

## **Minutes of Meeting – Regular Meeting of Directors**

### **Parker Water Supply Corporation**

**November 18, 2021**

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On the 18th day of November 2021, the Board of Directors of Parker Water Supply Corporation ("Corporation") held a Regular Meeting at the office of the Corporation at 7001 C.R. 1200; Cleburne, Texas with the following Directors present:

Harry Shaffer, President  
Brent Harris, Vice President  
Janice Linville

Stan McVey, Secretary/Treasurer  
Jack Repenning  
Sherry Reeves, General Manager

Harry Shaffer, President called the Regular meeting to order at 7:00PM. A quorum was present. No guest was in attendance.

#### **Consent Agenda**

Board Member Jack Repenning made a motion, seconded by Stan McVey to accept the minutes for the October 21, 2021 meeting and the October Treasury Report. Harry Shaffer, Brent Harris, Janice Linville, Stan McVey and Jack Repenning voted with all ayes. Motion passed.

#### **Regular Agenda**

Item 1 Dealt with upgrades to the well sites including installing VFD'S to the booster pump at plant 3, and monitoring devises for the wells with Wallace Electric. No action was taken.

Item 2 Dealt with adding Tom Morgan to the Credential's Committee for the 2022 Board of Directors Election. Motion was made by Board Member Stan McVey, second by Janice Linville to add Tom Morgan as a member of the Credentials Committee for the 2022 Board of Directors Election. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 3 Dealt with purchasing 6 auto switchover vacuum regulators from Lonestar Maintenance for \$8,319.00. Motion was made by Board Member Jack Repenning, second by Brent Harris to purchase 1 set for Well #3 at this time and see if this system will help Larry regulate chlorine. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 4 Dealt with review of the purposed 2022 Budget. Motion was made by Board Member Janice Linville, second by Jack Repenning to adopt the purposed Budget for 2022 as presented. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 5 Dealt with the hiring of Childress Engineers to assist with the electrical portion of the EPP for TCEQ. Motion was made by Board Member Stan McVey, second by Janice Linville to hire Childress Engineers to assist with the electrical portion of the EPP plan for TCEQ for no more than \$5,500. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 6 Dealt with adding the start date for Board of Directors to be compensated for attending Board meetings. Board Member McVey, said it was a privilege to serve and since PWSC is a non-profit he would like to see the motion rescinded. Motion was made by Jack Repenning, seconded by Brent Harris to start compensation to Board Members when the revised ByLaws have been adopted. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 7 Dealt with the annual Christmas celebration for Board of Directors and employees. Motion was made by Brent Harris, seconded by Jack Repenning to compensate full time employees with \$200.00 and parttime employees with \$100.00 for Christmas. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 8 Dealt with accepting the engagement letter from Gilliam Wharram for the 2021 audit. Motion was made by Stan McVey, seconded by Brent Harris to accept the engagement letter from Gilliam Wharram CPA Firm to conduct the audit for PWSC for 2021. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 9 Dealt with updates/revisions to the ByLaws for Parker WSC. Discussion only at this time. No action was taken.

Item 10 Dealt with the General Managers Report for October 2021. In October credit card customers in house and PWSC paid \$260.19 in fees for \$7,372.16. online customer received was \$32,222.37. CareFlite customers for October was \$447.00. The Directors report shows 7.75% loss in the month of October. I contacted Moore's Plumbing Supply in Cleburne and they sent me the credit application and we now have an account set up with Moore's Plumbing. I did another bid for the side covers where the lawnmower is kept. Benchmark gave us a bid of \$4,722.41. The laptop was used for the digital meter readings this month. We still had several that did not read and had to be manually read. They have decided that the batteries in the registers are probably not working and those just need to be checked with the laptop. Also, Cory said if the customer does not use at least 30 gallons to activate the meter, the guys can manually activate them when they put them in the ground and that he had showed them how. The ones they have checked and changed out the register, have worked fine. I did contact Cory with Master Meters and he is going to pick up the 100 registers we are purchasing from Wylie NE and the ones we are getting from East Fork. We are still waiting on the adapters & charger for the laptop from HydroPro. They too are having trouble getting any. But once they get them, they will send them. Lonestar Maintenance said the reason the quote shows 6 Auto Switchover Vacuum Regulators is this is for 3 wells as we have one at Well 4, but you need 2 at each site. The quotes have come in for the hydro tanks Water Tank Inspections, LLC is \$800 (we do have to drain the tanks) and US Underwater sent a quote for \$760.00. US Underwater is the company we have used the last couple years for tank inspections. So, I have contacted US Underwater to get the pressure tank inspections scheduled and it will be February or March. I asked them to set these up at the same time as our annual inspection. I contacted Childress Engineers to see what the cost of Hydraulic Analysis rates are and



they sent me a price guide. WE currently pay \$100 for 1 meter and Childress \$200 for 1 meter, 2-20 is additional \$15 per meter, 21-42 is additional \$10 per meter. Example: 42 meters would be  $\$200 + (19 \text{ meters}) \$285 + (22 \text{ meters}) \$220 = \$705.00$ . I spoke with Robert Childress and shared the full EPP application with him regarding what we are needing electrically and as per one of the agenda items they will be glad to assist at a cost probably less than \$5,500. We have been meeting on Monday mornings to see what each employee has lined up for the week. Our first meeting did not go well. Brad was very defensive with me and said he would not work 8-5. I asked him what would it take to make him happy and he said to work 7-3. I informed him I would let the Board know he refused to work 8-5 as they had voted and would bring it back to the Board. James Smith with TRWA came by the office and spent most of the afternoon. For those that do not know James, he is the representative for our area to help with questions like TCEQ, PUC, Licensing, Rates, etc. He was assisting me with the SB3T (Critical Load Grid for EPP) which is due by November 1 to the PUC. We tried to contact our provider United Cooperative to get their template, only to find out the next day, when I got a returned email, United does not have a template and only use an email. So, once I received this letter from United Cooperative, I sent it to PUC. So, we should be good. I confirmed that with James so he knows we are compliant. Mr. Smith was here during the day of cut offs and I got a call around 3:30 asking if they paid would they get the water back on if they paid online? I said for sure. I called Brad and told him that the customer would be paying on line and needed to be cut back on. Brad of course was gone for the day, and said he would get to it later. I then had another call and followed the same procedure. James asked why would he not get them turned back on until later. I explained that the operator wants to work 7-3 as he installs meters for PWSC after hours for separate pay. He said that's not a good idea. He suggests that all employees work 8-5. PWSC is using the rate paying customers money to pay him for what he should be doing on Cooperative time. We started talking about credit card customers as I had one that called and I said "you know you can set it up online to pay automatically and avoid the late fees if you do it before the 10<sup>th</sup>, even with the fee it is better than the late fee". I told him that we have it set up for the customer to not get the fee if they bring their CC here and we swipe it but if they do the online web site or the toll-free number, they pay the fee. He said, yes, we cannot charge the customer that brings their card here for us to swipe it, however, it is not right that those few customers that are not paying the fee which means we using other members money to pay the fee for those customers. I asked what he suggested and he said that you do only cash, checks or money orders here at the office and if the customer wants to pay with a credit card they must pay online or the toll-free number. He agreed that at no time do we want to take a cc over this phone line here in the office either. He then asked about how many connections we have and I told him. He said "so you have the 2 Class C groundwater operators?" I told him that we have a full time Class C, and that Brad has his D and we have just hired a PT Class B. He explained that a Class D is only good for 1 year and that there should be enough time in that he should be getting his C. We also talked about generators and SCADA or Auto dialers, master metered accounts. Stan stopped by while he was here and met him. I got all the information filed with PUCT, SOC, Emergency MGT for Johnson County & Hill County MGT. I also spoke with Rick Bailey to see about any of the grant monies the County has from the COVID Relief money to help with generators. He said he would put us on his radar since I reached out to him, he would also speak with Jamie Moore the Emergency Management Coordinator to see about having us on a list to do an Interlocal Agreement to borrow generators in the event we had a need arise. He sounded hopeful. He did call back the next day and



said he had talked to Jamie Moore and Jamie said that even in a disaster they would not have generators enough to go around either. I asked again about the COVID Relief money and he said he was going to bring that up to the Court but to be honest there is a lot of red tape that tells them what they can do and how to get it done. As you recall from the last agenda, we voted to hire Roy Davis as our Inspector and the part time Operations Specialist to check all wells on Sunday's and when needed. He has already done 35 inspections. Most have passed; however, we have had 7 that failed, only because they did not have HBVB attached to the faucets so I have sent letters giving them 30 days and they must call for a reinspection. WE have had 1 residence that has 2 RVs on the property so I have sent them a letter, and we have some that we have thought did not have a house and they apparently do. I would like to see if it would be ok to get a bid to replace the window at the drive up or if the current one can be turned so that the opening is at the bottom instead of at the side and to have a tint put on it so the sun is less invasive? The window seems to be about square and it could be that it can be turned instead of replaced. It would be much easier to get paperwork in and out as some people are scared to get to close to the building. I understand this report is for things that happened in October; however, we have had a case of "Theft of Service" at 6076 CR 302. We did call the Sheriff Department and made a report. I don't know why we did not see this house being built months ago. Motion was made by Jack Repenning, seconded by Brent Harris to accept the General Managers Report. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

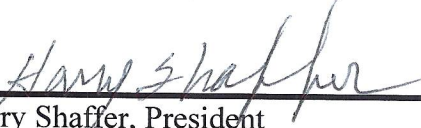
Item 11 Closed Session under provisions of Texas Government Code Section 551.074 (Personnel Matters) reconsider hours for Operations person and Texas Government Code Section 551.071 (Consultation with Attorney) decertification from PWSC CCN. Board entered into Executive Session at 8:24 pm and returned to Open Session at 9:38 pm.

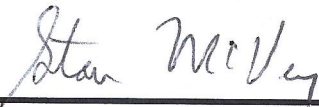
Item 12 Dealt with hours for Operations person. No action at this time.

Item 13 Dealt with decertification from CCN for Troy Bradshaw and Clay Freelen. Motion was made by Stan McVey, seconded by Brent Harris to engage Attorney Mark Hines as legal counsel for this decertification action. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 14 dealt with request to be placed on the agenda for the next Board meeting. The next Board meeting will be December 16, 2021 at 7PM. No action needed.

Item 15 There being no further business to consider, Board Member Brent Harris made a motion, seconded by Stan McVey to adjourn at 9:42 P.M. Motion passed: All Ayes.

  
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Harry Shaffer, President

  
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Stan McVey, Secretary/Treasurer