

## **Minutes of Meeting**

### **Board of Directors**

#### **Parker Water Supply Corporation**

**January 16, 2020**

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On the 16th day of January 2020, the Board of Directors of Parker Water Supply Corporation ("Corporation") met at the office of the Corporation at 7001 C.R. 1200; Cleburne, Texas.

The meeting was called to order at 7:02p.m. with a roll call taken by Board President, Harry Shaffer. A quorum was determined to exist with the following Directors present:

Harry Shaffer, Jack Repenning, and Ricky Dowdy. Don Rice came in at 7:08. Harris was absent

Also present were James Lyles, Marilyn Duncan, Sherry Reeves and Roy Borgman.

#### **Consent Agenda**

Board member Jack Repenning made a motion and Ricky Dowdy seconded motion to accept the December 19, 2019 Minutes as presented. The motion passed.

The Directors had a discussion regarding the Treasures Report and Income Statement for December 2019. After discussion the Treasures Report was not approved and Tabled until the next meeting.

The Board then heard the Office Manager Report given by Marilyn Duncan. The monthly fee paid to CareFlite in December was \$800.00, in December 417 customers paid with credit cards in the amount of \$31,388.68, and Heartland charged us \$563.35 for CC charge fees. Parker WSC received an Oil & Gas check that was deposited into the bank account for \$18.26. There was no Action required on the Office Manager report.

#### **Regular Agenda**

Item 1 dealt with updating the credit card system with Transaction Warehouse. Roy Borgman was present to give the Board information regarding the real time integration for on-line credit card payments. Also was discussed was setting up 2 terminals in the office for taking payments and having an 800 number set up for taking credit card payments on the website. The Parker Water Supply Corporation office will no longer take Credit card payments over the phone lines here at the office due to the liability factor. The real-time integration will allow customers to set up an account from PARKERWSC.COM and they will be able to see how much they owe each month. Motion was made by Board member Repenning, seconded by Rice to upgrade the credit

card system with Transaction Warehouse for 2 desktop terminals, Real time integration with RVs for \$875.00, cash drawer, the convince fee of 3% plus \$1.00 transaction fee will be passed on to the customer using the online service. Motion passed.

Item 2 dealt with reappointing the Credential Committee Members for the 2020 Board of Directors election. After discussion the Board members asked for clarification from the legal department at TRWA regarding being on the Credential Committee. Item tabled.

Item 3 dealt with Resolution setting the date and time for the Annual Meeting of Members, April 18, 2020 at 7:00p.m. After discussion the Board members asked for clarification from the legal department at TRWA regarding if the Board needs to move the date of the election. Item tabled.

Item 4 dealt with adopting a Resolution approving ballot, application forms and Election procedures. After discussion the Board members asked for clarification from the legal department at TRWA regarding the Credential Committee has not look been appointed to review the items. Item tabled.

Item 5 dealt with appointing an employee of the Corporation to review Applications for completeness before an Application to run for a position as Director is accepted. After discussion the Board members asked for clarification from the legal department at TRWA regarding the Credential Committee may review the applications. Item tabled.

Item 6 dealt with Board Member Places that are up for election. After a discussion, Board Member Repenning made a motion, seconded by Board member Rice, that Place 3, Board Member Repenning is on the ballot to complete the remainder of term that expires in 2022, Place 4, Board Member Harris is up for re-election, and Place 5 position is open as the term expires 2020. Motion passed.

Item 7 dealt with the selection of an Independent Election Auditor and Assistant Election Auditor for the election of Board of Directors April 18, 2020. After discussion the Board members asked for clarification from the legal department at TRWA regarding where should the Board find Independent Election Auditor and Assistant Election Auditor. Item tabled.

Item 8 dealt with accepting the Engagement Letter from Gilliam Wharram CPA Firm for audit purposes for the 2019 Audit. After discussion, Board Member Rice and Shaffer said they would do research to see about other audit firms in the area. Item tabled.

Item 9 dealt with setting up ACH Direct Deposit for employee payroll. Motion was made by Board Member Repenning, seconded by Board Member Rice to allow ACH to be set up for direct deposit for employee payroll. Motion passed

Item 10 dealt with recommendation to evaluate CD's that will be maturing in February. Edward Jones (Wells Fargo) and Pinnacle Bank. renewing the CD's. After discussion, Board Member Rice said he will check into the rates for renewing the CD's and get back to the Board. Item Tabled.



Item 11 dealt with information from James Lyles, General Manager. Mr. Lyles informed the Board that he has 2 bids on replacing the awning at the drive through window. Brad is cleaning the pipping and painting the pipes. There have been a few people that are being sent letters for having more than one residence on one meter connection. James read an email that was sent to Parker Water Supply from a customer saying he wanted to thank James, Marilyn and Sherry for such good customer service when he was having water issues. No action was taken.

Item 12 dealt with information update on the request for Robert Martin to provide water for 23 meters on 10 acre lots located along County Road 302 East of the intersection with State Hwy 171. The upgrade at Well #3 has begun. The project has been completed, pumps are in and set. All invoices are to be labeled for Martin Project. The total expense was \$30,337.52. No action was taken at this time.

Item 13 dealt with updating TRWA Tariff. Board Member Repenning will look over the tariff and bring changes to the Board. No action at this time.

Item 14 Board went into Closed Session under provision of Texas Government Code Section 551.074 (Personnel Matters) at 9:31 p.m.

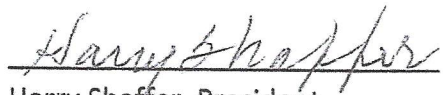
Board resumed Regular Meeting at 10:07 p.m.

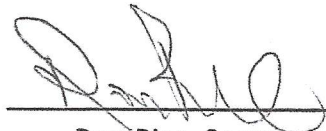
Item 15 dealt with Personnel Matters as discussed in Executive Session. Board re-discussed from another meeting that each employee was to get \$100.00 toward their HSA account and since Marilyn cannot get have money put into her account since she has Medicare because she is not on company insurance. The Board will pay Marilyn \$100.00 a month up to the \$2,500.00 limit.

Item 16 dealt with any new item that needed to be placed on the next agenda. Special meeting for Thursday, January 23, 2020 at 7:00 p.m. to cover all items tabled at the January 16, 2020 meeting. Motion made by Rice and seconded by Repenning to have a called meeting January 23, 2020. Motion passed.

Item 17 was announcement of next regularly scheduled meeting on Thursday, February 20, 2020.

Item 18 There being no further business, meeting was adjourned at 10:18 P.M. Motion made by Repenning, seconded by Dowdy to adjourn. Motion passed.

  
Harry Shaffer, President

  
Don Rice, Secretary/Treasurer