

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

### **Parker Water Supply Corporation**

**January 20, 2022**

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On the 20th day of January 2022, 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-Absent

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. Guest in attendance were Clay Freelen and David Griffin.

#### **Consent Agenda**

Board Member Jack Repenning made a motion, seconded by Stan McVey to accept the minutes for the December 16, 2021 meeting and the December Treasury Report. Harry Shaffer, Brent Harris, Stan McVey and Jack Repenning voted with all ayes. Motion passed.

#### **Regular Agenda**

Item 1 Dealt with the upsizing the water line along Hull Road along CR 1107A. General Manager spoke to the Board to let them know that the engineering firm, Jacob Martin, has started the bid package for infrastructure that was approved at the December meeting. No action was taken at this time.

Item 2 Dealt with adjustment from large leak for Larry Sanders. Customer applied for a leak adjustment and will not be allowed another adjustment for 24 months per Parker WSC policy. Motion was made by Board Member Jack Repenning, second by Board Member Stan McVey to allow a leak adjustment. Harry Shaffer, Brent Harris, Stan McVey, and Jack Repenning all voted ayes. Motion passed.

Item 3 Dealt with the General Managers Report for December 2021. In December credit card customers in house \$4,644.10 and PWSC paid \$326.81 in fees. Online customer payments were \$29213.99. CareFlite customers for November was \$405.00 The Directors report shows 7.58% loss in the month of December. The laptop was used for the digital meter readings this month. I have asked Cory to come walk through this again start to finish on importing the accounts and exporting the readings from Harmony into RVS. Cory with Master Meters came to the office the 12<sup>th</sup> and walked through with Office Staff and Jordan regarding the steps to utilize the laptop for the meter reads. The meter readers started with the manual reads in order to keep moving forward while waiting on more training. We found there are several registers that will need to be changed out which has caused some manual reading to have to be done. The sight glasses in the tanks have been ordered and received. Wallace Electric will work us in to install these. We still need a plumber to come do some work. Shred

Nation will be here January 27 to do the shredding that was approved at the last Board meeting. We had been meeting on weekday mornings to see what each employee has lined up for the day. Larry and I met and he does not want the employees to do daily worklogs. He says since there are only 3 of them and it is time consuming, he wants me to let the Board know they are not going to be doing them. Larry also said he mentioned to Brent that he thinks that he and I could be able to meet 1 time a week, possibly when he comes in to start the day and again briefly when he gets ready to leave each day to discuss what has happened during the day and what the plan is for the next day. Bills went out on the 24<sup>th</sup>. I had Larry, Jordan and Dwayne reading meters since Brad took off during the meter read time. They did a great job and kept things running smoothly. The only issues we are having is when a meter gets changed out the office does not get the information in a timely manner and then we have to spend time trying to refigure the customers' bills as the amounts are not correct. Larry has asked Brad again to get those change outs turned in the next day after the change out has occurred. The count as of December 30, 2021 for new meters installed (in RVS) for 2021 is 60 new meters (new customer). Brad is taking his class for his C classes. He asked Brent about taking the laptop home for 3 days to do the class. So, after Brent asked Harry, they said that would be fine. Brent called me and let me know that Brad would be taking the laptop home and he had asked Harry and they confirmed it was okay. Larry said Brent had told him about the conversation as well. I have been getting last year's files put up for audit and of course with the new year comes several assessments that must be done for TCEQ and the Texas Water Development Board. Also, we have a few SCI Inspections that had not passed the inspection, so I have been doing the follow up letter to the customers. Those letters went out on the 11<sup>th</sup> of January. I have the letters advising about the election ready to be mailed the week of January 17<sup>th</sup>. Also, the Board approved the Election Judge & Assist Judge, however I need to know what we will pay per hour for them to be here Saturday for the election if needed. I would recommend \$20.00 per hour. Last time we had an election we paid \$15.00. I shared with the Board last month that Macy and I have done what we can with the map upgrade. Larry and Brad have made a drawing of where the meters are that are read monthly and I have now marked up the draft map that was done in 2016, as soon as I can get with Dwayne to confirm the line sizes the map should be ready for updating. I am still searching for full time employees with licenses for field work. Mr. Davis, that was doing our Sunday well readings, has said he will not be able to anymore as he has a conflict. Larry has asked someone he knows to fill in for a couple months to help out. I have another person with a Class D Water License that is completing an application for employment. He is scheduled to take his Class C test in February. I have had several non-standard applications come in lately:

- Frazier's- off PR 142/HCR 1413 for 3 more meters (they already have 2 lots);
- 3F Brand LLC (Fanning)- has sent an application for splitting 217 + acres into 67 proposed lots (2-5 acres each) on CR 1205 before 1414;
- GBH Properties, LLC – has sent a request for developing 311 acres to divide into 54 proposed lots 1-15 acres each. This property is on Hwy 171 and is part of Gary Humphrey's property.
- Freelen- off 916 & 302 asking for 11 lots which is on the agenda for the meeting December 16, 2021.
- Grantham wants to add 1 more meter to his place on 1104C
- Rodgers wants to add another house and RV hook up to his current property.
- Brown wants to add 7 residential meters on CR 1204
- DFW Geodesy wants to add 9 meters to 97 acres on PR 415
- DFW Geodesy wants to add 18 lots to HWY 171.



This would be 171 in these new meter request/developments

I did contact James Smith and he showed me where in our Tariff it states that a meter belongs to the original parcel of land. This is in response to Clay Freelen asking us to move one of his meters to a piece of property that had been purchased by Mr. Clay Griffith. Motion was made by Board Member Jack Repenning, seconded by Board Member Stan McVey to accept the General Managers Report as submitted. Harry Shaffer, Brent Harris, Jack Repenning, and Stan McVey voted with all ayes. Motion passed.

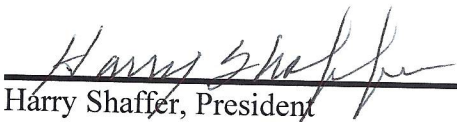
Item 4 Closed Session under provisions of Texas Government Code Section 551.074 (Personnel Matters) regarding personnel matters of General Manager vacation time and any other personnel matters. Closed Session under provisions of Texas Government Code Section 551.071 (Consultation with Attorney) regarding moving a water meter belonging to property owned by Troy Bradshaw and Clay Freelen on County Road 302 to property purchased by David and Cheri Griffin. Board went into Executive Session at 7:07 pm and returned to Open Session at 7:30 pm.

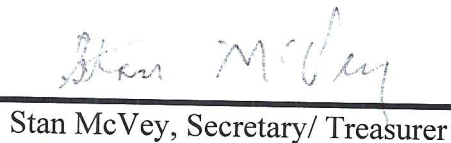
Item 5 Dealt with allowing the General Manager, Sherry Reeves to accumulate/roll over her unused vacation and sick time from 2021 to be used in 2022 due to being short staffed during 2021. Motion was made by Board Member Jack Repenning, seconded by Board Member Brent Harris to roll over unused sick leave from 2021 and to pay Sherry Reeves for 80 hours of unused vacation time from 2021. Harry Shaffer, Brent Harris, Stan McVey, and Jack Repenning all voted ayes. Motion passed.

Item 6 Dealt with moving a water meter belonging to property owned by Troy Bradshaw and Clay Freelen on County Road 302 to property owned by David & Cheri Griffin. Per an amendment from Clay Freelen asking the Board of Directors to relocate his meter on property owned by Troy Bradshaw and Clay Freelen to another location still on the original property. Board discussed that as long as the meter was placed on the property belonging to Bradshaw and Freelen, and the cost is absorbed by Clay Freelen, they would have the General Manager check with our contractor to see about a cost associated with relocating the meter. Motion was made by Board Member Jack Repenning, seconded by Board Member Brent Harris to have PWSC contractor relocate water meter 7045 CR 302 of said property. Harry Shaffer, Brent Harris, Jack Repenning, and Stan McVey voted with all ayes. Motion passed.

Item 7 dealt with request to be placed on the agenda for the next Board meeting. The next Board meeting will be February 17, 2022 at 7PM. No action needed.

Item 15 There being no further business to consider, Board Member Jack Repenning made a motion, seconded by Board Member Stan McVey to adjourn at 8:04 P.M. Motion passed: All Ayes.

  
Harry Shaffer, President

  
Stan McVey, Secretary/ Treasurer