a representative of Keel Enterprises who stated the current system is working fine, however, she was still finishing training on the new system. Further, President McKee stated there are still issues with the bulk trash as one neighbor is abusing the bulk trash days, and the Board discussed possibly sending out a letter.
- **Reconciliation of chargeback services.** None.

Agenda Item No. 7: Utility system billing software upgrade.

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

Agenda Item No. 8: Administrative, financial and Board reports:

- **Monthly financial report.** Mr. Croley was absent from the meeting, but it was noted the tax report would be amended per the request of Jefferson County.
- **Administrative report.** See above.
- **Approval of checks.** None.

Agenda Item No. 9. Tax report amendment or ratification needed. After discussion and upon motion duly made by Director Fenner and seconded by Director Robertson, the tax report was amended to note the proper amount provided by Jefferson County.

Agenda Item No. 10. Comments from Board Members. President McKee made a big shoutout to Heather as the representative for Keel Enterprises for the transition to the new billing system.

Agenda Item No. 11: Adjournment. There being no further business before the Board, the meeting was adjourned at 3:51 p.m.

Northwest Forest Municipal Utility District

President

ATTEST:

Secretary