

**Notice of Regular Meeting of the City of Grey Forest  
Utilities Board of Trustees  
*Acting on Behalf of the Grey Forest Water System***

Notice is hereby given of a **Water Utility** meeting of the Grey Forest Board of Trustees of the City of Grey Forest, Texas, to be held at the GFU Offices on Wednesday **the 25th day of January 2023, at 6:30 PM**, at which time the following items of business will be considered:

**Regular Session Agenda Items:**

1. Review GFW financial results for November and December 2022
2. Water Operations reports- Kelly Dawley
3. Discuss Water Rates
4. Review the well level reports.

*William J. English*

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W.J. English, General Manager

CERTIFICATE

I certify that the above Notice of Meeting was posted in the official bulletin board at the entrance to headquarters building, Grey Forest Utilities, Helotes, Texas on **January 19, 2023** at 9 AM.

*William J. English*

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W.J. English, General Manager & Secretary  
For the Grey Forest Utilities Board of Trustees

**Notice of Meeting of the City of Grey Forest  
Utilities Board of Trustees  
Gas**

Notice is hereby given of a meeting of the Utility Board Trustees of the City of Grey Forest, Texas, to be held at GFU Offices on **Wednesday, January 25, 2023 at 6:30 PM** at which time the following items of business will be considered:

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**Regular Meeting:**

- 1) **Review and approve Minutes** of December 2022 meeting.
- 2) **Selection of Officers-Board of Trustees:** Chairman, Vice Chairman and Secretary/Treasurer
- 3) **Selection of GFU Attorney and GFU Auditor for 2003.**
- 4) **Review and discuss GFU financial performance** for the months of November 2022 and December 2022 including Year-to Date final financial results and future cash flow needs in 2023. (Kirk Mask).
- 5) **Operations Report** for December 2022 and current operations in January 2023. (Kelly Dawley)

**Executive Session:**

1. To discuss personnel matters that are permissible under (Tex. Gov't Code Ann. § 551.023)

**Return to Regular Meeting**

2. To act on approval of a new General Managers Contract. (Tex. Gov't Code Ann. § 551.102)

**Meeting Adjournment**

*William J. English*

W. J. English, General Manager

**Please Note:**

At any time during a Board Meeting, and pursuant to the provisions of Chapter 551 of the Texas Government Code , the Board may meet in executive (Continued on Page 2

**GFU Meeting Agenda for January 25, 2023**

**Page 2**

session for consultation concerning attorney-client matters under Section 551.07; for deliberations and other authorized action on r 551.076eal property under Section 551.072; on prospective gifts or donations under Section 551.073; on personnel under Section 551.074; on security personnel or devices under Section 551.076; on economic development negotiations under Section 551.087; to deliberate, vote, or take final action on competitive matters under Section 551.086, to deliberate regarding security audits and devices under Section 551.089; or to deliberate regarding Texas Government Codes Section 418.183(F) about confidential information under the Texas Homeland Security Act.

CERTIFICATE

I certify that the above **Notice of Meeting** was posted at the entrance to the headquarters building at Grey Forest Utilities, Helotes, Texas on January 20, 2023, at 1 PM.

*William J English*  
Secretary  
GFU Board of Trustees

**GREY FOREST UTILITIES  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
October 5, 2022**

**Present:**

**Trustee/Vice Chairman Pat Tiner  
Trustee/Mayor Amanda Waldrop  
Trustee Arnold Briones  
Trustee Ron Reinhard**

**Staff:**

**Jeff English, General Manager  
Kelly Dawley, Mgr. Operations  
Kirk Mask, Financial Consultant**

**Call to Order**

Vice Chairman Pat Tiner called the October 5, 2022, meeting to order at 6:30 PM at the GFU Headquarters building.

**Agenda Item 1-Interview Candidates for Potential Selection and Recommendation for a Post on the GFU Board of Trustees**

Three candidates for a Trustee position had provided letters of interest and resumes. The Trustees interviewed two of those candidates:

Jeff Lineberger  
Jennifer Nottingham

**Agenda Item 2- Discuss and Act on a Recommendation for Trustee**

Trustee Reinhard made a motion to recommend Jeff Lineberger as a Trustee to replace Harry Drought who has retired from the Trustees to the City Council of Grey Forest. Trustee Briones seconded the motion with all in favor, Mayor Trustee Waldrop abstained.

**Agenda Item 3: Approve the 2021 GFU Audit**

Kirk Mask presented the 2021 GFU Final Audit report. Trustee Reinhard moved approval of the audit. Trustee Briones seconded the motion, and the approval was unanimous.

**Executive Session:**

No action was taken in Executive Session.

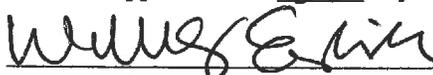
**Meeting Adjournment:**

There was no further business on the regular agenda, therefore, the meeting was adjourned at 8:15 PM.

Minutes Recorded By:

  
William J. English, General Manager

Minutes approved this 25 day of January 2023.

 William J. English, General Manager

**Notice of Regular Meeting of the City of Grey Forest  
Utilities Board of Trustees  
*Acting on Behalf of the Grey Forest Water System***

Notice is hereby given of a **Water Utility** meeting of the Grey Forest Board of Trustees of the City of Grey Forest, Texas, to be held at the GFU Offices on Wednesday **the 22nd day of March 2023, at 6:30 PM**, at which time the following items of business will be considered:

**Regular Session Agenda Items:**

1. Review GFW financial results for January and February 2023
2. Water Operations reports- Kelly Dawley
3. Discuss future water needs-Kelly Dawley
4. Review the well level reports and tank condition..

*William J. English*

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W.J. English, General Manager

CERTIFICATE

I certify that the above Notice of Meeting was posted in the official bulletin board at the entrance to headquarters building, Grey Forest Utilities, Helotes, Texas on **March 19, 2023, at 4:30 PM**.

*William J. English*

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W.J. English, General Manager & Secretary  
For the Grey Forest Utilities Board of Trustees

**GREY FOREST WATER SYSTEM  
BOARD OF TRUSTEES  
Minutes of Regular Meeting  
25 January 2023**

**Present:**

Vice-Chairman Pat Tiner  
Trustee Mayor Amanda Waldrop  
Trustee Ron Reinhard  
Trustee Arnold Briones  
Trustee Jeff Lineberger

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr Operations  
Kirk Mask, WSM, LLC

Vice Chairman Pat Tiner convened the water utility meeting at 6:30 PM.

**Agenda Item 1: Financial Review for November and December 2022.**

Mr. Kirk Mask provided a financial report for Water System operations for the months of November and December 2022. The results and reports were accepted by the Trustees, subject to audit.

**Agenda Items 2: Operations Report**

Ms. Dawley stated that no significant operating issues were reported for the month of November and December and that the water system has been operating smoothly.

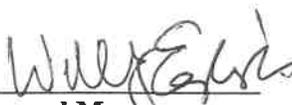
**Agenda Item 3-Discussion of Water Rates**

The Trustees discussed current water rates and the need to study the rates to obtain adequate funding to operate the water system and to keep the system up to date and on pace financially to support future operating needs. The discussion concluded with Ms. Dawley being asked to prepare a brief water system needs report to be discussed further in the March 2023 meeting.

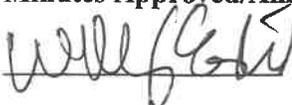
**Agenda Item 4: Well Levels and Tank Condition Report**

Ms. Dawley reported that the wells and tank are in good operating condition at this time. Well levels remain just above the stage one levels due to lack of rainfall throughout the year.

**There being no further business to come before the Board of Trustees the meeting was adjourned at 7 PM.**

Minutes recorded by:   
William J. English, General Manager

**Minutes Approved/Amended this \_\_\_\_ Day of March 2023**

 William English, General Manager

**Notice of Meeting of the City of Grey Forest  
Utilities Board of Trustees**

**Gas**

Notice is hereby given of a meeting of the Utility Board Trustees of the City of Grey Forest, Texas, to be held at GFU Offices on **Wednesday, March 22, 2023 at 6:30 PM** at which time the following items of business will be considered:

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**Regular Meeting:**

- 1) **Review and approve Minutes** of the January 25, 2023, meeting.
- 2) **Discuss and Approve 2023 GFU Budget**
- 3) **Review and discuss GFU financial performance for the months of January 2023 and February 2023-and to discuss ongoing cash flow needs in 2023. (Kirk Mask).**
- 4) **Operations Report for January 2023 and February 2023. (Kelly Dawley)**
- 5) **Meeting Adjournment**

*William J. English*

W. J. English, General Manager

**Please Note:**

At any time during a Board Meeting, and pursuant to the provisions of Chapter 551 of the Texas Government Code , the Board may meet in executive session for consultation concerning attorney-client matters under Section 551.07; for deliberations and other authorized action on r 551.076eal property under Section 551.072; on prospective gifts or donations under Section 551.073; on personnel under Section 551.074; on security personnel or devices under Section 551.076; on economic development negotiations under Section 551.087; to deliberate, vote, or take finals action on competitive matters under Section 551.086, to deliberate regarding security audits and devices under Section 551.089; or to deliberate regarding Texas Government Codes Section 418.183(F) about confidential information under the Texas Homeland Security Act.

CERTIFICATE

I certify that the above **Notice of Meeting** was posted at the entrance to the headquarters building at Grey Forest Utilities, Helotes, Texas on March 19, 2023, at 4 PM.

*William J English*

**On behalf of the GFU Board of Trustees**

**GREY FOREST UTILITIES  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING-GAS  
January 25, 2023**

**Present:**

Vice-Chairman Pat Tiner  
Trustee Jeff Lineberger  
Trustee/Mayor Amanda Waldrop  
Trustee Arnold Briones  
Trustee Ron Reinhard

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr. Operations  
Kirk Mask, Financial Consultant  
Visitors: None

**Call to Order**

Vice-Chairman Tiner called the January 25, 2023, meeting to order at 6:30 PM following the GF Water Meeting at the GFU Headquarters building.

**Agenda Item 1- Approve Minutes of the October 2022 Meeting**

Trustee Briones made a motion to approve the minutes of the October 5, 2022, meeting with an amendment stating that Trustee Waldrop abstained from voting on a recommendation for Trustee selection in Item 2 of the minutes. Trustee Ron Reinhard seconded the motion with all in favor.

**Agenda Item 2- Selection of Officers -Board of Trustees:**

**Chairman:** Trustee Lineberger made a motion seconded by Trustee Briones that Trustee Reinhard be selected as Chairman of the Board. The motion passed with Trustee Mayor Waldrop abstaining.

**Vice-Chairman:** Trustee Tiner made a motion that Trustee Briones be selected as Vice-Chairman of the Board. The motion passed with Trustee/Mayor Waldrop abstaining.

**Secretary/Treasurer:** Trustee Briones made a motion that Jeff English, GFU CEO continue as Secretary and Treasurer of the Board of Trustees. The motion was seconded by Jeff Lineberger. The motion passed with Trustee/Mayor Waldrop abstaining.

**Agenda Item 3-Selection of GFU Attorney and GFU Auditor:**

**GFU Attorney:** Trustee Briones made a motion that Dan Lanfear be selected as the GFU Attorney. Trustee Tiner seconded the motion which passed with Trustee/Mayor Waldrop abstaining.

**GFU Auditor:** Trustee Briones made a motion to select Garza and Gonzales to continue service as the GFU auditor. The motion was seconded by Trustee Lineberger. The motion passed with Trustee/Mayor Waldrop abstaining.

**Agenda Item 4-Discuss GFU Financial Performance for the month of December which included year to date results for year 2022.**

Mr. Kirk Mask presented the December year to date results for the year 2022 which included the month of December and the annual results and was accepted subject to audit.

**Page 2-January 25, 2023, Meeting GFU Board of Trustees**

**Agenda Item 5-Operations Report**

Ms. Dawley provided a brief report on GFU Operations for December 2022 and January 2023. She also presented the 2023 GFU Budget which will be acted upon in the March 2023 meeting.

**Regular Meeting Adjournment for Executive Session Agenda Matters:**

The Regular Session was adjourned for the Executive Session agenda matters.

**Executive Session**

**Agenda Item 1-Discussion of Personnel Matters Permissible under Texas Government Code Ann. Section 551.23**

The discussion included a discussion of personnel matters and retaining the current CEO William J English under an employee contract that limits his services to approximately 990 hours per year.

**Executive Session Adjournment:**

The executive session was adjourned, and the Trustees returned to their regular meeting agenda.

**Return to Regular Meeting:**

**Agenda Item-To act on approval of a new General Managers Contract.**

Trustee Briones made a motion to approve a new 1 year general managers contract with William J English to remain as CEO. The motion was seconded by Trustee Tiner and passed with Trustee/Mayor Waldrop abstaining.

**Meeting Adjourned:**

There was no further business on the regular agenda, therefore, the meeting was adjourned at 8:45 PM.

Minutes Recorded By: William J. English  
William J. English, General Manager

Minutes approved this \_\_\_\_\_ day of March 2023.

William J. English  
William J. English, General Manager

**Notice of Regular Meeting of the City of Grey Forest  
Utilities Board of Trustees  
*Acting on Behalf of the Grey Forest Water System***

Notice is hereby given of a **Water Utility** meeting of the Grey Forest Board of Trustees of the City of Grey Forest, Texas, to be held at the GFU Offices on Wednesday **the 24th day of May 2023, at 6:30 PM**, at which time the following items of business will be considered:

**Regular Session Agenda Items:**

1. Review and approve minutes of March 2023 meeting.
2. Review GFW financial results for March and April 2023-Kirk Mask
3. Water Operations reports, Paving and Generator at well site- Kelly Dawley
4. Discuss the need for water rate adjustments to keep pace with expenses-Kelly Dawley & Jeff English
5. Review the well level reports and tank condition..

*William J. English*

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W.J. English, General Manager

CERTIFICATE

I certify that the above Notice of Meeting was posted in the official bulletin board at the entrance to headquarters building, Grey Forest Utilities, Helotes, Texas on **May 19, 2023, at 4:30 PM.**

*William J. English*

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W.J. English, General Manager & Secretary  
For the Grey Forest Utilities Board of Trustees

**GREY FOREST WATER SYSTEM  
BOARD OF TRUSTEES  
Minutes of Regular Meeting  
22 March 2023**

**Present:**

Chairman Ron Reinhard  
Trustee Pat Tiner  
Trustee Mayor Amanda Waldrop  
Trustee Jeff Lineberger

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Asst General Manager  
Kirk Mask, Financial Consultant

Chairman Reinhard convened the water utility meeting at 6:30 PM.

**Agenda Item 1: Financial Review for January and February 2023.**

Mr. Kirk Mask provided a financial report for Water System operations for the months of January and February 2023. The results and reports were accepted by the Trustees, subject to audit.

**Agenda Items 2: Operations Report**

Ms. Dawley stated that no significant operating issues were reported for the months of January and February and that the water system has been operating smoothly.

**Agenda Item 3-Discussion of Future Water Needs**

The Trustees discussed current water rates and the need to study the rates to obtain adequate funding to operate the water system. In preparation for making adjustments to current water rates Ms. Dawley presented a water system needs assessment that was reviewed by the Trustees. Rate discussions will continue in the May Board meeting.

**Agenda Item 4: Well Levels and Tank Condition Report**

Ms. Dawley reported that the wells and tank are in good operating condition at this time. Well levels remain just above the stage one levels due to lack of rainfall throughout the year.

**There being no further business to come before the Board of Trustees the meeting was adjourned at 7 PM.**

Minutes recorded by:   
William J. English, General Manager

Minutes Approved/Amended this \_\_\_\_ Day of May 2023

 William English, General Manager

**Notice of Meeting of the City of Grey Forest  
Utilities Board of Trustees**

**Gas**

Notice is hereby given of a meeting of the Utility Board Trustees of the City of Grey Forest, Texas, to be held at GFU Offices on **Wednesday, May 24, 2023 at 6:30 PM** at which time the following items of business will be considered:

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**Regular Meeting:**

- 1) **Review and approve Minutes** of the March 2023, meeting.
- 2) **Review and discuss GFU financial performance for the months of March 2023 and April 2023 and to discuss ongoing cash flow needs in 2023. (Kirk Mask).**
- 3) **Operations Report for March 2023 and April 2023. (Kelly Dawley)**
- 4) **Meeting Adjournment**

*William J. English*

W. J. English, General Manager

**Please Note:**

At any time during a Board Meeting, and pursuant to the provisions of Chapter 551 of the Texas Government Code , the Board may meet in executive session for consultation concerning attorney-client matters under Section 551.07; for deliberations and other authorized action on r 551.076eal property under Section 551.072; on prospective gifts or donations under Section 551.073; on personnel under Section 551.074; on security personnel or devices under Section 551.076; on economic development negotiations under Section 551.087; to deliberate, vote, or take finals action on competitive matters under Section 551.086, to deliberate regarding security audits and devices under Section 551.089; or to deliberate regarding Texas Government Codes Section 418.183(F) about confidential information under the Texas Homeland Security Act.

**CERTIFICATE**

I certify that the above **Notice of Meeting** was posted at the entrance to the headquarters building at Grey Forest Utilities, Helotes, Texas on May 19, 2023, at 4:30 PM.

*William J English*

**On behalf of the GFU Board of Trustees**

**GREY FOREST UTILITIES  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING-GAS  
March 22, 2023**

**Present:**

Chairman Ron Reinhard  
Trustee Jeff Lineberger  
Trustee/Mayor Amanda Waldrop  
Trustee Arnold Briones (Absent)  
Trustee Pat Tiner

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr. Operations  
Kirk Mask, Financial Consultant  
Visitors: None

**Call to Order**

Chairman Reinhard called the March 22, 2023, meeting to order at 6:30 PM following the GF Water Meeting at the GFU Headquarters building.

**Agenda Item 1- Approve Minutes of the October 2022 Meeting**

Trustee Tiner made a motion to approve the minutes of the January 25, 2022, meeting. Trustee Waldrop seconded the motion with all in favor.

**Agenda Item 2- Approval of the 2023 GFU Budget:**

Trustee Jeff Lineberger made a motion to approve the 2023 GFYU Budget, Trustee Pat Tiner seconded the motion. The motion passed with Mayor Trustee Waldrop abstaining.

**Agenda Item 3-Discuss GFU Financial Performance for the months of January and February 2023:**

Mr. Kirk Mask presented the January and February 2023 financial results. The results were accepted subject to audit.

**Agenda Item 4- Operations Report**

Ms. Dawley provided a brief report on GFU Operations for January and February 2023.

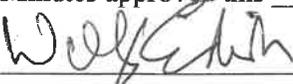
**Meeting Adjourned:**

There was no further business on the regular agenda, therefore, the meeting was adjourned at 7:58 PM.

Minutes Recorded By: \_\_\_\_\_

  
William J. English, General Manager

Minutes approved this \_\_\_\_\_ day of May 2023.



William J. English, General Manager

**Notice of Regular Meeting of the City of Grey Forest  
Utilities Board of Trustees  
*Acting on Behalf of the Grey Forest Water System***

Notice is hereby given of a **Water Utility** meeting of the Grey Forest Board of Trustees of the City of Grey Forest, Texas, to be held at the GFU Offices on Wednesday **the 26th day of July 2023, at 7:00 PM**, at which time the following items of business will be considered:

**Regular Session Agenda Items:**

1. Review GFW financial results for May and June 2023—Kelly Dawley
2. Water Operations reports- Kelly Dawley
3. Discuss water rates and act on recommendation for rate adjustments-Kelly Dawley
4. Review the well level reports and discuss stage one status---Kelly Dawley

*William J. English*

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W.J. English, General Manager

**CERTIFICATE**

I certify that the above Notice of Meeting was posted on the official bulletin board at the entrance to headquarters building, Grey Forest Utilities, Helotes, Texas on **July 21st, 2023, at 4:00 PM**.

*William J. English*

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W.J. English, General Manager & Secretary  
For the Grey Forest Utilities Board of Trustees

**GREY FOREST WATER SYSTEM  
BOARD OF TRUSTEES  
Minutes of Regular Meeting  
24 May 2023**

**Present:**

Chairman Ron Reinhard  
Viced-Chairman Arnold Briones  
Trustee/Mayor Amanda Waldrop  
Trustee Pat Tiner

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr Operations  
Kirk Mask, WSM, LLC

Chairman Ron Reinhard convened the water utility meeting at 6:30 PM.

**Agenda Item 1: Approve the Minutes of the March 2023 meeting.**

The Trustees reviewed the March 2023 meeting minutes. Trustee Tiner made a motion to approve the minutes. Chairman Reinhard seconded the motion. Trustee Mayor Waldrop abstained from voting. The motion passed with three members voting to approve the minutes: Tiner, Reinhard and Briones.

**Agenda Item 2: Financial Review for November and December 2022.**

Mr. Kirk Mask provided a financial report for Water System operations for the months of March and April 2023. The results and reports were accepted by the Trustees, subject to audit.

**Agenda Items 3: Operations Report**

Ms. Dawley stated that no significant operating issues were reported for the months of March and April and that the water system has been operating smoothly. The new generator is operational at the well site and paving has been accomplished in the parking area.

**Agenda Item 4-Discussion of Water Rates**

Ms. Dawley presented a water system needs report for discussion. It was agreed that further study of water rates is necessary to provide adequate revenues for our future needs. Mr. English and Ms. Dawley will provide rate options for discussion in the May 2023 meeting.

**Agenda Item 5: Well Levels and Tank Condition Report**

Ms. Dawley reported that given dry conditions the wells and tank are in good operating condition at this time. Well levels remain just above the stage one levels due to lack of rainfall throughout the year.

**There being no further business to come before the Board of Trustees the meeting was adjourned at 7 PM.**

Minutes recorded by: WJ English William J. English, Secretary and GM

Minutes Approved/Amended this \_\_\_\_\_ Day of July 2023

WJ English William English, General Manager & Secretary

**Notice of Annual and Regular Meeting of the City of Grey Forest  
Utilities Board of Trustees  
Gas**

Notice is hereby given of the Annual Meeting of the Utility Board Trustees of the City of Grey Forest, Texas, to be held at the GFU Offices, 14570 Bandera Rd. on **Wednesday, July 26th, 2023, at 5:00 PM** and will be followed by the regular monthly meeting at which time the following items of business will be considered:

**Annual GFU Meeting starting at 5:00 PM**

- 1 Dinner**
- 2 Recognition of Guests**
- 3 Recognition of Length of Service Awards**
- 4 GFU Annual Audit Results**
- 5 Comments by GFU Staff**

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**Regular GFU Gas Meeting at 7 PM**

- 1. Review and approve minutes of the May 2023 Meeting.
- 2. Financial Review for May and June 2023-Kelly Dawley
- 3. Bank Card Charges discussion regarding the possibility of adding convenience fee-Kelly Dawley
- 4. Operations report for May and June 2023- Jeff English

*William J. English*

W. J. English, General Manager

**CERTIFICATE**

I certify that the above **Notice of Meeting** was posted at the entrance to headquarters building, Grey Forest Utilities, Helotes, Texas on July 21<sup>st</sup>, 2023 at 4 PM.

*William J. English*

**GREY FOREST UTILITIES  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING-GAS  
May 24, 2023**

**Present:**

Chairman Ron Reinhard  
Vice Chairman Arnold Briones  
Trustee/Mayor Amanda Waldrop  
Trustee Pat Tiner

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr. Operations  
Kirk Mask, Financial Consultant  
Visitors: None

**Call to Order**

Chairman Reinhard called the May 24, 2023, meeting to order at 6:30 PM following the GF Water Meeting at the GFU Headquarters building.

**Agenda Item 1- Approve Minutes of the March 22, 2023 Meeting**

Trustee Tiner made a motion to approve the minutes of the March 22, 2023, Trustee/Mayor Waldrop seconded the motion with all in favor.

**Agenda Item 2-Discuss GFU Financial Performance for the months of March and April 2023.**

Mr. Kirk Mask presented the financials statements and reports for the months of March and April 2023. The Trustees accepted the financial reports subject to audit.

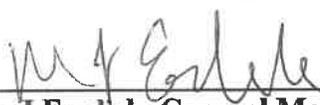
**Agenda Item 3-Operations Report**

Ms. Dawley provided a brief report on GFU Operations for March and April 2023.

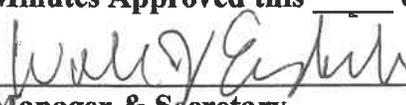
**Meeting Adjourned:**

There was no further business on the agenda, therefore the meeting was adjourned at 8:52 PM.

Minutes Recorded By:

  
\_\_\_\_\_  
William J English, General Manager & Secretary

Minutes Approved this \_\_\_\_\_ day of July 2023.

  
\_\_\_\_\_  
William J. English, General  
Manager & Secretary

**Notice of Regular Meeting of the City of Grey Forest  
Utilities Board of Trustees  
Acting on Behalf of the Grey Forest Water System**

Notice is hereby given of a **Water Utility** meeting of the Grey Forest Board of Trustees of the City of Grey Forest, Texas, to be held at the GFU Offices on Thursday **the 30<sup>th</sup> day of November 2023, at 6:30 PM**, at which time the following items of business will be considered:

**Regular Session Agenda Items:**

1. Review GFWS financial results for July, August, and September 2023—Kirk Mask
2. Water Operations reports- Erik Remmert
3. Adopt GFWS Budget for 2023-24 and review GFWS 5-year plan -Jeff English
4. Water Rate Discussion and Progress Report
5. Review the well level reports---Jeff English

**CERTIFICATE**

I certify that the above Notice of Meeting was posted on the official bulletin board at the entrance to headquarters building, Grey Forest Utilities, Helotes, Texas on **November 27, 2023, at 2:30 PM**.

*William J. English*

\_\_\_\_\_  
W.J. English, General Manager & Secretary  
For the Grey Forest Utilities Board of Trustees

**Please Note:**

At any time during a Board Meeting, and pursuant to the provisions of Chapter 551 of the Texas Government Code, the Board may meet in **Executive Session** for consultation concerning attorney-client matters under Section 551.07; for deliberations and other authorized action on real property under Section 551.072; on prospective gifts or donations under Section 551.073; on personnel under Section 551.074; on security personnel or devices under Section 551.076; on economic development negotiations under Section 551.087; to deliberate, vote, or take final action on competitive matters under Section 551.086, to deliberate regarding security audits and devices under Section 551.089; or to deliberate regarding Texas Government Codes Section 418.183(F) and about confidential information under the Texas Homeland Security Act.

**GREY FOREST WATER SYSTEM  
BOARD OF TRUSTEES  
Minutes of Regular Meeting  
26 July 2023**

**Present:**

Chairman Ron Reinhard  
Viced-Chairman Arnold Briones  
Trustee/Mayor Amanda Waldrop  
Trustee Jeff Lineberger  
Trustee Pat Tiner

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr Operations

Chairman Ron Reinhard convened the water utility meeting at 6:30 PM.

**Agenda Item 1: Financial Review for May and June 2023- Kelly Dawley**

Kelly Dawley provided a financial report for Water System operations for the months of May and June 2023. The results and reports were accepted by the Trustees, subject to audit.

**Agenda Items 3: Water Operations Report**

Ms. Dawley stated that no significant operating issues were reported for the months of May and June 2023 the lack of rain has been keeping our well levels down for the last several months.,

**Agenda Item 4-Discussion of Water Rates and act on water rate adjustment**

Mr. English reported that he attended the City Council meeting on 25 July and that the city has received an offer for a free rate study from an organization that provides such services to small water systems. While significant work has been done on an internal rate analysis, Mr. English felt that it would be beneficial for the city to receive such a study that is independent of the utility staff analysis and recommendation. Mr. English told the council he felt it was a good idea for such a study to proceed. The Trustees agreed that it would be a good idea to support the city effort for an independent rate study and to provide whatever support was necessary for such a study.

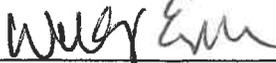
**Agenda Item 5: Well Levels and Tank Condition Report**

Ms. Dawley reported that the wells and tank are in good operating condition at this time. Well levels remain just above the stage one levels due to lack of rainfall throughout the year.

**There being no further business to come before the Board of Trustees the meeting was adjourned at 7 PM.**

**Minutes recorded by:  William J. English, Secretary and GM**

**Minutes Approved/Amended on November 30, 2023**

** William English, General Manager & Secretary**

**Notice of Meeting of the City of Grey Forest  
Utilities Board of Trustees  
Gas**

Notice is hereby given of a meeting of the Utility Board Trustees of the City of Grey Forest, Texas, to be held at GFU Offices on **November 30th, 2023, at 7:00 PM** at which time the following items of business will be considered:

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**Regular Meeting:**

- 1) **Review and approve Minutes of the July 26, 2023, meeting.**
- 2) **Review and discuss GFU financial performance for the months of July 2023 through Year to Date. (Kirk Mask).**
- 3) **Discuss the Current Board Reserve Level and Use of Reserve**
- 4) **Operations Report for September through November 2023. (Erik Remmert)**
- 5) **Meeting Adjournment**

*William J. English*

W. J. English, General Manager

CERTIFICATE

I certify that the above **Notice of Meeting** was posted at the entrance to the headquarters building at Grey Forest Utilities, Helotes, Texas on **November 27, 2023**, at 2:30 PM.

*William J English*

**On behalf of the GFU Board of Trustees**

**Please Note:**

At any time during a Board Meeting, and pursuant to the provisions of Chapter 551 of the Texas Government Code, the Board may meet in **Executive Session** for consultation concerning attorney-client matters under Section 551.07; for deliberations and other authorized action on r 551.076eal property under Section 551.072; on prospective gifts or donations under Section 551.073; on personnel under Section 551.074; on security personnel or devices under Section 551.076; on economic development negotiations under Section 551.087; to deliberate, vote, or take finals action on competitive matters under Section 551.086, to deliberate regarding security audits and devices under Section 551.089; or to deliberate regarding Texas Government Codes Section 418.183(F) and about confidential information under the Texas Homeland Security Act.

**GREY FOREST UTILITIES  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING-GAS  
July 26, 2023**

**Present:**

Chairman Ron Reinhard  
Vice Chairman Arnold Briones  
Trustee/Mayor Amanda Waldrop  
Trustee Jeff Lineberger  
Trustee Pat Tiner

**Staff:**

Jeff English, General Manager  
Kelly Dawley, Mgr. Operations

**Call to Order**

Chairman Reinhard called the July 26, 2023, meeting to order at 7:00 PM following the GFU Annual Meeting and the Water Meeting at the GFU Headquarters building.

**GFU Annual Meeting**

The GFU annual meeting was held at the GFU headquarters building at 5 PM. During the annual meeting the 2022 GFU audit was presented by the GFU Auditors Garza and Gonzalez and accepted by the GFU Trustees. A copy of the audit is attached to these minutes.

**Agenda Item 1- Approve Minutes of the May 24, 2023, Meeting**

Trustee/Mayor Waldrop made a motion to approve the minutes of the May 2023, meeting. Trustee Lineberger seconded the motion with all in favor.

**Agenda Item 2-Discuss GFU Financial Performance for the months of May and June 2023.**

Ms. Kelly Dawley presented the financials statements and reports for the months of May and June 2023 for Kirk Mask who was absent due to being on vacation. GFU financial performance is well within budget for the year and the utility is having a good year. The Trustees accepted the financial reports subject to audit.

**Agenda Item 3-Discuss the possibility of adding a convenience fee in our billing for Gas service -Kelly Dawley**

Ms. Dawley recommended that the natural gas rates be adjusted to include a convenience fee to cover the expenses for bank charges that GFU incurs for online direct bill payment. After questions Ms. Dawley said she would study the charges and make a specific recommendation on how much the fee would need to be to cover the charges.

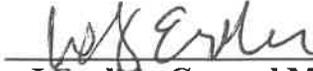
**Agenda Item 4-Operations Report**

Mr. English provided a brief report on GFU Operations for May and June 2023.

**Meeting Adjourned:**

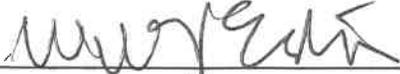
There was no further business on the agenda, therefore the meeting was adjourned at 8:52 PM.

Minutes Recorded By:



**William J English, General Manager & Secretary**

**Minutes Approved this 30<sup>th</sup> day of November 2023.**



**William J. English, General Manager & Secretary**