

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

### **Parker Water Supply Corporation**

**August 19, 2021**

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On the 19<sup>th</sup> day of August 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 (7:08)  
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.

#### **Consent Agenda**

Board Member Jack Repenning made a motion, seconded by Stan McVey to accept the minutes for the July 15, 2021 meeting with corrections and the minutes of the July 29, 2021 Called Meeting and the July 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 upsizing the 4" water line along County Road 1107A from the intersection with County Road 1107B to Hull Road. The Board talked about the Engineering Firm going out to bid, and doing the specs for the upgrade. Motion was made by Board Member Jack Repenning, second by Brent Harris to approve Engineering Firm Jacob Martin to work up a proposal for line improvement for upsizing the water line along CR 1107A from the Intersection with CR 1107B to Hull Road. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 2 Dealt with the application discussing wholesale water application with Johnson County Special Utility District. This application is the first step in having a potential to see about getting water from another wholesale source. PWSC Board talked about applying for grants in the future. It is not an obligation to purchase water from JCSUD. Motion was made by Board Member Jack Repenning, second by Brent Harris to approve completing the non-service application for JCSUD for the wholesale feasibility. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 3 Dealt with the General Manager's Report. In July we had a total of \$ 5,081.88 Credit card customers in house and PWSC paid \$ 227.27 in fees. We had online system \$ 28,410.26 customers pay online. CareFlite customers for June was 426. PWSC had a CD's at Pinnacle Bank that matured July 20, 2021 with an interest rate of 0.50% and rolled over at a rate of 0.1%. I have been checking on cost for above ground storage tanks per Brent's request. Eddie had done some checking for us regarding storage tanks. Brent had asked me to find out what the cost would be. I reached out to Eddie and he has someone that does storage tanks and the price estimate for 2-100,000 gallons tanks would



be around \$200,000 plus the concrete slab. Also, we would have to get specs done and sent to TCEQ for approval like we did with the Martin project when we upsized the pumps. Just FYI, Harry asked me to check with Mark Hines regarding the application from JCSUD. I reached out to Mark twice and have not heard back from him. I did get a reply from Eddie where he reached out to JCSUD and they said there is no obligation just because we sign the application. I forwarded the email to each of you. The laptop was not used for the digital meter readings this month. Brad said it was smoking and said it needed internet connection when he was in the truck. I asked him if he wanted me to call them while he was in the office and he said he didn't have time he would just manually read them. Larry has been helping with the meter reads. I did contact Cory with Master Meters and he came down and looked at it and verified that the accounts are loaded and should be ready for August. Brad used the laptop for the August readings. He did have an issue with something and he took the truck to Meeks as he thought it was his truck, however it was some part that was shorting out in the laptop according to the tech. Brad did use it however, he missed a couple of pages so he had to go back and get the readings for those. Also, Cory will be sending the correct gaskets for the meters we have that need replacements. Janice, Jack and myself interviewed with a Shawn Luttrell on Friday the 23<sup>rd</sup>. He works with Venus and has a Groundwater License C in water & Wastewater. We have a customer that works for Bethany Utilities and I asked him if he knew of any Class Operators that were looking for a job, and he said they are having trouble finding anyone. The ones they have talked to either didn't work out or they wanted to start out higher than they needed to start them out at. We have a customer that had asked for a feasibility a few months ago and Eddie had said that 15 meters would be too much on the line there would need to be upgrades done. Apparently, we lost communication and the Maldonado called to see if I had ever heard back and I found the email with the cost est. and it is between \$85,000 & \$100,000 for 15 lots on the property they already own. This would be for 1 acre lots. They said they will get back to me. No word from them but I will certainly put them on the agenda if it comes to that point. I sent out the TCEQ letters for cross contamination for irrigation and pools and have gotten a few calls. I am not sure that we know of all the people with a pool or irrigation. As I find them out, I am noting the files and asking for the proper paperwork or documentation. Still have a few people that have not followed up with the picture showing they have the backflow device on the faucet for the pool. Mrs. Tarver is being compliant, and wanted the Board to know that it is costing her \$1,000.00 to have a plumber come out to make sure she is still compliant. The Board had asked me to find out about Brad needing his own General Liability Insurance for installing meters after hours for pay and he does need his own policy per our Insurance Agent. Larry had needed some new hoses at the wells for the chlorinators and gave me the pricing. I ordered him 25' so when he needs to replace it, he can. It was less than \$20.00. US Underwater came on July 29<sup>th</sup> to fix the anode covers at Plant #3. Prestige came and did the Clay valves at Plant 4 as they were starting to stick. We received a letter from TML our health insurance and we will be getting \$579.09 credit this year which will allow for a \$48.26 credit each month on our billing next year. CDi has completed my computer and they have replaced the video cards in the other 2 that were damaged. We have put one back in service so the water department can use it and since we do not have a backup system, I have asked for a quote to see how much detail work would go into that using the other computer. We received the check scanner from the bank and it is very useful and easy to use. Saves a lot of time by not having to stamp the backs of all the checks and waiting in line at the bank for them to do the deposit. We still have to take the cash, however that is not as often. Misti with Gilliam Wharram is working with me to be sure the



information from RVS is recorded in QuickBooks (another words, make sure the amount in RVS showing memberships were the same in both QB & RVS, the dollar amount in RVS for membership deposits are the same in QB. In recent years the Board was noticing the numbers did not match, because there has to be Journal Entries done and no one had gone over that in detail for staff to get it done. We are working to correct these since RVS & QuickBooks do not talk to (share the information) each other. I have noticed that Brad and Larry are out flushing vales and reading the wells together. SO, if you happen to see one of the Parker trucks sitting out somewhere for an extended time, it could be that it is parked and the guys are out together in one truck. Also, as approved by the Board several months ago, we started putting fuel in the above ground storage tank so vehicles and lawnmowers could be filled here, however, an employee is still going to CEFCO and buying fuel. Would like to have all employees that drive the company vehicles or lawnmowers to use the fuel purchased in the tank so it does not sit. Also, the water loss may be high as Larry and Brad have started flushing valves. One Friday they forgot to turn one off, it just happened that a customer called the office right before 5 and I had Dwayne go cut one off that had been running all day. They had forgotten to turn it off. Dwayne was on call that weekend and the next week while Brad was on vacation. Larry's son, Jordon is helping out part time to assist with meter reading, getting the meters ready & tested to go in the ground, and mowing. He will be working when Larry is here and Brad will be his supervisor in the field. We are still on the search for a Groundwater license Operations Manager at the time of this report. Engineer Eddie Aguilar had sent an email to WSC they work regarding Senate Bill 3. I will be working on EPP (Emergency Preparedness Plan) which is due to TCEQ by March 2022 and to be implemented by July 2022. We received our letter from TCEQ granting us the ACR for 0.43 GPM. I had a customer that called as I was preparing this report and wanted to know what he needed to do to see about doing a subdivision for his 300+ acres on HWY 171 for 35 meters? I told him what paperwork we would need and the amount for the feasibility study and that we would then send the request to the engineer to see what kind of upsizing or upgrading might be needed. After typing this up, I received a call from Norma Boggs that she is planning on purchasing 95 acres and will be wanting about 15 meters for a subdivision. I told her what paperwork is needed and the feasibility will need to be done to see what the next step will be. I will be taking a day off August 27<sup>th</sup> so Macy will be here by herself. Motion made by Board Member Stan McVey, seconded by Brent Harris to accept the General Manager report. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 4 Dealt with voiding 6 account from RVS as they are past due. When customers have passed due accounts, they continue adding the minimum charge. Board Member Repenning suggested that once an account has reached the amount of the membership deposit, those accounts get voided. Motion made by Jack Repenning and seconded by Brent Harris to void these 6 accounts. Harry Shaffer, Janice Linville, Jack Repenning, Stan McVey and Brent Harris voted with all ayes. Motion passed.

Item 5 Dealt with adopting statutory bid procurement policy. The Board discussed the contract Procurement Policy regarding statutory requirements that we received from TRWA as a guide. At this time PWSC does not have any limits set in the Bylaws for the amount to go out for bid. Once we update the Bylaws, which is voted on by the Members in April. Motion was made by Board Member Brent Harris, seconded by Board Member Jack Repenning to adopt a procurement policy for anything over \$50,000, PWSC will go out to public bid. Harry Shaffer, Janice Linville, Jack Repenning, Stan McVey, and Brent Harris voted all ayes. Motion passed.



Item 6 Dealt with paying off the CoBank loan upon visit with a financial adviser. The Board discussed the fact or refinancing while interest rates are low. Even to refinance, we would still have to pay a penalty of \$130,000.00 as CoBank did bonds in order to get the lowest rate possible. CoBank and they tell the investors that the loan will not be paid off early. Board Member Harris said that since this is a Federal Loan, our area is protected due to 1926B. Motion was made by Board Member Jack Repenning, seconded by Board Member Brent Harris there will be no further action on the CoBank Loan. Harry Shaffer, Janice Linville, Jack Repenning, Stan McVey, and Brent Harris all voted ayes. Motion passed.

Item 7 Dealt with discussion with Childress Engineers for possible master plan project. The last time PWSC had a hydraulic study done was in 2017 by Jacob Martin. Motion was made by Board Member Jack Repenning, seconded by Board Member Brent Harris to have a Master Plan done from Childress Engineers. Motion was amended to say, estimate what it would cost to do a Master Plan from Childress Engineers. Harry Shaffer, Janice Linville, Jack Repenning, Stan McVey, and Brent Harris all voted ayes. Motion passed.

Item 8 Dealt with discussion about purchasing new registers for the meters we are putting in the ground. General Manager Reeves checked the pricing for new Master Meters from HydroPro and if we purchased new meters, they are \$222.03 each, if we purchase new registers for the meters, we purchased from JCSUD, they are \$164.29 each. We have an opportunity to purchase some new registers from Wylie NE Water as they had purchased some new registers, then went with AMI meters, for \$50.00 each. They have 230 registers on hand to sell. The Board suggested that Brad brings a few meters at a time by the office and see if the laptop picks them up before they are put in the ground. Motion was made by Board Member Jack Repenning, seconded by Board Member Brent Harris to give authority to the General Manager Reeves to purchase the new registers from Wylie NE Water based on the information gathered from Operations Specialist Hammond. Harry Shaffer, Janice Linville, Jack Repenning, Stan McVey, and Brent Harris voted all ayes. Motion passed.

Item 9 Dealt with monitoring devise for the wells. There were 2 estimates that were presented to the Board. Wallace Controls and Electric submitted an estimate of \$21,190 for all 4 wells. The Second estimate was from WHECO with an estimate of up to \$61,350 for all 4 wells. WHECO does have a break down where Parker WSC could do different portions and add to the packet as financially available. After much discussion, the Board tabled the item to be on the agenda September 16, 2021.

Item 10 Dealt with pricing for ground water storage tanks. The Board decided to table this agenda item until the estimate of a Master Plan is provided. Item Tabled.

Item 11 Dealt with purchasing new chlorinators for the well sites. The ones at the Well sites are not working properly according to Operations. Motion was made by Brent Harris, seconded by Stan McVey, to order one of the chlorinators for \$1,330.00. Harry Shaffer, Brent Harris, Janice Linville, Stan McVey, and Jack Repenning all voted ayes. Motion passed.

Item 12 Dealt with the updates to the Tariff. Motion was made by Brent Harris, seconded by Stan McVey to make the following changes: the wording for forms of payment stating the assessment of credit card fees changed to say "no credit card fee will be assessed at the corporation window" (Section E, pg. 18 section 8 d), Once/if the feasibility study has been approved, the developer has no more than 60 days to pay Corporation for the project (Section F, pg. 33 section c.), remove Franchise Fee Assessment (Section G, pg. 40 section 8), Drought Contingency and Emergency Water Demand Management Plan (section H, pg. 44-45), update the Non-Standard service application (Section I, pg.


60-62), update the Notice of Prohibition of multiple connections to a single tap (Section J, pg. 77), Deferred Payment Agreement (Section J, pg. 78), Notice of Disconnection & Membership Termination and Liquidation (Section J, pg. 104). The fee changes to be changed to reflect: late fees amended to \$20.00 in lieu of \$10.00; Service trip fee amended to \$25.00 from \$35.00; Turn off trip fee \$25.00; Turn on trip fee \$25.00; Turn on/off after hours \$50.00 in lieu of \$35.00.

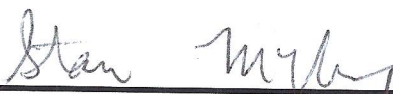
Item 13 Closed Session under provisions of Texas Government Code Section 551.074 (Personnel Matters). Board entered into Executive Session at 9:20 pm and returned to regular Session at 9:43 pm.

Item 14 Dealt with recommendation of resulting from Executive Session regarding hiring a full time Operator. Motion made by Brent Harris and second by Jack Repenning to hire Larry Brinkley as a full time Operator Manager at \$22.00 per hour. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey, and Janice Linville voted ayes. Motion passed.

Item 15 dealt with request to be placed on the agenda for the next Board meeting. The next Board meeting will be September 16, 2021 at 7PM. No action needed.

Item 16 There being no further business to consider, Board Member Jack Repenning made a motion, seconded by Janice Linville to adjourn at 10:23 P.M. Motion passed: All Ayes.

  
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Harry Shaffer, President

  
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Stan McVey, Secretary/ Treasurer