

Minutes of Meeting – Called Meeting of Directors

Parker Water Supply Corporation

February 25, 2021

On the 25th day of February, 2021, the Board of Directors of Parker Water Supply Corporation ("Corporation") held a Called 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

James Lyles, General Manager
Sherry Reeves
Stan McVey

Guest present- JW & Katie Morgan

The meeting was called to order at 7:00 p.m. by Harry Shaffer, President.

Consent Agenda

Board Member Brent Harris made a motion, seconded by Stan McVey to accept the January 21, 2021 Minutes and the January Treasury Report as presented. Brent Harris, Harry Shaffer, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Regular Agenda

Item 1 Dealt with Non-Standard Service Agreement for Morgan Acres LLC. Property located on County Road 1104. Possible 30 residential meters. The Morgan's discussed the possibility of adding 28 meters in the future if they purchase the 16 acres next to the property they have already purchased. The Morgan's are still requesting 5 residential meters. Only one (1) meter would be in our CCN. President Shaffer said he would like for the Board to have a chance to review the Engineers report. General Manager Lyles explained that in our recent TCEQ audit Parker WSC is at 98% capacity. The Board asked to have time to review the Engineers report and bring it back to the Board. No action was taken.

Item 2 Dealt with the Office Manager's Report. We had 450 customers that paid CareFlite. We sent a check in the amount of \$450.00 to CareFlite for January. With credit card on line in January we took in \$20,376.18 and in Office credit cards, we took in \$3,737.84. The CD at Edward Jones that was to renew February 19, has matured. I called to see if we renew it what would the rate be and they said they did not have anything right now for \$43,731.02 and if they did it would be .011%. I am working on getting signature cards done at Pinnacle Bank. Stan & Brent, if you do not have an account at Pinnacle, I will need to get your DL & they will need your SSI#. I have been working with the auditors from Gilliam Wharram on the 2019-2020 audit and it seems to be going well. Files Valley sent a form that we can return to them and have a draft from the checking account done each month instead of writing checks. I have had some time to do some research on RVS and found that when the system was set up, there was only 1 rate code put into the system. Therefore, all customers have been charged the minimum of \$33. 00 per month even with the 1" meters. This has cost PWSC a loss of nearly \$15,000 per year. No action was taken.

Item 3 Dealt with the General Manager's Report. James Lyles gave a report. New services and connections Parker WSC made 3 new connection to the system for the month January 2021, of these connections 1 was Non- Standard service agreement accounts. 2 were Standard Service agreements accounts. Standard accounts: your normal water service connection and Nonstandard accounts: Any water service connection out of the normal scope of work. These include but not limited to Road bores, 1" service or greater and line extensions. Leaks: Parker WSC Experienced 3 leaks on the system some of which were not major and parts of the system had to be isolated in order to make repairs. Flushing Dead end water line: Parker WSC has 32 existing dead end flush valves that need to be flushed monthly to assure good quality of drinking water along with flushing when a repair has been made to evacuate all air that can become trapped in the lines along with settlement that can be introduced into broken lines. Each month approximately 3200 gallons will be flushed out of the system and annually that can amount to 38,400.00 gallons of lost water. I flushed for the month of January 2020 approximately 2000 gallons. Contract labor: Dwayne Duncan was paid a total of \$4,450.00 for the leak repair and completing service connections for Parker WSC in January 2021. Annual Storage tank inspection: The annual storage tank inspections are required by the Texas Commission on Environmental Quality and Parker WSC will expire in March of 2021. I have already submitted all paper work and a date to perform these inspections will be set in a few weeks. Line locates: Parker WSC has had many calls from 811 on doing locates for work that may be performed by trenching or excavating the ground and possibly coming into contact with our water lines. So please, if you see fence work being done or see workers in our service area on the sides of the road please call. Capacities: Parker WSC system is at 98.6 % and plans need to be put into place for future growth. We are collecting data to be given to Jacob Martin, Parkers engineers. To start a study of where Parker WSC stands as far as capacities. Water Pumped for Month of January 2021: Parker WSC for the month of December processed 2.488.540 Gallons of surface water and pumped 2.516,560 gallons of well water for a total pumpage of 5.005,100 and sold 4.747,600 gallons for a total water loss of 5.15%. In January we processed 2.573,600 gallons of surface water and pumped 2.784,700 gallons of well water for a total pumpage of 5.358,300 gallons of water to the customers for the month of January, 2021. Electronic meters: We have received the software for reading the meters and will soon be holding a training class in March. Certification renewal: Brad Hammond's Class D water certification will expire on March 1, 2021. We have sent in all necessary forms and paid in the amount of \$111.00 to have them renewed. Brad had to take a water class for extra hours of training and should be receiving his certificate soon. Work Truck: vehicle # 7909 will/might be sent into John's auto for repairs. No action was taken.

Item 4 Dealt with vacant Director seat. After discussion about appointing a member as Board of Director to the vacant seat, the Board would like to place this item on the next agenda. No action was taken.

Item 5 Dealt with General Managers recommendation to the Board of Directors to promote Sherry Reeves into the vacant Office Manager position. Motion made by Stan McVey and Brent Harris Second the motion to promote Sherry Reeves to Office Manager. Brent Harris, Harry Shaffer, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 6 Dealt with renewal of CD that matured February 19, 2021 at Edward Jones. Motion made by Brent Harris and Stan McVey Seconded the motion to have Edward Jones send Parker WSC a check for the CD and put the money into the Pinnacle Bank account. Brent Harris, Harry Shaffer, Stan McVey and Janice Linville voted with all ayes. Motion passed.

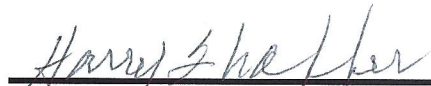
Item 7 Dealt with General Manager recommendation to hire a part time office clerk. Motion made by Janice Linville and Seconded by Brent Harris to approve recommendation of General Manager to hire a part time office clerk. Brent Harris, Harry Shaffer, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 8 Dealt with the cost of feasibility studies going to customers. This item was removed from discussion as the fee is rolled into the Installation Fee and the cost of feasibility by developers is paid by the developer. No action was taken.

Item 9 Dealt with the discussion of company vehicle. There was discussion about getting quotes to either lease or purchase a company truck. Item was Tabled for the next meeting.

Item 10 dealt with request to be placed on the agenda for the next Board meeting. No action needed.

Item 11 There being no further business to consider, Board Member Brent Harris made a motion, seconded by Stan McVey, to adjourn at 8:30 P.M. Motion passed: All Ayes.



Harry Shaffer, President



Brent Harris, Vice President