



CAPE ROYALE UTILITY DISTRICT

1330 CAPE ROYALE DRIVE
COLDSRING, TEXAS 77331

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Public Meeting Minutes

The board of directors (The Board of Cape Royale Utility District of San Jacinto County, Texas) held a board meeting on November 17th, 2022 at 3:00 pm at the district conference room, 1330 Cape Royale Drive, Coldspring, San Jacinto County, Texas.

Present from the Board: Dale Toronjo, Richard Masterson, and Douglas Pulgini.

Present from the District: Larry Clark and Heather McCann

1. Call to order at 3:00 pm
2. Visitor(s) were from the Cape Royale Area Volunteer Fire Department, Elgean Shields.
3. There were no customer comments.
4. The minutes of the previous board meeting were reviewed and approved as written.

5. Jon Watson from BW&C CPA presented the Cape Royale Utility District, Audit Report FYE June 30th, 2022. The audit was performed in accordance with the General Accepted Auditing Standards (GAAS). There proceeded to be discussions, questions and answers by Jon Watson. Jon Watson also presented the required SAS 114 & SAS 155 letters for clarification and explaining any findings. President, Dale Toronjo signed the Annual Filing Affidavit.
*Motion to accept and approve the Annual Financial Report as written was presented by Dale Toronjo, Richard Masterson 2nd the motion. The motion passed by unanimous vote.

6. Larry Clark discussed the status of the DETCOG Grant Application for the new cardboard compactor. As part of the final decision, Larry presented the application in person to the DETCOG board on November 10th in Lufkin, Texas. It was decided by the board to suspend the purchasing process until we receive the official letter and confirmation of the grant from DETCOG, which we should have in a few weeks.

7. Larry Clark presented the General Manager's Report. Larry discussed the completed purchase of the (4) new portable generators from Harbor Freight to power the lift stations in the event of a major electrical outage. The generators are onsite and ready for operation. Larry also discussed the current status of the 2022-2023 CAPEX scheduling, which is now 50% complete with the completion of the 6" inch Distribution Line & Tie-In.

8. The Field Operations Report was presented by Larry Clark with no particular issues. October was a busy month with (10) new service and water main leaks.

9. Heather McCann presented October 2022 Tax Assessor's/Collector Report with no issues.
10. Heather McCann presented the October 2022 Bookkeeper's Report with no issues.
*Motion to accept all reports as written was presented by Richard Masterson, Douglas Pulgini 2nd the motion. The motion passed by unanimous vote.

11. No other pending business
12. Executive Session: Not required
13. Meeting was adjourned by Dale Toronjo at 3:30 pm
14. Next meeting will be held on December 15th, 2022, at 3:00 pm.

Submitted by: Douglas Pulgini

General Manager's Report

Board of Directors Meeting

December 15, 2022

Water Production / Wastewater Treatment Summary –

Nov-22	1,000 Gallons	30 Day Change	12 Month Change	% of Water Produced	Daily Average	Highest Day
Water production	4,285.0	-19.42%	-35.28%		142.8	217.0
Water sold	3,656.9	-2.33%	-22.79%	85.34%	121.9	
Metered/unsold	406.6			9.49%		
Unmetered loss	170.1			3.97%		
	1,000 Gallons	30 Day Change	12 Month Change	% of Water Sold	Daily Average	Highest Day
Wastewater treated	2,331.50	-8.86%	7.55%	63.76%	77.7	131.3

1. W.W.T.P. TCEQ State Inspection —

Inspection Scheduled 12/13/2022

Inspection Prep 11/29/2022 - 12/13/2022

2. Pro Star Waste Issues —

Met with Joseph at Pro Star Waste to Discuss Driver Issues Etc.

3. Cardboard Compactor —

Board Decision & Vote

4. CAPEX Scheduling —2022-2023

65% Complete

2022 Truck Purchase/Replacement **Complete**

WTP#1 Pumphouse Reskin (Siding) **Complete**

WWTP Lab Addition **Complete**

Restroom & Shower Addition to Shop **Complete**

WWTP Catwalk Extensions--- **Complete**

Liftstaion Rehab-S. Pine Harbour --- Scheduled for 2023

Liftstaion Rail Project---3 Scheduled for 2023

6" Distribution Line Replacement & Tie-in--- **Complete**

4" Distribution Line Replacement & Tie-in--- Scheduled for Late January 2023

Cardboard Compactor--- **Board Decision & Vote**

5. Reviewing Service Contracts—

Began Reviewing Vendor Service Contracts

6. 6" Distribution Line Replacement & Tie-in —

Completed by Donnie Duke Without Incident