

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

### **Parker Water Supply Corporation**

**June 17, 2021**

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On the 17<sup>th</sup> day of June 2021, the Board of Directors of Parker Water Supply Corporation ("Corporation") held a Workshop and 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

Stan McVey, Secretary/Treasurer

Jack Repenning

Janice Linville

Sherry Reeves, Office Manager

The workshop was called to order at 6:00 p.m. by Harry Shaffer, President. Regular meeting began at 7:00PM. A quorum was present.

Guest in attendance Joe Powell. Mr. Powell spoke about the concern of not having enough water pressure if he downsizes his meter to a 5/8". After hearing MR. Powell, the Board assured him that we will be glad to switch out the meter and he will pay the current rate of \$36.00 plus rates and fees. If he needs to switch back to a 1" meter we will accommodate him and he will pay the current rate for the 1" meter at \$85.50 plus tax & fees.

### **Workshop**

President Shaffer and the Board of Directors discussed items on the Tariff.

### **Consent Agenda**

Board Member Jack Repenning made a motion, seconded by Janice Linville to accept the May 20, 2021 Minutes and the June 1, 2021 called Meeting Minutes and the May Treasury Report with corrections stating the Board is waiting on the ACR from TCEQ and that Item 2 the motion was to include the fact that the feasibility study was approved in February for Ryon Emerton on the May 20 minutes. Brent Harris, Janice Linville, Harry Shaffer, Stan McVey and Jack Repenning voted with all ayes. Motion passed.

### **Regular Agenda**

Item 1 Dealt with daily worklog for employees. Discussion was held regarding having employees start using the worklog daily so the Board knows who is working on what project and how long it is taking. The Board talked about how the meter reading is coming this month. There was discussion about getting a Trac phone for Brad to carry instead of using his personal phone. Office Manager Reeves advised that there is a Trac phone that was purchased, however employee Hammond does not want to carry 2 phones. Director McVey suggested that Office Manager Reeves tell outside Operators what needs to be done that day. President Shaffer said he would talk to employees Hammond and Brinkley next week regarding the use of the daily worklog. Motion was made by Board Member Jack Repenning, second by Stan McVey to approve the worklog sheet. Brent Harris, Stan McVey, Janice Linville. Jack Repenning, and Harry Shaffer all voted ayes. Motion passed.

The Board took a break at this time and came back into session at 8:30pm.

Item 2 Dealt with the Office Manager's Report. In May we had a total of \$ 4,797.10 Credit card customers in house, we had online system \$ 21,940.85 customers pay online. CareFlite customers for May was 433. PWSC has a CD at Pinnacle Bank that matured June 11, 2021 with \$62,380.65 at an interest rate of 0.20% a drop from .25%. As of maturity date of June 11, 2021 the balance is \$62,410.99. I have Larry working on some of the issues from the tank inspections. He said he will change out the Anode covers and the vent screens. When we go over the Underwater inspections of the tanks, you will see that we have some signs that were missing, I have ordered those signs and we will get them put on as soon as they come in. I checked with US Underwater to see about the signs and of course they said they have the signs and will put them up for us for \$50.00 each. (they also said that it is fine for us to get them anywhere and have our guys install them). As soon as they come in I will have Larry put those up as well. He is also checking the meters for Brad so he can get started installing them. The gaskets that we were sent are the wrong ones, so the ones that needs the gasket replaced will be done later. He has been trying to help mow and weed eat as well. I have been calling the customers with the 1" meters to see if they wish to swap out for a 5/8 meter or pay the increase. Some have opted to have their meter swapped out. I am giving the workorders to Brad as I get them. He said he would swap them out when he starts doing them. I thought he was already changing out the meters. He has changed out some meters and not given me the paperwork for me to make changes in the office. Once I did receive the change order from Brad, I noticed that about 5 of them looked like he changed them while doing the meter reads as the final read was the same as what is on the change out form. He told me that he made copies as he wants to get paid for those separately. I received the price of 1" meters from Hydropro Solution and they are \$303.11 per meter, since we know we have already 3 confirm they want to keep their 1" meters, I ordered 4 so those can be replaced. I also ordered the bushings that will be needed for the swap out of the 1" to the 5/8 meter. They were out of the one that we may need but they do have the other one and will get it sent to us in the next day or 2. We had a few little hick-ups trying to use the handheld device, but I have spent time on the phone with Master Meters, Harmony and RVS getting all the bugs worked out. Hopefully by next month it will be a little easier. Brad called Chad from JCSUD to come help him with the handheld meters. I hope to get the bills printed and in the mail on time as Brad was off sick on the 15 & 16. He had some line locates that were to be done on June 4 and the contractor called me and asked when it would be done, so I asked Brad and he said he is the only one and they just need to understand that. But he went to do it this morning. I am working on the annual CCR report that is required by TCEQ to go out by July 1. It is posted on the web site and I have to list a link on the water bills. I will also make a couple copies to have in the office if someone ask for a hard copy. If the meters are not turned in on time so the bills can be printed and sent out, we are in violation with TCEQ as those CCR are actually to be out to the customers by July 1. We will be pushing that deadline if the bills are not printed and mailed on time. The Directors Report is high this month as we lost 40,000 gallons on Plant 1 when the power went out and it had to be drained and we lost that water. United Coop had to replace a power booster or something and I believe since the well was off from no power that's why they had to drain it, but I am not sure. But I know James from JCSUD said be sure to show 40,000 gallons of water lost. My computer apparently was affected by the lightning storm that hit Plant 1. The IT person has been trying to get it operational, he had some health issues and that caused him to not be able to work on it for a while. I called him and asked him to return it with his invoice. Harry agreed and since that call we have found out we will just need to order a new computer. I have put a copy in your packets or placed a copy at your seat of the quote from CDI computers. Casey decided that he did not think Parker would be a good fit for him. So, I have made sure the notice is still posted for this position. Again, reaching out to TML, the college and word of mouth. I have given you all copies of the cost analysis from Eddie @ Jacob Martin for the Freelen project in your packets. There has been no communication with Mr. Freelen if he has made any discission to move forward with plans for water. This is FYI purposes only for now. I have also,

made copies of some TARIFF documents that need updating and those are just for information when we get to the TARIFF. (Other rates, service application). I would like to ask the Board that during the slow times of the month (right after the 10<sup>th</sup> of the month until say the 23<sup>rd</sup> or so, if we can close during lunch for now, just put a sign on the window closed and will return at 1). Th Board did not have a problem with Office Manager Reeves putting a sign on the window during the slow time of the month for lunch break. Motion made by Brent Harris and Jack Repenning Second the motion to accept the Office Manager's Report as presented. Brent Harris, Harry Shaffer, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 3 Dealt with paying off the CoBank Loan. The Board discussed getting a financial Adviser to see what we should do regarding if we should pay off the CoBank loan while the interest rates are at a low. Item 3 is tabled until the next meeting.

Item 4 Dealt with the offering employee dental and vision health insurance through TML. Office Manager Reeve shared with the Board of Directors the cost of dental for employees would be \$28.44 a month and vision \$6.79 for employee only coverage. Motion made by Jack Repenning and Brent Harris Second the motion to add dental and vision coverage to the employee's health benefits. Brent Harris, Harry Shaffer, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 5 Dealt with Service Application and Data Survey Sheet. Office Manager Reeves of a draft copy of a new Service Application for Parker WSC to combine our current Service Application and Data Survey Sheet. This will be adding a space for email address, emergency contact information. Director Harris said we should put on the water bills for customers to update their information. This new form will do away with separate pages. Motion made by Stan McVey and Janice Linville Second the motion to implement the new Service Application. Brent Harris, Harry Shaffer, Jack Repenning, Stan McVey and Janice Linville voted with all ayes. Motion passed.

Item 6 Dealt with the updates to the Tariff. Office Manager Reeves is going to start redacting the sewer sections of the Tariff. Ms. Reeves informed the Board that she had contacted the PUC regarding updating the Tariff and they said as soon as we have completed the updates, we are to let them know. The Board decided to continue at the next meeting. No action taken.

Item 7 dealt with request to be placed on the agenda for the next Board meeting. Annual meeting will be July 15, 2021 at 7PM. No action needed.

Item 8 There being no further business to consider, Board Member Brent Harris made a motion, seconded by Stan McVey to adjourn at 9:15 P.M. Motion passed: All Ayes.

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Brent Harris, Vice-President

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Stan McVey, Secretary/ Treasurer