

## **Minutes of Meeting**

### **Parker Water Supply Corporation**

**April 19, 2018**

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On the 19th day of April, 2018, the Board of Directors of Parker Water Supply Corporation ("Corporation") met at the office of the Corporation at 7001 C.R. 1200; Cleburne, Texas with the following Directors present:

David R. Kercheval, President  
Don Goates, Vice President  
Harry Shaffer, Secretary/Treasurer  
Brent Harris  
Don Rice

Also present were Linda Thomas Jones, John Hennerburg, and Brad Hammond. The meeting was called to order at 7:00 p.m. by David Kercheval. A quorum was determined to exist.

#### **Consent Agenda**

After a brief discussion, Don Goates made a motion and Harry Shaffer seconded motion to accept the March 22, 2018 Minutes. Motion passed.

After discussion of the Treasurer's Report for March, 2018, motion was made to table Treasurer's Report until May meeting due to several unanswered questions in report. Motion made by Don Goates and seconded by Harry Shaffer. Motion passed.

Discussed Overtime Report for March, 2018. Motion made by Harry Shaffer to approve Overtime Report and seconded by Brent Harris. Motion passed.

#### **Regular Agenda**

Item 1- Hear, discuss and act upon recommendation by Don Rice stating that in order to minimize confusion and maximize coordination, efficiency and morale with employees, all requests for information and work assignments will be directed through one supervisor. In the absence of a General Manager, the current President will assume the supervisory role. Other Board members will offer ideas, suggestions and advice to President while adhering to this policy. President will serve as official spokesperson for Parker WSC. Motion made by Don Rice and seconded by Don Goates. Motion passed.

Item 2- Discussion regarding providing clothing designed to identify Parker WSC employees working outside of office. Motion made by Don Goates to purchase 10 safety vests with attachable ID's. Seconded by Harry Schaffer. Motion passed. Brent Harris will coordinate this project.

Item 3 - Discuss the concern from Linda Thomas Jones relating to a significant increase in her water bill at 3033 CR 1102. Motion made by Don Rice to accept a normal payment based on a three month average. Seconded by Brent Harris. Motion passed.

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Item 4 - Discussion regarding improving internet service in office at 7001 C.R. 1200. Motion to go with Digitex while leaving Windstream in place, was made by Harry Schaffer, seconded by Don Goates. Motion passed. Digitex agrees to drop all cancellation fees.

Item 5 - Discussion on Standard Operating Procedures related to Timekeeping Procedures, Leave and Approval of Overtime. In emergency situations staff may proceed without prior approval for overtime. Motion to accept made by Don Goates, seconded by Harry Schaffer. Motion passed.

Item 6 – Ratification of contract with James Lyles, dba All About Waste Water. Motion made by Brent Harris, seconded by Don Rice. Motion passed.


Item 7 - President gave his report and introduced James Lyles to the Board. James and Steve have put together an Operations Manual which will be brought to next meeting for possible adoption.


Item 8 - Closed session at 8:27 pm. Returned to open session at 8:48 pm.

Item 9 – Discussion to give Brad Hammond a \$1 per hour raise beginning May 1, 2018. Brad received his Class D License. Motion to approve made by Don Goates, seconded by Brent Harris. Motion approved.

Next meeting will be May 17, 2018.

Meeting adjourned.

  
David R. Kercheval, President

  
Harry Schaffer, Secretary/Treasurer