

Minutes of Meeting – Regular Meeting of Directors

Parker Water Supply Corporation

September 16, 2021

On the 16th day of September 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
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 Brent Harris to accept the minutes for the August 19, 2021 meeting and the August 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 upgrades to the well sites including installing VFD'S to the booster pump at plant 3, and monitoring devises for the wells with Wallace Electric. Item was tabled until the October meeting due to vendor was unable to attend.

Item 2 Dealt with the Master Plan presented by Childress Engineer for possible master plan project. The Board discussed that PWSC needs a new Master Plan for the opportunity to apply for grants. The current map is five years old and therefore does not show meters that have been added. We would want to obtain the old one for here in the office for us to mark up when we have developments that would be considered. PWSC is behind on upgrading the systems and it is necessary to upgrade with the growth Parker is seeing. The Board would also like to know the cost of GIS mapping system. Motion was made by Board Member Jack Repenning, second by Stan McVey to go with option #1 Overall Water System Updated Map @ \$12,000, option #2 Create Hydraulic Model @ \$6,000, and option #3 Master Plan Report @ \$22,000. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 3 Dealt with purchasing 100 calendars for 2022. Customers' love being able to pick a calendar for the upcoming year. Motion was made by Board Member Janice Linville, second by Brent Harris to order 100 calendars for 2022. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 4 Dealt with the General Manager's Report. In August we had a total of \$5637.63 Credit card customers in house and PWSC paid \$242.59 in fees. We had 358 transactions through the online system \$27,293.39. CareFlite customers for August was 419. The laptop was used for the digital meter readings this month. I did contact Cory with Master Meters and Harry also talked to him about

coming to see which meters we have. Harry said he would call Brad to tell him that Cory would be coming. Cory came and visited with Jack, Brad, Larry, Jordan and Macy. The correct gaskets should be here by the time of this meeting. Also, the meters that did not read last month will be checked to see if they are working. Macy will be trained on Harmony in conjunction with RVS for the handheld. Macy and I have been doing research for training classes for Brad to get a Class C Groundwater license. I gave the link to Larry so he could look and see if these are in line with what Brad would need to start working on his Class C License if he is interested. Macy is also working on our back up system and also getting the computer in Larry's office all programed for him since we had the new video card put in it from the storm. I know that at the last Board meeting it was said that all employee credit cards stay in the office. Apparently, Brad called Harry and took offense to that and Harry said Brad would like to keep his with him as if he is out and needs something, he would have to stop and come back by the office to get the card, then bring it back. Harry said he thinks we should let him carry his card. Apparently, Brad is still going to Harry instead of us working things out here in the office. And Brad got his CC out of the safe and is carrying it with him. I have attached copies of 2 work orders I have placed in Brad's box to have done, when I came in the next morning, he had written on the work orders for meter change outs "These are being done in the Sequence Like All the other Meters." I would think if the GM ask you to do a work order you would do it. When Dwayne puts in new service, he is putting in the handheld meters so they are not in the sequence Brad is wanting! So I cannot understand why it is so important that Brad can only do them in sequence. Granted we can change the amount on the bill and not charge the person, however, what if the ball gets dropped like it did before when they were to be changed out and they weren't. I found documents that showed back in 2017 that some of the 1" meters were to be swapped out and they weren't. The customers want to know if they are going to notice a decrease in pressure, so how will they know until it is actually done. When they call and ask when is it going to be done? We have no answer. Janice is still waiting on hers to be swapped and Brad was asked to do that first off so we would know if customers would see a difference. I did some price checking for tires for the generator trailer and Wright Tires has some 10ply Gladiator tires, 4 for \$490.28. I told Larry, when one of them has time, they just need to go have them put on. It should only take one of them. On September 2, both Larry and Brad took Larry's truck to see about having a new fuse box put in. This could be some of the issue with the laptop not charging in Larry's truck. On September 2, we had someone call regarding property located at 2033 CR 1107B to see about doing a sub division for 50-60 lots on 400 acres. This is a 4" line which feeds the 3" line to Hull Road that we are looking at upgrading. I told him what paperwork we would need and the cost for the hydraulic study. Currently this is a voided meter for Tommy Webb in 2014. As of September 9th, I have still have not heard back from the developer. We are working on doing workorders for meter installs, line locates, rereads and anything else that needs to have one, so we can keep up with when and what is being done and by who. Of course, I hit a snag as I had made a work order for Brad to take the laptop during regular work hours and put the meters in the ground that are not along-side the road (some that have to be walked to) and Brad called Harry and needless to say this is not being done as Brad said it will mess him up on the way he is putting them in the ground. And apparently Harry agreed with him. I have checked to see the ETA on the Vacuum Regulator Model 481 Chlorine regulator is to ship around September 28, 2021. I have completed most of the Emergency Prepared Plan for TCEQ and Jacob Martin is to help with the information I was sure of. I have printed out the final draft of the 2021 Tariff that we have been

working on. Once it has the final approval of the Board, an electronic copy will be sent to the PUC. Once the final Tariff has been signed off on, we need to start any changes that are wanted to be done to the ByLaws started so we can have those ready in time for the election. I have started working on preparations for the next election coming up. We need to work on updating the SOP and the personnel policy as well. I have attached the price sheet that was voted on at the last meeting and wanted to put that in with the GM notes. I have also given you each a copy of the TRWA Conference that is coming up in October in San Antonio or November in Dallas. TRWA is having a District meeting September 28 in the Fort Worth Stockyards from 11 am – 2 pm if anyone wants to attend that. 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 5 Dealt with employee daily worklog. General Manager Reeves worked on a check off list for employees to use to show daily jobs to be turned in with timesheets. No action required.

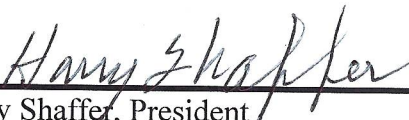
Item 6 Dealt with the final updates to the Tariff. Motion was made by Jack Repenning, seconded by Stan McVey to adopt the final revision of the 2021 Tariff to be sent to the PUC. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 7 Closed Session under provisions of Texas Government Code Section 551.074 (Personnel Matters) regarding authority of the General Manager. Board entered into Executive Session at 8:25 pm and returned to Open Session at 8:50 pm.

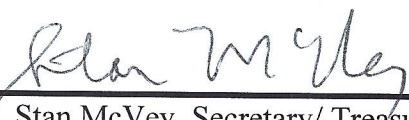
Item 8 Dealt with recommendation of resulting from Executive Session regarding authority of the General Manager. No motion was needed.

Item 9 dealt with request to be placed on the agenda for the next Board meeting. The next Board meeting will be October 21, 2021 at 7PM. Board Member Harris wants to have compensation for Board Members put on the next agenda. No action needed.

Item 10 There being no further business to consider, Board Member Brent Harris made a motion, seconded by Jack Repenning to adjourn at 8:51 P.M. Motion passed: All Ayes.



Harry Shaffer, President



Stan McVey, Secretary/ Treasurer