

Minutes of Meeting – Regular Meeting of Directors

Parker Water Supply Corporation

December 16, 2021

On the 16th day of December 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. Guest in attendance were Clay Freelen, Tom Morgan, and David Griffin.

Consent Agenda

Board Member Jack Repenning made a motion, seconded by Brent Harris to accept the minutes for the November 18, 2021 meeting and the November 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 Clay Freelen development on County Road 302 to divide the property into 11 lots. Mr. Freelen spoke to the Board regarding his request for a hydraulic study so he will know if he does move forward with the upgrade to the water line on CR 302, how many more meters would he be able to get on his development. Mr. Freelen wanted the Board to allow him to have one of the meters moved to Mr. Griffith property that had been purchased a few months ago. The Board explained that since the property already is owned by another party, the meter may not be moved. Mr. Shaffer told Mr. Freelen that the staff will check with TRWA to confirm that the meter cannot be moved. Mr. Shaffer also told the Board if Mr. Freelen wanted to pay the \$153,000.00, we could certainly start moving forward and get the bid packets out. Mr. Griffith, which is the purchaser of 11 acres from Mr. Freelen is still concerned about getting water in a timely fashion as he is needing 2 meters on the 11 acres he has purchased. If staff finds out that the meter may be moved to the property next to the property already purchased by Mr. Griffith, it will be up to Mr. Freelen to pay the cost, if the meter is moved again, it will be up to Mr. Griffith to bare the expense. No action was taken at this time.

Item 2 Dealt with upsizing the water line along Hull Road along CR 1107A. Motion was made by Board Member Jack Repenning, second by Brent Harris to have Jacob Martin put together a bid package for infrastructure on Hull Road along CR 1107A. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 3 Dealt with adopting a Resolution approving the ballots, application forms and election procedures for the Board of Directors election April 16, 2022. Motion was made by Board Member Stan McVey, second by Brent Harris to adopt the Resolution approving the Ballot, application forms and Election procedures for the April 16, 2022 Board of Directors Election. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 4 Dealt with the selection of an Independent Election Auditor and Assistant Election Auditor for the April 16, 2022 Election. Motion was made by Board Member Stan McVey, second by Brent Harris to select Brenda Marbut as Independent Election Auditor and Tammy Prather as Assistant Election Auditor for the April 16, 2022 Board of Directors Election. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 5 Dealt with the maturing of two CD's at Pinnacle Bank. Motion was made by Board Member Jack Repenning, second by Stan McVey to rollover CD # 8680 and CD #4606 at Pinnacle Bank at a rate of .10. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville and Jack Repenning all voted ayes. Motion passed.

Item 6 Dealt with hiring Shred Nation to come to shred document which are past the records retention timeline. The start-up fee is \$149.00 and \$49.00 per bin to shred all documents. Our employees will fill the bins with the documents to be shredded. Motion was made by Jack Repenning, seconded by Brent Harris to contract with Shred Nation to do PWSC records retention destruction. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 7 Dealt with entering into an agreement with Cleburne ISD Technology Department starting at \$11.00 per hour. Students may only work 15 hours per week. If we decide to keep a student after graduation, we may hire them as a part/full time employee. Motion was made by Jack Repenning, seconded by Janice Linville to enter into an agreement with Cleburne ISD Technology Department to engage with hiring Students willing to learn the water and office side of PWSC. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 8 Dealt with updates/revisions to the ByLaws for Parker WSC. Motion was made by Stan McVey, seconded by Janice Linville to adopt the revisions to the ByLaws. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 9 Dealt with the General Managers Report for November 2021. In November credit card customers in house and PWSC paid \$237.16 in fees for \$5,370.94. online customer received was \$27,176.90. CareFlite customers for November was \$405.00. The Directors report shows 15.83% loss in the month of November. The laptop was used for the digital meter readings this month. We still had several that did not read and had to be manually read. I asked Larry & Jordan to take the laptop and check the registers on the meters that again did not read last month. Lonestar Maintenance was approved by the Board to order one switchover vacuum regulators however Larry said since we now have 2 people checking on the weekend, he did not think we need to order them. Larry said the sight glasses in the tanks needed to be changed out. I contacted Wallace Electric and they confirmed they need replacing. These have the probes in them which tells the well when to cut off and on. Once they come in Wallace Electric will come replace them. We have been meeting on weekday mornings to see what each employee has lined up for the day. They bring their worklog and drop it off at the end of their shift. IT HAPPENED AGAIN: The same person connected to another tap next to another neighbor and hooked all the hoses up again. I have contacted Mark Hines and he got me in touch with the Assistant County Attorney Jim Simpson. He in turn has contacted Captain Ben Arriola at the Sheriff's Office and let him know what is going on. "Theft of Service" at 6076 CR 302. We did call

the Sheriff Department and made a report. Jordan saw it this time as I had sent him and Larry to turn on an account that had been locked for nonpayment, one of the neighbors asked them if they had caught them for stealing water? I have been working on the employee evaluations for all the employees. On December 8 I got Brad signed up for a Groundwater Production Class. I told him he could sit in the office and use the computer but I guess he is doing it at home. The count as of December 10, 2021 for new meters installed (in RVS) for 2021 is 60 new meters (new customer). We 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- 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.

This would be 135 in these 4 developments (at only 1 meter per property)

Motion was made by Stan McVey, seconded by Brent Harris to accept the General Managers Report. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

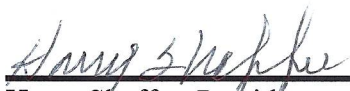
Item 10 Closed Session under provisions of Texas Government Code Section 551.074 (Personnel Matters) employee evaluations and Texas Government Code Section 551.071 (Consultation with Attorney) conflict of Interest Policy. Board entered into Executive Session at 8:28 pm and returned to Open Session at 9:21 pm.

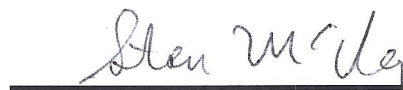
Item 11 Dealt with employee evaluations. Motion was made by Board Member Jack Repenning, seconded by Board Member Janice Linville to have Larry Brinkley Named Water Superintendent. General water employees will report to the Water Superintendent Brinkley and the Water Superintendent Brinkley will report to the General Manager office personnel will report to the General Manager. Harry Shaffer, Brent Harris, Stan McVey, Janice Linville, and Jack Repenning all voted ayes. Motion passed.

Item 12 Dealt with Conflict of Interest Policy. Motion was made by Stan McVey, seconded by Jack Repenning to adopt Conflict of Interest Policy and signature form. Harry Shaffer, Brent Harris, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 13 dealt with request to be placed on the agenda for the next Board meeting. The next Board meeting will be January 20, 2022 at 7PM. No action needed.

Item 15 There being no further business to consider, Board Member Janice Linville made a motion, seconded by Jack Repenning to adjourn at 9:23 P.M. Motion passed: All Ayes.


Harry Shaffer, President


Stan McVey, Secretary/ Treasurer