

**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 **Grey Forest Water System** ("GFWS") meeting of the Grey Forest Utilities ("GFU") Board of Trustees of the City of Grey Forest, Texas, to be held at the **GFU Offices at 14570 Bandera Rd, Helotes, Texas on Wednesday the 24th of January 2024, at 6:30 PM**, at which time the following items of business will be considered:

- I. **Roll Call**
- II. **Public Participation:** This time is provided for citizens to address the Board of Trustees on issues and concerns, including any item on this Agenda. No action can or will be taken on the issues raised under this portion of the meeting. Please state your name and address for the record and limit your remarks to a period of not more than 3 minutes.

- III. **Regular Session Agenda Items:**
 1. **Review and Approve Minutes:** Review and Approve the minutes of the meetings held July 26th 2023 and November 30th 2023.
 2. **Review GFWS Financial Results:** Review GFWS financial results for November and December 2023 (Kirk Mask)
 3. **Operations Report:** Water Operations reports- (Erik Remmert)
 4. **Water Rate Progress Report** (Jeff English)
 5. **Current Well Levels:** Review the well level reports---(Erik Remmert)

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 **January 20, 2024, at 4 PM**.

William J. English

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

Please Note:

The Board of Trustees reserves the right to adjourn into Executive Session at any time during the course of this meeting for consultation concerning attorney-client matters (Section 551.071); for deliberations and other authorized action on real estate (Section 551.072); on prospective gifts or donations (Section 551.073); on personnel matters (Section 551.074); on security personnel or devices (Section 551.076); on economic development negotiations (Section 551.087); to deliberate, vote, or take final action on competitive matters (Section 551.086); to deliberate regarding security audits and devices (Section 551.089); or to deliberate regarding Texas Government Codes Section 418.183 about confidential information under the Texas Homeland Security Act, and for other matters as may be permissible and authorized by the Texas Government Code.

**GREY FOREST WATER SYSTEM
BOARD OF TRUSTEES
Minutes of Regular Meeting
30 November 2023**

Present:

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

Staff:

Jeff English, General Manager
Erik Remmert, COO
Kirk Mask, WCM, LLC

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

Agenda Item 1: Review GFWS Results for July, August and September 2023

The financial results from the months of July, August and September 2023 were reviewed by Kirk Mask. The results were accepted subject to audit by the Trustees.

Agenda Item 2: Water Operations Report

Erik Remmert provided an overview of current water operations and noted that from an operations standpoint the water system was operating in excellent condition.

Agenda Items 3: Adopt the 2023-2024 GFWS budget

Erik Remmert and Kirk Mask provided a review of the proposed budget in the context of the water system 5 year plan. After discussion Trustee Briones made a motion to adopt the budget for 2023-2024. The motion was seconded by Trustee Lineberger with all in favor.

Agenda Item 4: Water Rate Discussion and Progress Report

Chairman Reinhard and Mr. English provided an in-depth overview of future water system infrastructure needs and current maintenance requirements. Additionally, the Trustees were provided billing information indicating that current water rates are not sufficient to meet the needs of the water system from a revenue standpoint as outlined in the current five-year plan.

To provide a recommendation from the Trustees for needed rate adjustments to the City Council the rates and future proposed rates will be reviewed independently by a water rate specialist for guidance. Mr. English indicated that a proposal was forthcoming and that a independent rate review would be completed as soon as possible (given the holidays) and a report would be made on that progress at the next board meeting.

Continued on Page 2

Page 2
GFWS Meeting held November 30, 2023

Agenda Item 5: Review the Well Level Reports

Mr. English provided a report on the current well levels and noted that the water system is still in Stage One given significant lack of rainfall through the course of the year.

Meeting Adjournment

There being no further business to come before the Board of Trustees the meeting was adjourned at 8 PM.

Minutes recorded by: WJ English
William J. English, General Manager

Minutes Approved/Amended this 24 Day of January, 2024
WJ English, William English, General Manager

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

Gas

Notice is hereby given of a regular meeting of the Grey Forest Utilities (“GFU”) Board of Trustees of the City of Grey Forest, Texas, to be held at the **GFU Offices in the Board Room at 14570 Bandera Rd in Helotes, Texas on Wednesday, January 24, 2024, at 6:30 PM** at which time the following items of business will be considered:

I. Call to Order

- II. Presentations by Visitors and Guest:** This time is provided for citizens to address the Board of Trustees on issues and concerns, including any item on this Agenda. No action can or will be taken on the issues raised under this portion of the meeting. Please state your name and address for the record and limit your remarks to a period of not more than 3 minutes.

III. Regular Meeting:

- 1) **Review and approve Minutes:**
Review and approve the minutes of the November 30, 2023, meeting.
- 2) **Selection of Officers-Board of Trustees:**
Selection of Officers for the Board of Trustees including Chairman, Vice Chairman and Secretary/Treasurer. (The current Chairman is Ron Reinhard; the Vice Chairman is Arnold Briones, and the Secretary/Treasurer is Jeff English.)
- 3) **Selection of GFU Attorney and GFU Auditor for 2024.** Select the GFU Attorney and Auditor for 2024. (The current GFU Attorney is Dan Lanfear, and the current Auditor is Garza and Gonzalez and Associates.)
- 4) **Review and discuss GFU financial performance:** Review and discuss the financial performance of the utility for the months of November 2023 and December 2023 including preliminary Year-to-Date final financial results. (Kirk Mask).
- 5) **Review and Approve the GFU 2024 Annual Budget:** Discuss and act on the 2024 GFU Annual Budget. (Erik Remmert and Kirk Mask)
- 6) **Operations Report:** Report on and discuss monthly operations for December 2023 and current operations. (Erik Remmert and Jeff English)

IV. Executive Session:

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

V. Return to Regular Meeting

1. To act, if necessary, on matters concerning the General Managers Contract. (Tex. Gov't Code Ann. § 551.102)

Meeting Adjournment

William J. English

W. J. English, General Manager

Please Note:

The Board of Trustees reserve the right to adjourn into Executive Session at any time during the course of this meeting for consultation concerning attorney-client matters (Section 551.071); for deliberations and other authorized action on real estate (Section 551.072); on prospective gifts or donations (Section 551.073); on personnel matters (Section 551.074); on security personnel or devices (Section 551.076); on economic development negotiations (Section 551.087); to deliberate, vote, or take final action on competitive matters (Section 551.086); to deliberate regarding security audits and devices (Section 551.089); or to deliberate regarding Texas Government Codes Section 418.183 about confidential information under the Texas Homeland Security Act, and for other matters as may be permissible and authorized by the Texas Government Code.

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, 2024, at 4 PM.

William J English

Secretary

GFU Board of Trustees

**GREY FOREST UTILITIES
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING-GAS
November 30, 2023**

Present:

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

Staff:

Jeff English, General Manager
Erik Remmert, COO
Kirk Mask, Financial Consultant

Call to Order

Chairman Reinhard called the November 30, 2023, meeting to order following the GF Water Meeting at 8 PM at the GFU Headquarters building.

Agenda Item 1- Approve Minutes of the July 26, 2023 Meeting

Trustee Briones made a motion to approve the minutes of the July 26, 2023, meeting. Trustee/Mayor Waldrop seconded the motion with all in favor.

Agenda Item 2-Discuss GFU Financial Performance for the months of July through October 2023.

Mr. Kirk Mask presented the financials statements and reports for the months of July through October 2023. After a lengthy review Trustees accepted the financial reports subject to audit.

Agenda Item 3-Discuss the Current Board Reserve Level and Use of the Board Reserve

Mr. Mask gave the board a short history of the formation of the Board Reserve account and how it is funded monthly for emergency needs of the utility. The current reserve as of the end of October 2023 was \$1,735,935. Mr. English noted that from time-to-time current TxDot requirements for line relocations have hampered cash flow requirements of the utility and that we are currently awaiting reimbursement from TxDot of over \$1.5 million in line relocation expenses that we have been waiting on for several months.

Over the next several years there are TxDot and County highway expansion projects that will require additional relocations of our lines at our expense which may also hamper our cashflow from time to time. In the year 2024 there are projects that may require expenditures of approximately \$2.4 million which is normally handled from cash flow and depending on when they occur might require short term assistance. Mr. English noted that the Board Reserve was established for just such emergency needs. As of now it has never been used. Mr. Mask noted it is extremely difficult to fund those projects in months where gas sales are small due to warm weather. (Continued on Page 2)

(Continued from Page 1)

One solution on how to handle the issue is to allow the utility to have some access to assistance from the Board using the board reserve account. After much discussion a motion was made by Trustee Briones that in a circumstance of need the Board Chairman, after consultation with Mr. Mask and the CEO, may approve a short-term expenditure of up to 10% of the Board Reserve for the use of meeting short term cash flow needs that can't be met in in other way. The Chairman must immediately inform the rest of the Board Members that such action is taken. The reserve should be reimbursed in this event as soon as possible and such reimbursement will be reported to the Trustees when completed. The motion was seconded by Trustee/Mayor Waldrop with all in favor.

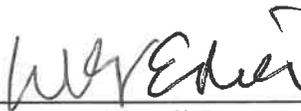
Agenda Item 4: Operations Report

Mr. Remmert provided a operations report for the months of September through November 2023.

Meeting Adjourned:

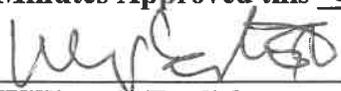
There was no further business on the agenda, therefore the meeting was adjourned at 9:15 PM.

Minutes Recorded By:



William J English
General Manager & Secretary Treasurer

Minutes Approved this 24 day of January 2024.



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 at 14570 Bandera Rd, Helotes, Texas on Wednesday the 27th of March 2024, at 6:30 PM**, at which time the following items of business will be considered:

I. Roll Call

- II. Public Participation:** This time is provided for visitors and customers to address the Board of Trustees on issues and concerns, including any item on this Agenda. No action can or will be taken on the issues raised under this portion of the meeting. Please state your name and address for the record and limit your remarks to a period of not more than 3 minutes.

III. Regular Session Agenda Items:

1. **Review and Approve Minutes:** Review and Approve the minutes of the meeting held 24 January 2024.
2. **Review GFWS Financial Results:** Review GFWS financial results for January and February 2024 (Kirk Mask)
3. **Operations Report:** Water Operations reports- (Erik Remmert)
4. **Water Rate Discussion:**
Grant Rabon, water consultant, will be on hand to provide information and make recommendations regarding water rates for the water system.
5. **Current Well Levels:** Review the well level reports---(Erik Remmert)

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 **March 24, 2024, at 2 PM.**

William J. English

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

Please Note:

The Board of Trustees reserve the right to adjourn into Executive Session at any time during the course of this meeting for consultation concerning attorney-client matters (Section 551.071); for deliberations and other authorized action on real estate (Section 551.072); on prospective gifts or donations (Section 551.073); on personnel matters (Section 551.074); on security personnel or devices (Section 551.076); on economic development negotiations (Section 551.087); to deliberate, vote, or take final action on competitive matters (Section 551.086); to deliberate regarding security audits and devices (Section 551.089); or to deliberate

regarding Texas Government Codes Section 418.183 about confidential information under the Texas Homeland Security Act. And for any and all other matters as may be permissible and authorized by the Texas Government Code.

**GREY FOREST WATER SYSTEM
BOARD OF TRUSTEES
Minutes of Regular Meeting
24 January 2024**

Present:

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

Staff:

Jeff English, General Manager
Erik Remmert, GFU-COO
Kirk Mask, WSM, LLC
Dan Lanfear, GFU Attorney
Guest:
Geri Poss, Grey Forest City
Council Member

- I. Call to Order and Roll Call:** Vice Chairman Ron Reinhard convened the water utility meeting at 6:53 PM. Trustee Arnold Briones was absent due to being out of town on business.
- II. Public Participation**
No members of the public were in attendance.
- III. Regular Session Agenda Items**

Agenda Item 1: Review and Approve Minutes

The minutes of the meetings held July 26, 2023, and November 30 2023 were reviewed. A motion was made by Trustee Mayor Waldrop and seconded by Trustee Jeff Lineberger that the minutes be approved with all in favor. The minutes of the meeting held on November 30, 2023, were reviewed and a motion was made by Trustee/Mayor Waldrop and seconded by Trustee Pat Tiner that the minutes be approved with all in favor.

Agenda Item 2.-Financial Review

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

Agenda Items 3: Operations Report

Mr. Remmert stated that no significant operating issues were reported for the months of November and December and that the water system has been operating smoothly.

Agenda Item 3-Discussion Water Rate Progress Report

The Trustees continued the discussion of 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. Mr. English stating that provided a proposal from Grant Rabon with New Gen Strategies to be retained as a independent consultant to review the rates and make recommendations at the next Board

Agenda Item 3 continued from page 1

meeting for the Trustees to consider before making recommendations to the City Council at a date to be determined in the future. The Trustees were in agreement

Agenda Item 4: Well Levels and Tank Condition Report

Mr. Remmert 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 last year and continuing into this year.

There being no further business to come before the Board of Trustees the meeting was adjourned at 8:00 PM.

**Minutes recorded by: _____
William J. English, General Manager**

Minutes Approved/Amended this _____ Day of March 2024

_____ **William English, General Manager**

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

Notice is hereby given of a regular meeting of the Grey Forest Utilities (“GFU”) Board of Trustees of the City of Grey Forest, Texas, to be held at the **GFU Offices in the Board Room at 14570 Bandera Rd in Helotes, Texas on Wednesday, March 27, 2024, at 6:30 PM** at which time the following items of business will be considered:

I. Call to Order

II. Presentations by Visitors and Guest: This time is provided for visitors and customers to address the Board of Trustees on issues and concerns, including any item on this Agenda. No action can or will be taken on the issues raised under this portion of the meeting. Please state your name and address for the record and limit your remarks to a period of not more than 3 minutes.

III. Regular Meeting:

- 1) **Review and approve Minutes:**
Review and approve the minutes of the January 24, 2024, meeting.
- 2) **Review and discuss GFU financial performance:** Review and discuss the financial performance of the utility for the months of January 2024 and February 2024. (Kirk Mask).
- 3) **Operations Report:** Report on and discuss monthly operations for January and February and current operations. (Erik Remmert and Jeff English)
- 4) **GFU Board of Trustees Policy and Procedures:** Discuss and act on certain adjustments and updates of the GFU Board of Trustees Policy and Procedures. (Chairman Reinhard)

IV. Executive Session

To discuss personnel matters that are permissible under Texas Govt Code Ann Section 551.023.

Meeting Adjournment

William J. English

W. J. English, General Manager

Please Note:

The Board of Trustees reserve the right to adjourn into Executive Session at any time during the course of this meeting for consultation concerning attorney-client matters (Section 551.071); for deliberations and other authorized action on real estate (Section 551.072); on prospective gifts or donations (Section 551.073); on personnel matters (Section 551.074); on security personnel or devices (Section 551.076); on economic development negotiations (Section 551.087); to deliberate, vote, or take final action on competitive matters (Section 551.086); to deliberate regarding security audits and devices (Section 551.089); or to deliberate regarding Texas Government Codes Section 418.183 about confidential information under the Texas Homeland Security Act, and for any and all other matters as may be permissible and authorized by the Texas Government Code.

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 24, 2024, at 2 PM.

William J English
Secretary
GFU Board of Trustees

**GREY FOREST UTILITIES
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING-GAS
January 25, 2024**

Present:

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

Staff:

Jeff English, General Manager
Erik Remmert, GFU COO
Kirk Mask, Financial Consultant
Dan Lanfear, GFU Attorney
Visitors:
Geri Poss, Grey Forest City Council

I. Call to Order and Roll Call

Chairman Reinhard called the January 24, 2023, meeting to order at 8:15 PM following the GF Water Meeting at the GFU Headquarters building. Trustee Arnold Briones was absent due to being out of town on business.

II. Public Participation

No members of the public were in attendance.

III Regular Session Agenda Items

Agenda Item 1- Approve Minutes of the November 2023 Meeting

Mayor/Trustee Waldrop made a motion to approve the minutes of the November 30, 2023, meeting. The motion was seconded by Trustee Lineberger with all in favor.

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

Trustee Tiner made a motion that the current slate of officers of the board of trustees be approved to continue in their roll for 2024. The motion was seconded by Trustee/Mayor Waldrop with all in favor. The officers to continue in their roll are:

Chairman: Trustee Ron Reinhard

Vice-Chairman: Trustee Arnold Briones

Secretary/Treasurer: Mr. Jeff English, GFU CEO

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

Trustee Tiner made a motion to retain the current GFU attorney and the current GFU Auditing Firm as the Attorney and Auditor. The motion was seconded by Trustee Lineberger. The attorney and auditor are:

GFU Attorney: Dan Lanfear

GFU Auditor: Garza and Gonzales

**Page 2 Board of Trustees Meeting held January 24, 2024
Agenda Items Continued from page 1**

Agenda Item 4-Discuss GFU Financial Performance

Mr. Kirk Mask presented the November 2023 and December 2023 financial statements with projected year end results for 2023. The financial statements were accepted subject to audit.

Agenda Item 5-Review and Approve the GFU Budget for 2024

Trustees reviewed and discussed the 2024 GFU Budget. A motion was made to approve the budget by Trustee Lineberger which was seconded by Trustee Tiner with Trustee/Mayor Waldrop abstaining and all other Trustees in favor.

Agenda Item 6-Operations Report

Mr. Remmert provided a brief report on GFU Operations for December 2023 and January 2024.

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

It was noted that Mr. English's contract with GFU had been renewed under the renewal provisions of the agreement. Trustees agreed that no further action on this matter was needed.

Executive Session Adjournment:

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

Return to Regular Meeting:

Meeting Adjourned:

There was no further business on the regular agenda, therefore, the meeting was adjourned at 9:42 PM.

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

Minutes approved this _____ day of March 2024.

William J. English, General Manager