

Possum Kingdom Water Supply Corporation

1170 Willow Road
Graford, Texas 76449

Possum Kingdom Lake
940-779-3100 TDD 800-735-2989

**Board of Directors Regular Meeting
10:00 AM Wednesday, November 15, 2023**

AGENDA

1. **Call to order, roll call and establish quorum**
 2. **Welcome and recognize visitors and guests**
 3. **Employee Introduction – Billy Martin**
 4. **Consent Schedule**
 - ✦ Approval of minutes from October regular meeting
 - ✦ Approval of Treasurer’s report and payment of bills for October
 5. **Discussion and potential approval of CCN extension in the Maverick Ranch to be presented by Byson Adams**
 6. **Discussion and potential approval of Biggs & Mathews Task Authorization**
 7. **Discussion and potential approval of Community Bank documents for wire transfers**
 8. **Discussion and potential approval of establishing a Safety Committee with information provided by Dale Bankhead**
 9. **Discussion and potential approval of Annual Meeting Procedures**
 10. **Discussion and potential approval of property, liability & D&O insurance for 2024**
 11. **Discussion and review of the Manager’s Report**
 12. **Discussion of any items of interest, including topics for future board meetings**
 13. **Establish time, date, and location of the next meeting of the board – proposed for December 20 at 10:00 A.M. at Possum Kingdom Water Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449**
- At any time during the meeting and in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the Possum Kingdom Water Supply Corporation Board of Directors may meet in executive session on any of the above agenda items or other lawful items.*
14. **Adjourn**

Possum Kingdom Water Supply Corporation

1170 Willow Road
Graford, Texas 76449

Possum Kingdom Lake
940-779-3100 TDD 800-735-2989

Board of Directors Regular Meeting 10:00 AM Wednesday, October 18, 2023

MINUTES

1. Call to order, roll call and establish quorum

The meeting was called to order at 10:00 and a quorum was established with only Randy Burdick absent.

2. Welcome and recognize visitors and guests

Monty Land and Jason Ringo were recognized as guests.

3. Employee Introduction – Shelbie Pendergraft

Shelbie Pendergraft was the employee guest this month. She gave an overview of her personal life then discussed her two-year anniversary with PKWSC. She enjoys that people work as a team and that everyone gets along very well. Training is key to the office positions.

4. Adjourn to Executive Session

At 10:15 Monty Jasper made a motion to adjourn to move into an Executive Session. This was seconded by Rosendo Ferrer and approved by all.

5. Return to Regular Session and Potential Approval of Executive Session Recommendation

At 10:30 Stacy Urban made a motion to adjourn and return to the regular session. This was seconded by Rosendo Ferrer and approved by all.

Monty Jasper made a motion to approve the recommendations from the discussion in the Executive Session. This was seconded by Rosendo Ferrer and approved by all except Stacy Fulford who abstained. Jason Ringo was recognized as the General Manager effective 11-1-2023.

6. Consent Schedule

- ◆ Approval of minutes from September regular meeting
- ◆ Approval of Treasurer's report and payment of bills for September

Dale Bankhead made a motion to approve the consent schedule. This was seconded by Rosendo Ferrer and approved by all present.

7. Discussion and Potential Approval of Purchase of Truck for Distribution

Rosendo Ferrer made a motion to table Agenda item 7 until the new general manager is in place to review requirements. It was seconded by Mike Patton and approved by all. This will be resubmitted after review.

8. Discussion and Potential Approval of Addition of Long-Term Disability Employee Benefit

Sue Cathey presented the two proposals to provide long-term disability insurance to the employee benefits package. Short-term disability pays 60% of employee wages for 13 weeks. Long-term would become effective after that expiration until employee reaches social security age or is deemed able to return to work. The estimated cost of LTD is \$3,300 at full employment.

Dale Bankhead made a motion to approve the addition of long-term disability to the employee benefit package. This was seconded by Rosendo Ferrer and approved by all.

9. Discussion and review of the Manager's Report

Attached is a copy of the Managers Report that was presented. It was recommended that the Records Retention Manual be reviewed and updated with current information.

The Capacity Report was reviewed for the new directors to understand equivalency and connected vs not-connected meters.

Justin will start a Project List for Distribution in order to prioritize pending repairs or to complete projects.

10. Discussion of any items of interest, including topics for future board meetings

Dale Bankhead asked about the CDL requirement for new trailers as well as the current one. Sue Cathey indicated that nothing had changed, and Dale and Monty Jasper said no one should drive with a trailer until an employee has obtained a CDL. Sue has since updated the board that the manufacturer of the new trailer will change the rating for the new trailers to fall under the CDL requirements. Additionally, Will Bounds has a CDL that needs to be renewed.

Dale Bankhead will provide information to the board in order to create a Safety Committee.

Rosendo Ferrer has offered to conduct a training session of 1 to 2 hours for the new directors or anyone that would like to attend. The session would provide an overview of capacity, contracts, TCEQ requirements and other areas that would be of interest to the group.

It was requested that affected members as well as directors be notified of leaks.

**11. Establish time, date, and location of the next meeting of the board –
proposed for November 15 at 10:00 A.M. at Possum Kingdom Water
Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449**

*At any time during the meeting and in compliance with the Texas Open Meetings Act,
Chapter 551 of the Texas Government Code, the Possum Kingdom Water Supply Corporation
Board of Directors may meet in executive session on any of the above agenda items or other
lawful items.*

12. Adjourn

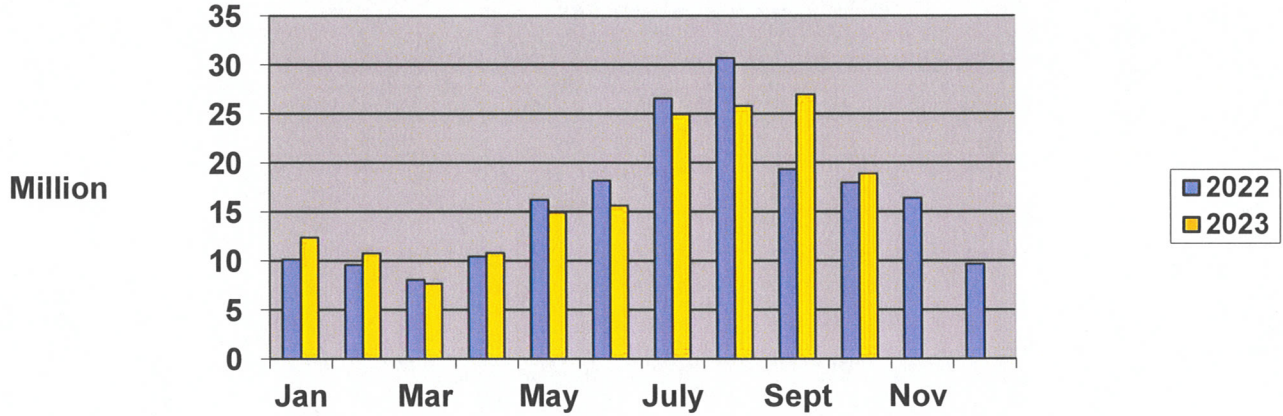
Stacy Urban made a motion to adjourn the meeting at 11:30. This was seconded
by Rosendo Ferrer and approved by all.

Mike Patton – Secretary / Treasurer

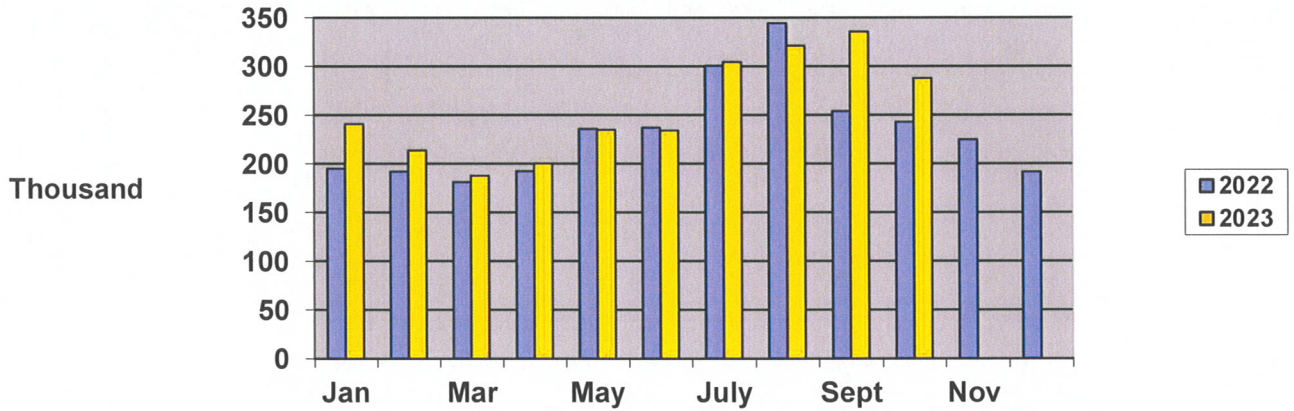
Date

Possum Kingdom Water Supply Corporation

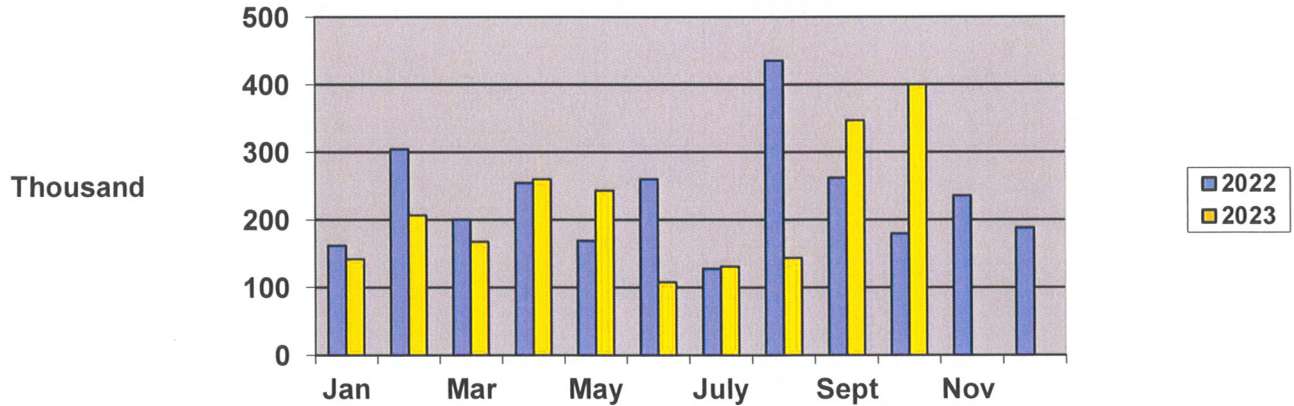
Water Sold / Gallons 2022 / 2023



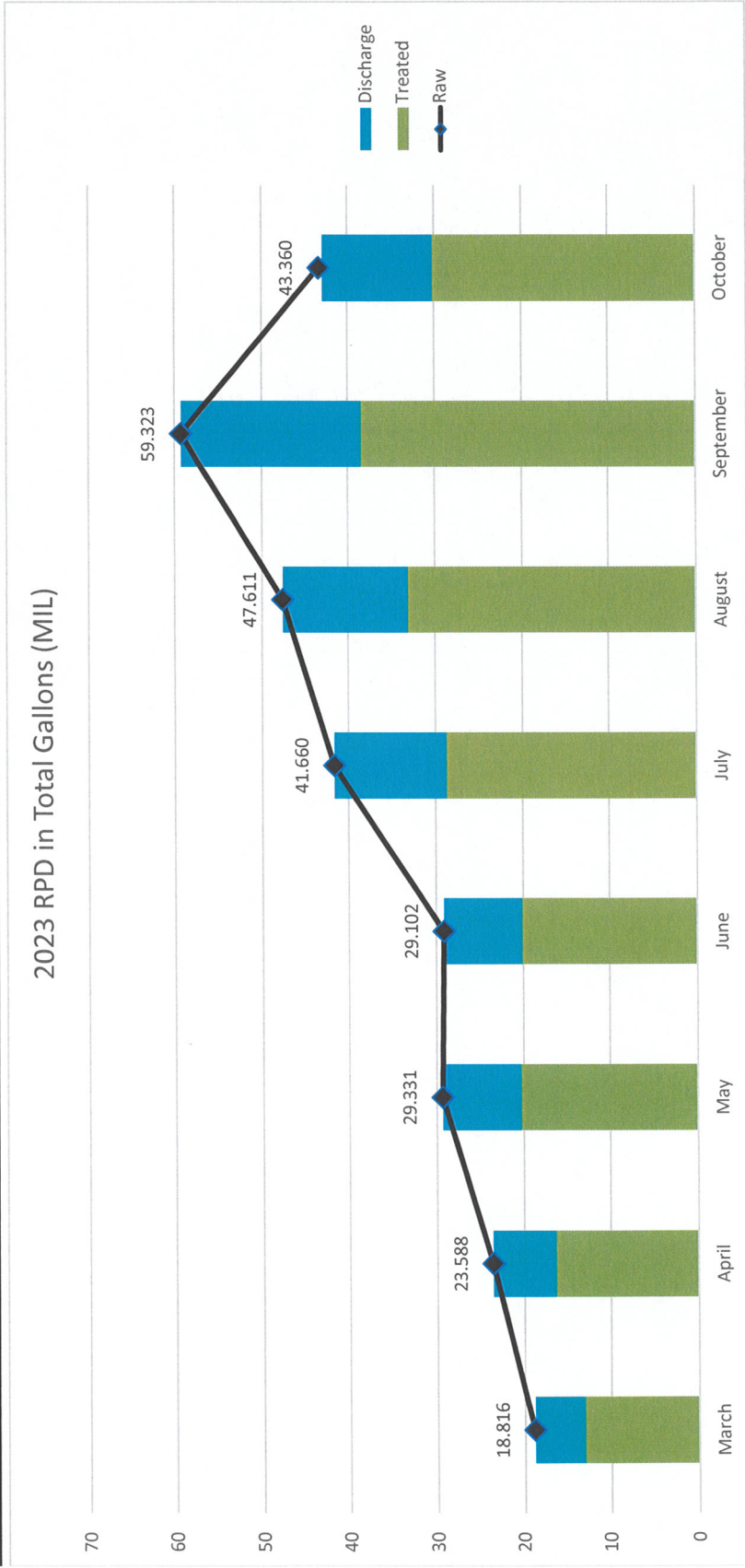
Water Sales / \$ \$ 2022 / 2023



Expenses 2022 / 2023

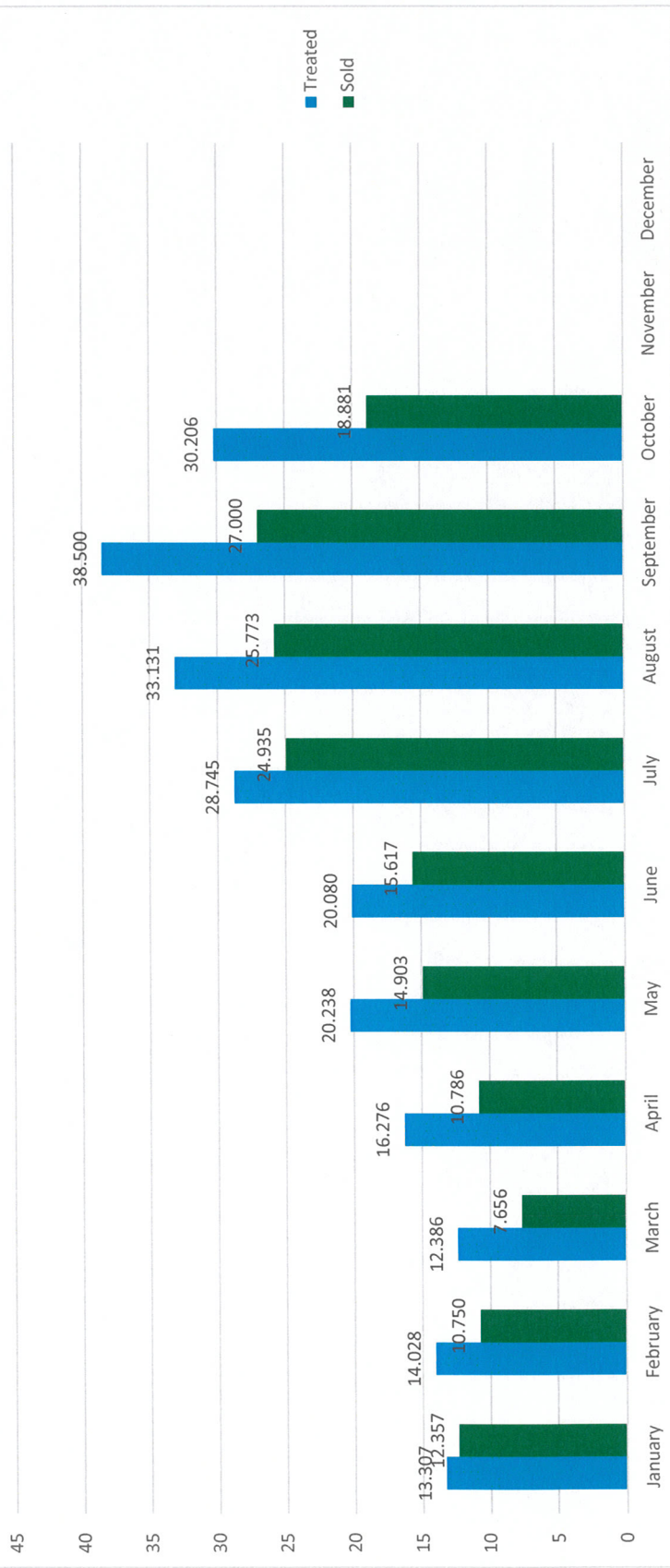


	January	February	March	April	May	June	July	August	September	October	November	December
Treated	13.307	14.028	12.983	16.276	20.238	20.080	28.745	33.131	38.462	30.206		
Discharge	6.043	6.367	5.833	7.312	9.093	9.022	12.915	14.480	20.861	12.738		
Raw	19.350	20.394	18.816	23.588	29.331	29.102	41.660	47.611	59.323	43.360	0.000	0.000



	January	February	March	April	May	June	July	August	September	October	November	December
Treated	13.307	14.028	12.386	16.276	20.238	20.080	28.745	33.131	38.500	30.206		
Sold	12.357	10.750	7.656	10.786	14.903	15.617	24.935	25.773	27.000	18.881		

2023 Produced vs Sold Gallons (MIL)



Possum Kingdom Water Supply Statement of Accounts

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
General Operating Fund												
JPM GOF 3728	\$1,304,225	\$1,308,719	\$1,265,759	\$1,454,464	\$1,276,124	\$1,282,561	\$4,630,232	\$4,650,708	\$4,418,732	\$4,438,325		
Community	\$352,306	\$195,543	\$275,787	\$61,894	\$243,152	\$179,855	\$231,653	\$430,975	\$463,138	\$798,988		
Total	\$1,656,531	\$1,504,262	\$1,541,546	\$1,516,357	\$1,519,277	\$1,462,416	\$4,861,885	\$5,081,683	\$4,881,870	\$5,237,313	\$0	\$0
Interest and Sinking Funds - Restricted												
JPM I&S 3723	\$118,179	\$172,332	\$226,816	\$227,324	\$336,307	\$337,684	\$369,499	\$371,133	\$480,228	\$264,676		
Debt Reserve Funds - Restricted												
JPM DSR 3730	\$359,502	\$360,741	\$362,152	\$362,965	\$365,111	\$366,606	\$368,174	\$369,802	\$371,385	\$373,032		
Repair / Replacement - Restricted												
JPM RR 3726	\$101,907	\$102,259	\$102,659	\$102,889	\$103,497	\$103,921	\$104,366	\$104,827	\$105,276	\$105,743		
New Technology Reserve, R/O Funds and Plant Expansion												
JPM NT 3725	\$702,240	\$756,436	\$811,244	\$813,063	\$879,790	\$933,509	\$0	\$0				
JPM Cap Rep 3729	\$367,403	\$379,142	\$391,114	\$391,991	\$409,019	\$416,958	\$0	\$0				
JPM Inf Rsv 3600	\$0	\$0	\$0	\$0	\$0	\$1,412,694	\$1,418,941	\$1,537,837	\$1,594,792			
JPM CIAC 3727	\$741,706	\$744,262	\$747,174	\$748,850	\$753,279	\$756,363	\$809,991	\$813,572	\$817,055	\$820,678		
JPM Plant Exp 3724	\$519,655	\$543,165	\$573,326	\$574,611	\$580,369	\$595,978	\$599,670	\$602,322	\$604,901	\$608,185		
Total	\$2,331,003	\$2,423,005	\$2,522,857	\$2,528,515	\$2,622,457	\$2,702,809	\$2,822,355	\$2,834,835	\$2,959,793	\$3,023,655	\$0	\$0
2023	\$4,567,123	\$4,562,598	\$4,756,029	\$4,738,050	\$4,946,649	\$4,973,436	\$8,526,278	\$8,762,280	\$8,798,552	\$9,004,419	\$0	\$0
2022	\$5,334,520	\$5,129,525	\$5,163,834	\$4,903,963	\$4,904,022	\$4,874,731	\$4,889,068	\$4,855,725	\$4,950,129	\$5,057,922	\$4,554,174	\$4,485,917
2021	\$6,658,799	\$6,550,142	\$6,720,324	\$6,531,537	\$6,525,763	\$6,840,024	\$6,944,837	\$7,038,790	\$7,450,794	\$7,246,090	\$6,425,084	\$5,369,975
2020	\$6,147,439	\$6,299,973	\$6,407,842	\$6,511,377	\$6,589,787	\$6,670,712	\$6,793,581	\$6,998,122	\$6,889,715	\$7,100,381	\$7,230,200	\$6,610,722
2019	\$4,713,001	\$4,890,726	\$4,964,950	\$5,059,079	\$5,137,707	\$5,145,899	\$6,234,030	\$6,360,091	\$6,411,320	\$6,551,407	\$6,294,537	\$6,077,816
2018	\$4,194,873	\$4,360,102	\$4,486,532	\$4,586,095	\$4,683,661	\$4,712,244	\$4,890,315	\$4,960,205	\$5,000,482	\$5,100,603	\$5,189,013	\$4,701,982
2017	\$1,976,759	\$1,903,720	\$1,811,210	\$1,826,729	\$1,693,259	\$1,611,338	\$4,337,051	\$4,354,163	\$4,457,688	\$4,611,846	\$4,668,540	\$4,124,394
2016	\$2,575,832	\$2,627,519	\$2,728,971	\$2,804,411	\$2,758,452	\$2,616,477	\$2,733,571	\$2,879,355	\$2,985,252	\$3,011,573	\$3,021,222	\$1,995,998
2015	\$2,411,204	\$2,442,811	\$2,532,932	\$2,605,514	\$2,598,515	\$2,569,344	\$2,671,121	\$2,758,489	\$2,872,480	\$3,000,348	\$3,075,297	\$2,513,961
2014	\$2,206,115	\$2,137,461	\$2,185,343	\$2,272,271	\$2,347,379	\$2,223,006	\$2,371,868	\$2,541,031	\$2,656,578	\$2,840,420	\$2,694,331	\$2,449,885

Possum Kingdom Water Supply Corporation
Check Transactions
October 2023

Type	Num	Name	Clr	Amount
Oct 23				
Check	ach	Grainger	X	-12.36
Check	ach	Grainger	X	-92.70
Check	ach	Community National Bank & Trust of Tx	X	-15.00
Check	ACH	VSP Vision Care	X	-49.78
Check	ACH	Blue Cross and Blue Shield	X	-4,598.20
Check	ACH	AfLac Worldwide Hdq.	X	-954.45
Check	ACH	Sun Life	X	-396.56
Check	ACH	NexBill Pay	X	-3,004.90
Check	ACH	KC Dumpsters, LLC	X	-148.32
Check	ACH	Pitney Bowes	X	-348.16
Check	ACH	NexBill Pay	X	-49.55
Check	ACH	NexBill Pay	X	-487.36
Check	ACH	Grainger	X	-207.05
Check	ACH	Community National Bank & Trust of Tx	X	-20.00
Check	ACH	Grainger	X	-644.02
Check	ACH	Pitney Bowes	X	-500.00
Check	16336	AirMedCare Network	X	-56.00
Check	16337	TXU Energy	X	-1,247.83
Check	16338	USA BlueBook	X	-2,134.60
Check	16339	Excel Pump & Supply Co.	X	-170.38
Check	16340	Southern Petroleum Laboratories, Inc	X	-340.00
Check	16341	Zone Industries/Precision Pump Systems	X	-44,689.00
Check	16342	AT&T Mobility	X	-321.68
Check	16343	Zook Services	X	-585.00
Check	16344	Core & Main	X	-5,200.00
Check	16345	J-Systems	X	-2,035.00
Check	16347	Core & Main	X	-5,200.00
Check	16348	AirMedCare Network	X	-56.00
Check	16348	Fang Ji Robichaux	X	0.00
Check	16349	Hilltop Securities Inc.	X	-1,500.00
Check	16350	United Cooperative Services	X	-24,246.18
Check	16351	IVR Technology Group	X	-70.12
Check	16352	Xerox Corporation	X	-124.42
Check	16353	Stephen Bruns	X	-209.00
Check	16354	Airgas	X	-204.28
Check	16355	Pure Solutions Water Treatment	X	-14,429.45
Check	16356	APSCO SUPPLY	X	-3,370.30
Check	16357	Texas Pride Trailers	X	-23,095.50
Check	16358	Hach Company	X	-166.00
Check	16359	Brightspeed	X	-61.60
Check	16360	USA BlueBook	X	-371.25
Check	16361	George Rodriguez	X	-200.57
Check	16362	Stewart Heighten	X	-42.04
Check	16363	Fang Ji Robichaux	X	-450.00
Check	16364	Pendergraft, Shelbie	X	-35.28
Check	16365	Southern Petroleum Laboratories, Inc	X	-340.00
Check	16366	Century Link Business Services	X	-354.06
Check	16367	US Post Office	X	-686.80
Check	16384	Chase	X	-6,343.95
Oct 23				

Possum Kingdom Water Supply Corporation

Profit & Loss Budget vs. Actual

11/09/23

October 2023

Accrual Basis

	Oct 23	Budget	\$ Over Bud...
Income			
4010 · Monthly Charges	313,472.83	325,000.00	-11,527.17
4011 · Administration Fee	100.00	291.67	-191.67
4013 · Dividend from Workers Comp	0.00	0.00	0.00
4015 · Mo. Water Revenue - THAPK	0.00	0.00	0.00
4016 · Annual Stand-by Fee-The Hills	2,685.00	10,416.66	-7,731.66
4020 · Equity Buy-In	2,169.00	4,166.67	-1,997.67
4021 · Impact Fee	0.00	983.34	-983.34
4030 · Installation Fee	1,520.00	2,916.67	-1,396.67
4040 · Membership Fee	298.39	966.67	-668.28
4050 · Service Investigation Fee	300.00	416.67	-116.67
4060 · Late Payment Fee	-474.19	2,083.33	-2,557.52
4070 · Reconnect Fee	0.00	291.67	-291.67
4080 · Service Trip Fee	200.00	166.67	33.33
4090 · Transfer Fee	3,150.00	1,666.67	1,483.33
4095 · Disconnection Fee	0.00	0.00	0.00
4100 · Miscellaneous Fee	51.68	333.33	-281.65
4101 · Repair Reimbursment	0.00	0.00	0.00
4130 · Customer Service Inspection Fee	75.00	416.67	-341.67
4131 · RPZA Inspections	2,200.00	833.34	1,366.66
4133 · Hourly Wage Billing	0.00	125.00	-125.00
4150 · Tower Rental	500.00		
4200 · Interest on Investments	37,167.00	833.34	36,333.66
4260 · Gains/Loss on Disposal of Asset	0.00	0.00	0.00
4270 · Donated Capital Assets	0.00	0.00	0.00
4500 · Capital Contributions	0.00	0.00	0.00
Total Income	363,414.71	351,908.37	11,506.34
Expense			
5000 · Payroll Expenses			
5010 · Salaries and Wages	21,282.13	39,925.00	-18,642.87
5020 · Overtime	2,049.89	1,250.00	799.89
5030 · Payroll Taxes	2,250.84	3,583.33	-1,332.49
5040 · Unemployment Tax	47.62	166.67	-119.05
5050 · Payroll Expenses - Other	0.00	0.00	0.00
5051 · On-Call Pay	3,360.00	3,641.67	-281.67
5052 · Overtime Holiday Pay	0.00	0.00	0.00
5053 · Personal Time Off	3,072.20	541.67	2,530.53
5054 · Vacation Hourly	0.00	1,708.33	-1,708.33
5055 · Holiday Pay	0.00	0.00	0.00
5060 · Temp Services	0.00	0.00	0.00
5061 · Liscense Stipend	0.00	2,080.00	-2,080.00
Total 5000 · Payroll Expenses	32,062.68	52,896.67	-20,833.99
5100 · Personnel Services			
5110 · Auto Allowance	0.00	41.67	-41.67
5120 · Clothing and Uniform	728.49	333.33	395.16
5130 · Deferred Compensation/Retiremen	4,300.00	4,300.00	0.00
5140 · Directors Expense	216.90	0.00	216.90
5150 · Dues and Subscriptions	0.00	541.67	-541.67
5160 · Employee Insurance Benefits	5,156.54	5,916.66	-760.12
5170 · Travel and Training	243.12	1,250.00	-1,006.88
5171 · Class & License Fees	0.00	416.67	-416.67
5180 · Workers Compensation	0.00	0.00	0.00
5100 · Personnel Services - Other	0.00	0.00	0.00
Total 5100 · Personnel Services	10,645.05	12,800.00	-2,154.95

Possum Kingdom Water Supply Corporation

Profit & Loss Budget vs. Actual

October 2023

11/02/23

Accrual Basis

	Oct 23	Budget	\$ Over Bud...
6000 · Supplies and Expendables			
6010 · Annual Meeting	0.00	0.00	0.00
6020 · Computer Software/Supplies	275.51	0.00	275.51
6030 · Food and Beverage	368.54	333.33	35.21
6040 · Fuel/Oil/Lubricants	1,088.94	1,666.67	-577.73
6050 · Hand Tools/Instr/Feild Supplies	213.73	416.67	-202.94
6060 · Lab Supplies	1,298.23	833.33	464.90
6070 · Medical/First Aid Supplies	0.00	62.50	-62.50
6080 · Newsletter/Public Relation	0.00	0.00	0.00
6090 · Office Supplies	124.42	416.67	-292.25
6100 · Postage and Mailing	686.80	1,291.65	-604.85
6110 · Water Conservation Program	0.00	0.00	0.00
6120 · Water Treatment Chemicals	16,464.45	12,083.33	4,381.12
6121 · Safety Program	403.56	0.00	403.56
6130 · Miscellaneous	46.36	166.67	-120.31
6000 · Supplies and Expendables - Other	0.00	0.00	0.00
Total 6000 · Supplies and Expendables	20,970.54	17,270.82	3,699.72
7000 · Service and Rentals			
7010 · Accounting and Audit	0.00	0.00	0.00
7020 · Electrical and Gas Power	25,494.01	29,166.67	-3,672.66
7030 · Engineering Fees	0.00	0.00	0.00
7031 · Eng. Service Investigation	0.00	0.00	0.00
7040 · Equipment Rental	848.16	0.00	848.16
7050 · Garbage Service	148.32	208.33	-60.01
7060 · Lab Services	680.00	1,083.33	-403.33
7080 · Legal Fees	0.00	1,250.00	-1,250.00
7090 · Telecommunication	757.46	1,375.00	-617.54
7110 · Miscellaneous	1,500.00	83.33	1,416.67
Total 7000 · Service and Rentals	29,427.95	33,166.66	-3,738.71
8000 · Repairs and Maintenance			
8010 · Building	1,031.01	0.00	1,031.01
8020 · Equipment	0.00	0.00	0.00
8030 · Instrumentation and Controls	0.00	0.00	0.00
8040 · Mains and Services	4,669.48	5,000.00	-330.52
8050 · Office Equipment	0.00	0.00	0.00
8060 · Pump and Motor	0.00	0.00	0.00
8070 · Tanks and Standpipes	0.00	0.00	0.00
8080 · Vehicles	0.00	1,250.00	-1,250.00
8090 · Water Treatment Plant	12,061.85	5,000.00	7,061.85
8100 · Miscellaneous	91.45	0.00	91.45
Total 8000 · Repairs and Maintenance	17,853.79	11,250.00	6,603.79
9000 · Administrative Expenses			
9010 · Bank Charges	3,576.81	3,166.65	410.16
9020 · Easement Filings	0.00	83.33	-83.33
9030 · Property & Liability Insurance	0.00	0.00	0.00
9040 · Raw Water Charges	0.00	0.00	0.00
9050 · Regulatory Agency Fees	0.00	14,000.00	-14,000.00
9060 · Miscellaneous	0.00	0.00	0.00
9090 · Bad Debt Expense	880.00	0.00	880.00
9092 · Collection Agency Fees	0.00	0.00	0.00
Total 9000 · Administrative Expenses	4,456.81	17,249.98	-12,793.17

9:58 AM

11/02/23

Accrual Basis

Possum Kingdom Water Supply Corporation

Profit & Loss Budget vs. Actual

October 2023

	<u>Oct 23</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
9500 · Debt & Capital Expense			
9510 · Bond Interest and Sinking Fund	214,400.00	53,600.00	160,800.00
9520 · Capital Outlays	69,784.50	50,000.00	19,784.50
9550 · RO Membrane Replacement	0.00	0.00	0.00
9560 · New Technology Reserve	0.00	0.00	0.00
Total 9500 · Debt & Capital Expense	<u>284,184.50</u>	<u>103,600.00</u>	<u>180,584.50</u>
Total Expense	<u>399,601.32</u>	<u>248,234.13</u>	<u>151,367.19</u>
Net Income	<u><u>-36,186.61</u></u>	<u><u>103,674.24</u></u>	<u><u>-139,860.85</u></u>

Profit & Loss Analysis

Monthly

Account October Budget Variance Variance Assessment

Income	\$363,415	\$351,908	\$11,507	Interest on investment is \$36K over budget.
Payroll Expenses	\$32,063	\$52,897	\$20,834	\$6.6k less due to two less employees being paid
Personnel Services	\$10,645	\$12,800	\$2,155	Ins. \$800 as two less employees, no travel or training \$1,000, no major expenses in other categories.
Supplies & Expendables	\$20,971	\$17,271	(\$3,700)	Water Treatment Chemicals \$4,481
Service & Rentals	\$29,428	\$33,167	\$3,739	\$3,700 less on electric bill, \$1,250 legal fees
Repairs & Maintenance	\$17,854	\$11,250	(\$6,604)	\$7K on WTP
Administrative Expenses	\$4,457	\$17,250	\$12,793	\$14K TCEQ regulatory fee budget put on wrong month.
Subtotal Expenses	\$115,418	\$144,635	\$29,217	
Debt & Capital Expense	\$214,400	\$53,600	(\$160,800)	Bond Interest and Sinking monthly transfer was not processed to the correct account in JPM This is two+ months to correct the JPM account.
Capital Outlays	\$69,785	\$50,000	(\$19,785)	Extra Pump and partial payment on new trailers
Total Expense	\$399,603	\$248,235	(\$151,368)	
Net	-\$36,188	\$103,673	(\$139,861)	
Total Sales Billed	\$274,766			
Accounts Receivable includes	\$136,537			\$87,000 Annual Stand-by fees (\$34,500 SL&L)

Possum Kingdom Water Supply Corporation
Profit & Loss Budget vs. Actual
January through October 2023

	Jan - Oct 23	Budget	\$ Over Bud...
Income			
4010 · Monthly Charges	2,548,090.28	2,816,666.66	-268,576.38
4011 · Administration Fee	2,113.24	2,916.67	-803.43
4013 · Dividend from Workers Comp	3,082.38	4,500.00	-1,417.62
4015 · Mo. Water Revenue - THAPK	0.00	0.00	0.00
4016 · Annual Stand-by Fee-The Hills	87,035.45	114,583.33	-27,547.88
4020 · Equity Buy-In	54,453.00	41,666.66	12,786.34
4021 · Impact Fee	0.00	9,833.34	-9,833.34
4030 · Installation Fee	37,280.00	29,166.67	8,113.33
4040 · Membership Fee	8,898.39	9,666.67	-768.28
4050 · Service Investigation Fee	1,350.00	4,166.67	-2,816.67
4060 · Late Payment Fee	20,641.20	20,833.33	-192.13
4070 · Reconnect Fee	1,650.00	2,916.67	-1,266.67
4080 · Service Trip Fee	1,025.00	1,666.66	-641.66
4090 · Transfer Fee	19,350.00	16,666.66	2,683.34
4095 · Disconnection Fee	0.00	0.00	0.00
4100 · Miscellaneous Fee	53,145.21	3,333.34	49,811.87
4101 · Repair Reimbursement	0.00	0.00	0.00
4130 · Customer Service Inspection Fee	3,040.00	4,166.67	-1,126.67
4131 · RPZA Inspections	14,950.00	8,333.34	6,616.66
4133 · Hourly Wage Billing	0.00	1,250.00	-1,250.00
4150 · Tower Rental	3,000.00		
4200 · Interest on Investments	234,892.62	8,333.33	226,559.29
4260 · Gains/Loss on Disposal of Asset	0.00	0.00	0.00
4270 · Donated Capital Assets	0.00	0.00	0.00
4500 · Capital Contributions	2,092,748.65	0.00	2,092,748.65
Total Income	5,186,745.42	3,100,666.67	2,086,078.75
Expense			
5000 · Payroll Expenses			
5010 · Salaries and Wages	258,032.64	363,250.00	-105,217.36
5020 · Overtime	16,014.64	12,500.00	3,514.64
5030 · Payroll Taxes	26,869.36	35,833.34	-8,963.98
5040 · Unemployment Tax	760.11	1,666.66	-906.55
5050 · Payroll Expenses - Other	2,500.00	1,500.00	1,000.00
5051 · On-Call Pay	31,785.60	36,416.67	-4,631.07
5052 · Overtime Holiday Pay	562.19	875.00	-312.81
5053 · Personal Time Off	11,057.70	5,416.67	5,641.03
5054 · Vacation Hourly	9,137.40	17,083.33	-7,945.93
5055 · Holiday Pay	4,596.40	5,200.00	-603.60
5060 · Temp Services	0.00	0.00	0.00
5061 · License Stipend	10,338.00	17,340.00	-7,002.00
5000 · Payroll Expenses - Other	-301.00		
Total 5000 · Payroll Expenses	371,353.04	497,081.67	-125,728.63
5100 · Personnel Services			
5110 · Auto Allowance	0.00	416.66	-416.66
5120 · Clothing and Uniform	3,886.27	3,333.34	552.93
5130 · Deferred Compensation/Retiremen	47,300.00	43,000.00	4,300.00
5140 · Directors Expense	372.00	1,500.00	-1,128.00
5150 · Dues and Subscriptions	730.07	5,416.68	-4,686.61
5160 · Employee Insurance Benefits	69,742.85	73,166.66	-3,423.81
5170 · Travel and Training	11,773.09	15,000.00	-3,226.91
5171 · Class & License Fees	4,094.50	4,166.66	-72.16
5180 · Workers Compensation	0.00	0.00	0.00
5100 · Personnel Services - Other	0.00	250.00	-250.00
Total 5100 · Personnel Services	137,898.78	146,250.00	-8,351.22

Possum Kingdom Water Supply Corporation
Profit & Loss Budget vs. Actual
January through October 2023

	Jan - Oct 23	Budget	\$ Over Bud...
6000 · Supplies and Expendables			
6010 · Annual Meeting	0.00	0.00	0.00
6020 · Computer Software/Supplies	4,930.66	1,750.00	3,180.66
6030 · Food and Beverage	4,525.23	3,333.34	1,191.89
6040 · Fuel/Oil/Lubricants	16,653.68	16,666.66	-12.98
6050 · Hand Tools/Instr/Feild Supplies	16,969.72	4,166.68	12,803.04
6060 · Lab Supplies	19,610.72	8,333.34	11,277.38
6070 · Medical/First Aid Supplies	28.38	625.00	-596.62
6080 · Newsletter/Public Relation	872.50	3,000.00	-2,127.50
6090 · Office Supplies	3,996.77	4,166.68	-169.91
6100 · Postage and Mailing	8,111.25	12,916.66	-4,805.41
6110 · Water Conservation Program	0.00	500.00	-500.00
6120 · Water Treatment Chemicals	143,955.13	120,833.34	23,121.79
6121 · Safety Program	1,768.38	800.00	968.38
6130 · Miscellaneous	50.68	1,666.66	-1,615.98
6000 · Supplies and Expendables - Other	0.00	0.00	0.00
Total 6000 · Supplies and Expendables	221,473.10	178,758.36	42,714.74
7000 · Service and Rentals			
7010 · Accounting and Audit	30,425.00	33,000.00	-2,575.00
7020 · Electrical and Gas Power	210,886.92	287,499.99	-76,613.07
7030 · Engineering Fees	3,420.00	15,000.00	-11,580.00
7031 · Eng. Service Investigation	575.00	3,750.00	-3,175.00
7040 · Equipment Rental	1,348.16	1,500.00	-151.84
7050 · Garbage Service	1,447.19	2,083.34	-636.15
7060 · Lab Services	11,402.74	10,833.34	569.40
7080 · Legal Fees	26,785.75	12,500.00	14,285.75
7090 · Telecommunication	9,358.77	13,750.00	-4,391.23
7110 · Miscellaneous	1,500.00	833.34	666.66
Total 7000 · Service and Rentals	297,149.53	380,750.01	-83,600.48
8000 · Repairs and Maintenance			
8010 · Building	13,296.12	9,000.00	4,296.12
8020 · Equipment	26,665.77	18,750.00	7,915.77
8030 · Instrumentation and Controls	7,532.71	7,500.00	32.71
8040 · Mains and Services	110,472.20	74,393.77	36,078.43
8050 · Office Equipment	730.44	800.00	-69.56
8060 · Pump and Motor	255.99	30,000.00	-29,744.01
8070 · Tanks and Standpipes	14,250.00	33,666.67	-19,416.67
8080 · Vehicles	4,074.47	12,500.00	-8,425.53
8090 · Water Treatment Plant	62,163.30	54,000.00	8,163.30
8100 · Miscellaneous	152.14	800.00	-647.86
Total 8000 · Repairs and Maintenance	239,593.14	241,410.44	-1,817.30
9000 · Administrative Expenses			
9010 · Bank Charges	32,079.09	31,666.66	412.43
9020 · Easement Filings	146.00	833.34	-687.34
9030 · Property & Liability Insurance	0.00	0.00	0.00
9040 · Raw Water Charges	250,954.00	250,000.00	954.00
9050 · Regulatory Agency Fees	0.00	14,000.00	-14,000.00
9060 · Miscellaneous	0.00	800.00	-800.00
9090 · Bad Debt Expense	1,980.03	1,500.00	480.03
9092 · Collection Agency Fees	0.00	1,500.00	-1,500.00
Total 9000 · Administrative Expenses	285,159.12	300,300.00	-15,140.88

Possum Kingdom Water Supply Corporation
Profit & Loss Budget vs. Actual
January through October 2023

	<u>Jan - Oct 23</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
9500 · Debt & Capital Expense			
9510 · Bond Interest and Sinking Fund	512,662.50	536,000.00	-23,337.50
9520 · Capital Outlays	69,784.50	50,000.00	19,784.50
9550 · RO Membrane Replacement	0.00	0.00	0.00
9560 · New Technology Reserve	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total 9500 · Debt & Capital Expense	582,447.00	586,000.00	-3,553.00
	<hr/>	<hr/>	<hr/>
Total Expense	2,135,073.71	2,330,550.48	-195,476.77
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Net Income	<u>3,051,671.71</u>	<u>770,116.19</u>	<u>2,281,555.52</u>

Possum Kingdom Water Supply Corporation
Balance Sheet
 As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1011 · Community National Bank & Trust	798,987.71
Total Checking/Savings	798,987.71
Other Current Assets	
1100 · JPM - General Operations	4,438,325.27
1101 · JPM - Interest & Sinking	264,675.51
1102 · JPM - Debt Service Reserve	373,031.79
1103 · JPM - Infrastructure Reserve	1,594,791.86
1106 · JPM - Repair and Replacement	105,742.63
1107 · JPM - Plant Expansion (THAPK)	608,184.64
1109 · JPM - CIAC	820,678.29
1111 · A/R Stand-by Fees - THAPK	79,605.00
1160 · Petty Cash	195.00
1180 · Accts. Receivable	54,409.53
Total Other Current Assets	8,339,639.52
Total Current Assets	9,138,627.23
Fixed Assets	
1200 · Land & Easements	104,900.00
1210 · Building and Structures	301,650.66
1215 · Vehicles	431,046.51
1220 · Office Furniture/Equipment	196,159.01
1240 · Water Distribution System	28,934,997.96
1260 · Construction Progress	
1261 · Water Treatment Plant	114,199.78
1264 · Pall R&O	2,697.20
1260 · Construction Progress - Other	3,618,622.85
Total 1260 · Construction Progress	3,735,519.83
1290 · Accum Depreciation	-15,442,955.03
Total Fixed Assets	18,261,318.94
Other Assets	
1400 · Bond Issuance Costs - RD	556,613.00
1412 · Bond Issue Cost 2021	148,506.00
1420 · Accumulated Amortization	-11,079.15
Total Other Assets	694,039.85
TOTAL ASSETS	28,093,986.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	
2010 · Donation for Vol. Fire & EMS	280.36
2012 · Accrued I&S Monthly Payment	426,657.88
2013 · Open Checks not Cashed Members	-1,779.06
2015 · New Technology	0.11
2000 · Accounts Payable - Other	109,886.11
Total 2000 · Accounts Payable	535,045.40
Total Accounts Payable	535,045.40
Other Current Liabilities	
2040 · Deferred Revenue	32,554.50
2055 · Regulatory Fees Payable (TCEQ)	13,842.39

Possum Kingdom Water Supply Corporation
Balance Sheet
 As of October 31, 2023

	Oct 31, 23
2100 · Payroll Liabilities	
2101 · Aflac (taxable)	-4,286.13
2102 · Aflac (Pre-Tax)	2,742.09
2103 · Health Insurance (taxable)	5,174.37
2100 · Payroll Liabilities - Other	6,255.57
Total 2100 · Payroll Liabilities	9,885.90
2110 · Accrued Retirement	52,860.74
2130 · Gaines Bend Payable	-0.25
2260 · Retainage Payable	14,916.00
Total Other Current Liabilities	124,059.28
Total Current Liabilities	659,104.68
Long Term Liabilities	
2320 · TWDB Note Payable 2002A	270,000.00
2322 · 2021 Refinanced Bonds	4,525,000.00
2323 · 2021 Bond Premium	78,324.00
2331 · Maverick Ranch	1,293,942.00
Total Long Term Liabilities	6,167,266.00
Total Liabilities	6,826,370.68
Equity	
3100 · Membership Equity	
3110 · Membership Contribution	794,900.00
3120 · Impact Contribution	872,895.34
3121 · Hills Above Impact Contribution	1,793,876.00
Total 3100 · Membership Equity	3,461,671.34
3130 · Restricted Capital RGB1	-0.20
3135 · Contributed Capital	8,178,586.75
3900 · Net Assets	6,575,685.74
Net Income	3,051,671.71
Total Equity	21,267,615.34
TOTAL LIABILITIES & EQUITY	28,093,986.02

Agenda Item #5

Discussion and Potential Approval of Addition to CCN

Staff Comments: Bryson Adams, GKA Land Sales, is purchasing the LLC that holds the property known as The Maverick Ranch. He has provided a proposed plan for the 318 meters held by this development. There are 160 acres with 26 lots that are north of the CCN line and they would like to request to expand the CCN to cover this property.

Recommendations: That the board review the plan provided and make a decision that is in the best interest of PKWSC.

November 3, 2023

Possum Kingdom Water Supply Corporation
1700 Willow Road
Possum Kingdom Lake
Graford, TX 76449

Re: Certificate of Convenience and Necessity (CCN 12890) Amendment

Project: Maverick

To Whom it May Concern:

The purpose of this letter is to request an Amendment of CCN 12890 to modify the boundary line to include approximately 160 acres of contiguous land of the 560-acre development known as The Maverick.

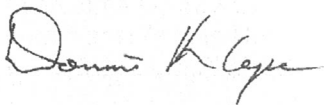
Club Vista Development II (Club Vista) has entered into an agreement with GKA Land Sales to develop approximately 320 Lots on the property currently known as The Maverick. Club Vista recently fulfilled the commitment of the Non-Standard Service Contract of 327 water taps by purchasing the remaining 318 water taps from PKWSC.

GKA is in the process of Re-Platting the Maverick to a more traditional lake-type residential community than what was originally envisioned for the project since its inception in 2008. As part of this process the lot density will be greatly reduced and spread across the entire 560 acres owned by Club Vista. The current CCN line intersects the property whereby currently only 400 acres lie within the service area. To facilitate the development, Club Vista and GKA are requesting to Amend the CCN boundary to encompass the 160 acres of land North of the CCN line. If granted this would allow a diverse offering of lots with various sizes and reduce density of developing all 320 lots within the 400 acres.

As part of the replating process, GKA will be updating the water analysis that was originally approved to reflect the extension of the water lines that have previously been installed and submitting that to PKWSC for evaluation. The development will not be expanding or increasing any supply beyond the total 327 taps and only wishes to encompass the 160 acres within its master plan. All costs to amend and update the service boundary will be borne by Club Vista and GKA. An exhibit is attached reflecting the proposed amendment.

We greatly appreciate your consideration.

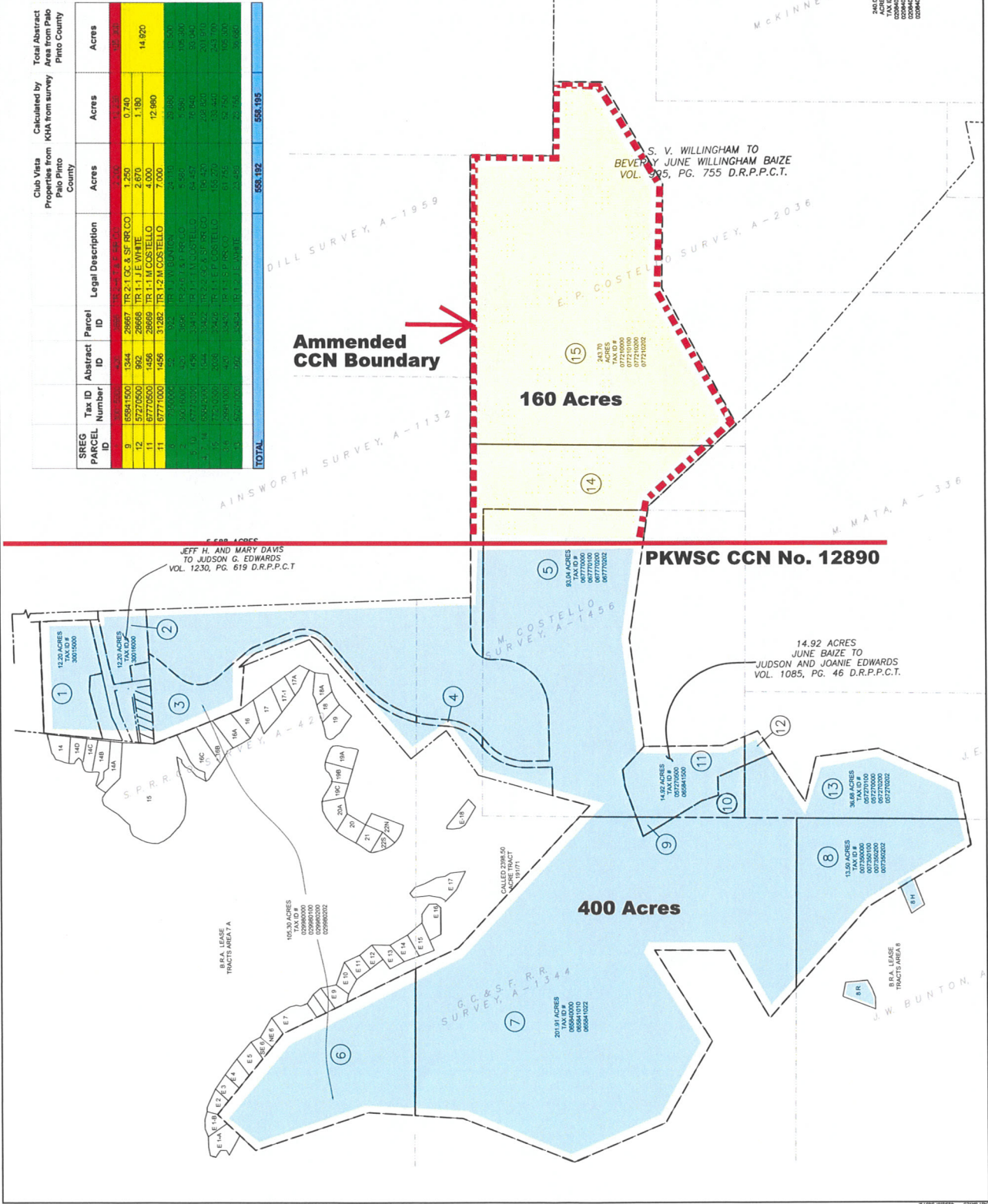
Sincerely,



Don Cape
Club Vista Development II



SREG PARCEL ID	Tax ID Number	Abstract ID	Parcel ID	Legal Description	Acres	Calculated by Kinley-Horn from survey	Acres	Total Abstract Acres
9	059415001	1344	20667	TR 2-1 CC & SF RR CO	1,250	1,250	1,250	1,250
12	572705001	892	20668	TR 1-1 J.E. WHITE	2,670	2,670	2,670	2,670
11	677705001	1456	20669	TR 1-1 M. COSTELLO	4,000	4,000	4,000	4,000
11	677710001	1456	3126	TR 1-2 M. COSTELLO	7,000	7,000	7,000	7,000
TOTAL					558,192	558,192	558,192	558,192



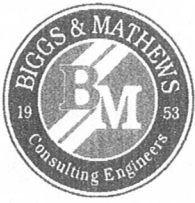
Agenda Item #6

Discussion and Potential Approval of Biggs & Mathews Task Authorization

Staff Comments: Monty Jasper has been in discussion with Kerry Maroney of Biggs and Mathews regarding a standpipe or storage tank for The Hills Above PK development. There are locations within The Hills that experience fluctuations in water pressure. This addition to the distribution should provide a more consistent service.

He has provided a scope of work with a cost not to exceed \$25,000.

Recommendations: That the Board of Directors approve the Task Authorization No. 1 with a not to exceed cost of \$25,000.



BIGGS & MATHEWS INC.

Consulting Engineers

TASK AUTHORIZATION NO. 1

GENERAL

On June 26, 2023, a Master Agreement For Professional Services between Possum Kingdom Water Supply Corporation (PKWSC) and Biggs & Mathews, Inc. (BMI) was executed so that when mutually determined PKWSC could call upon BMI to perform and provide various professional engineering services. In each case a Task Authorization is prepared that provides for 1) Scope of Work, 2) Proposed Completion Schedule and 3) Cost of Services.

Therefore, as requested by PKWSC, and in accordance with the Master Agreement For Professional Services, BMI proposes the following Task Authorization No. 1 for your consideration.

SUMMARY DESCRIPTION OF TASK NO. 1

It is the purpose and intent of Task No. 1 to evaluate a portion the PKWSC system known as the Hills Above Possum Kingdom (Hills Above), which is located generally in the far northeast portion of the system, and to recommend improvements necessary to provide continuous and adequate service to the existing and future connections in this portion of the system.

SCOPE OF WORK

The scope of work for the completion of this task will consists of the following:

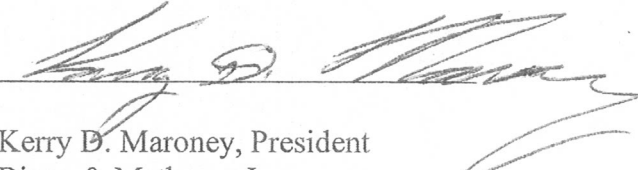
- Review and evaluate historical water use and historical growth based on information provided by PKWSC.
- Make site visits as necessary with PKWSC personnel to determine/confirm existing distribution line capacity, pressure maintenance and storage facilities utilized to serve Hills Above.
- Analyze and determine compliance with TCEQ relative to water supply, storage, and pressure maintenance.
- Provide recommendations for improvements along with estimated costs of recommended improvements.
- Prepare an engineering report documenting the evaluation, findings, recommendations, and cost estimates.
- Present final report to Board of Directors for discussion and final approval.

COST OF SERVICES & COMPLETION SCHEDULE

- The cost of completing the above specified scope of work is proposed on an hourly basis in accordance with the attached 2023 Standard Rate Schedule, with a not to exceed amount of **\$25,000**.
- All work will be completed, and a report prepared for presentation to the Board of Directors within 90 days of the authorization to proceed with this task.

Authorization & Notice to Proceed Date: _____

Sue Cathey – President
Possum Kingdom WSC



Kerry D. Maroney, President
Biggs & Mathews, Inc.

BIGGS & MATHEWS, INC.

SUMMARY OF 2023 STANDARD RATES

Principal Engineer	\$275.00 Per Hour
Registered Professional Engineer	\$225.00 Per Hour
Registered Professional Surveyor	\$225.00 Per Hour
CAD Technician	\$100.00 Per Hour
Administrative Assistant	\$85.00 Per Hour
Survey Crew	\$200.00 Per Hour
Travel	\$ 0.50 Per Mile
Lodging	Cost Plus 10%
Prints	\$ 5.00 Per Sheet
Fed-Ex	Cost Plus 10%
General Design, Administration & Project Oversight	Min. 15% of Construction Cost
Expert Witness Services (Litigation)	1.5 Times Standard Rates

Agenda Item #7

Discussion and Potential Approval of Community Bank Documents

Staff Comments: Community Bank has requested two documents be approved and signed. The first is the Funds Transfer Agreement to reflect Shelbie's last name. The second is to add Jason's name to enable wire transfers to the JPMorgan accounts.

Recommendations: That the board approve the above documents for signature.

FUNDS TRANSFER AGREEMENT TERMS AND CONDITIONS

The following Terms and Conditions will apply to the transfer of funds from the account(s) of the "Customer" and the "Bank" which are named as the executing parties of this agreement. The Bank is hereby authorized to honor, execute and charge to the account(s) of Customer any and all telephonic requests or orders for the transfer of funds, (i) from Customer (including all authorized signors on Customer's account(s)) or, (ii) from an Authorized Representative of Customer as provided to Bank in writing. When authorizations and instructions are made in accordance with Bank's procedures set forth below, Bank may transfer funds from the account(s) of Customer based upon one or more of the following:

- A) Telephonic, written (email or fax), or verbal instructions as authorized in/by this agreement or another document of similar purport, to any account (s) of Customer or to the account (s) of a third party regardless of whether these accounts are with Bank or with another bank or institution.
- B) Repetitive funds transfer agreements utilizing templates or prearranged wire instructions. The use of PIN/passcodes or other verification items may be assigned by the Bank to employees or designated representatives of the Customer. The Customer assumes all liabilities for transactions authorized by persons providing the PIN/Code assigned to an authorized party. It is the Customer's responsibility to guard the security of these codes and report any potential breach or compromise immediately to the Bank so the PIN/Code may be deactivated.
- C) The Bank, will always perform a call-back verification to the Customer to verify information or the authority of a request prior to completing any transfer unless the request was made in person.

In consideration of obligations of Bank hereunder, the Customer:

- A) Agrees that Bank shall have no responsibility or liability for any inaccuracy, interruption or delay in transmission and for claims occasioned by any circumstances beyond Bank's reasonable control.
- B) Shall report to Bank's Funds Transfer Department any discrepancies between the Bank's records and Customer records within ten (10) calendar days. The failure of Customer to notify Bank of any discrepancies within the specified time period will relieve Bank of any liability with respect to any affected funds transferred.
- C) Agrees that compensation, if any, for the loss of interest or use of funds due Customer as a result of a Bank error will be effected in an amount and manner which Bank reasonably determines to be fair and just.
- D) Agrees that Bank shall be liable only for matters arising out of/or resulting from its own gross negligence or willful misconduct and that Bank shall have no liability for any punitive,

special, consequential or incidental damages in connection with these Terms and Conditions so long as Bank has acted in good faith.

- E) Shall assume full responsibility for all transfers made by Bank in good faith and in accordance with these procedures, and agrees that Bank shall be conclusively deemed to have discharged its duty to act upon execution of customer's request.
- F) Agrees to pay Bank for services under these Terms and Conditions in accordance with Bank's fee schedule, as amended from time to time, which shall be available to Customer upon request.
- G) Agrees that Bank shall be under no obligation to comply with any transfer request or make any transfer which would exceed the available collected balance of funds on deposit in the Customer's accounts at Bank, as determined by Bank.
- H) Agrees that Bank may change, add or delete any procedures established pursuant to these Terms and Conditions, from time to time, upon notice to Customer.
- I) Agrees that all notices (changes, additions, and/or deletions) from Customer to be given under these Terms and Conditions shall be in writing and shall be considered to have been given when received and accepted by the Bank's Funds Transfer Department.
- J) Agrees that all notices from Bank to be given under these Terms and Conditions shall be in writing.
- K) Agrees that Bank shall be protected in acting upon any form of notice which is in good faith believes to be genuine and what it purports to be.
- L) Agrees that these Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Texas.
- M) Agrees that the accounts with Bank affected by these Terms and Conditions shall continue to be governed by the terms and conditions issued by Bank on such types of accounts, as they may be amended from time to time, except to the extent those terms and conditions may be inconsistent with these terms.

Agreements or Resolutions Authorizing the Transfer of Funds

By signing below, the Customer certifies that the Board of Directors or authorized owners of the Customer have made the following resolutions or acceptance of the terms related to this agreement and these agreements or resolutions have not been rescinded, revoked, or modified and are still in full force and effect.

From time to time, the Customer may verbally request the Bank named in this agreement to complete transfer funds requests to other banks or to other accounts at the Bank for credit to persons, companies or accounts designated by the Customer or its authorized employees or representatives. The Bank will act upon properly authorized and verified requests as if they were done in person.

The Customer hereby authorizes the persons listed as authorized signers on Customer's account(s) to add, modify or delete such persons, from time to time, who are listed in the table as authorized persons to request such transfers on behalf of the Customer in accordance with this agreement. Any revision must be made in writing and will be considered part of the agreement.

The authority conferred herein may be exercised singly by any of such officers and shall continue in full force and effect until written notice of modification or revocation shall be received by the Funds Transfer Department of the Bank. The Bank shall be protected in acting upon any form of written notice which it in good faith believes to be genuine and what it purports to be.

Authorized Wire Transfer Representatives			
(*)Name	Title	Signature	Phone #
SHELBIE PENDERGRAFT	OFFICE ADMIN		940-779-3100

(*) All current authorized signers on the Customer's account(s) will be authorized to perform wire transactions on behalf of the account holder/company. These additional designated representatives can perform wire transactions on behalf of the account holder/company and can do so on all accounts owned by the customer/company unless a restriction is specified on this contract.

Complete this section ONLY if you wish to restrict authority on this wire contract.

Do you wish to restrict this contract to one specific account? Yes No

If Yes, which account(s) does this contract apply to? _____

Call-back verification will be performed by the Bank on all telephonic, email, or fax requests for wire transfers to verify information and the authority of a request prior to completing any transfer. The telephone call-back verification will be to a phone number of record on the Customer's profile.

By signing below, I CERTIFY that all person(s) listed on Customer's account(s) as authorized signors and the person(s) listed in this agreement are hereby authorized to request the Bank to complete funds transfers on behalf of the Company. If the customer provides a PIN/passcode or other verification items, these items will be required prior to completion of any instruction.

By signing below constitutes acceptance to the terms and conditions of the agreement.

Community National Bank & Trust of Texas

Business Name (if applicable)

POSSUM KINGDOM WATER SUPPLY CORP

Officer (sign): _____

By (sign): _____

Printed Name: TAMMY AUSTIN

Printed Name: SUE CATHEY/E MICHAEL PATTON

Title: VICE PRESIDENT

Title: PRESIDENT/SECRETARY

Date: _____

Date: NOVEMBER , 2023

Agenda Item 8

Discussion and Potential Approval of Establishing a Safety Committee

Staff Comments: Dale Bankhead has previously talked about the necessity of establishing a permanent safety committee. He has extensive knowledge of safety protocols, and he wants to make sure that we have a safe working environment.

He has a detailed mission statement and a plan for the committee.

Recommendations: That the board review and discuss the intention of this committee and make a decision that is in the best interest of PKWSC

Health, Safety & Environmental

Mission Statement

At PKWSC, our goal is to achieve 0 injuries and accidents through training, workplace evaluation, emergency response preparation and hazardous materials management.

Health

- Purpose is to assure the workplace is conducive to quality:
 - Air quality
 - Resources
 - Training
 - Sound business practice
 - Access to medical treatment
- Hazard Assessment
- Accident Prevention
- HS&E Education

Safety

To provide the employees and public with potential hazards directly linked to the pumping, treatment, storage, transportation and distribution of approved drinking quality water. Consistently addressing potential hazards during operations, repair, maintenance and future development through daily monitoring and feedback as operations proceed. The company will ensure sound practices are observed and constantly improved through internal assessments of potential hazards in our operations.

Key Tenets:

- Employees are expected to evaluate each operation for hazards prior to commencing work to assure safe practices are observed.
- If a hazard is observed, it will be noted and reported.
- If an injury is sustained (no matter severity), it is reported to the GM.
- If a potential unsafe act is observed, it must be addressed at that time and discussion on the 'why and how' (prevention and process).
- Goal is 0 incidents and accidents in the workplace.
- Employee participation and ownership is our key to a safe workplace.

Go forward plan:

Health, Safety & Environmental

1. Establish Safety Committee consisting of:
 - a. General Manager
 - b. Plant representative
 - c. Field representative
 - d. Board sponsor/s

2. Initial Evaluation of Safety Protocols
 - a. Baseline
 - i. Review all HS&E processes presently in place**
 - ii. Review all work processes and establish known hazards**
 - iii. Identify potential hazards and establish process for constant updates**
 - b. Suggested discussion items (in no particular order)
 - i. Fall protection.
 - ii. Fire prevention
 - iii. Equipment Inspection
 - iv. Chemical (across all areas)
 1. Storage
 2. Handling
 3. Oversight
 4. MSDS and compliance
 - v. Electrical safety
 1. LOTO
 2. Requirements for operation
 - vi. Confined space
 1. Identifying
 2. Process
 - vii. Vehicle operation
 1. Safety related
 - a. Backing and maneuvering
 - b. Payload securing
 - c. Road operation
 2. Regulations (PKWSC specific)
 - viii. Utility Equipment & Authority to Operate
 1. Forklift
 - a. Certifications
 - b. Max load
 2. Trailer & towing
 3. Heavy equipment
 - a. Use of
 - b. Loading and off-loading
 4. Lift and cranes
 5. Dig Test – 811 process
 6. Other

Health, Safety & Environmental

- ix. Miscellaneous
 - 1. Snakes and associated undesirable critters
 - 2. Night operations
 - 3. Location of key documentation
 - a. Licenses
 - b. MSDS
 - c. Safety ratings
 - 4. Safety Equipment
 - a. Identify current requirements (baseline)
 - b. Identify needs present and ongoing
- 3. Daily process
 - a. Pre-work assessments AND Discussion
 - i. Establish process for daily discussion
 - ii. Formal review of daily work
 - iii. Review of any potential hazards
 - iv. Follow-up review (see following bullet points)
 - b. Reporting
 - i. Potential Hazards
 - ii. Near Miss
 - iii. First aid
 - c. Audits and process improvement
 - i. Safety observations
 - ii. Safety discussions
 - iii. Confidential reporting
- 4. Review and Evaluate
 - a. Safety Committee Report to Board results of initial assessment
 - i. Perception by staff
 - ii. Response of staff
 - b. Safety Committee Present Recommendations
 - i. Presented with timetable and budget recommendations.
 - ii. Discuss preparing a formal addition to operations manual to provide staff and governing bodies a formal overview of PKWSC HS&E guidelines.
 - iii. Board to review, recommend and approve
 - 1. Timetable
 - 2. Resources
 - 3. Requirement/Expectations
 - 4. Formally approve plan or designate edits for approval

Agenda Item #9

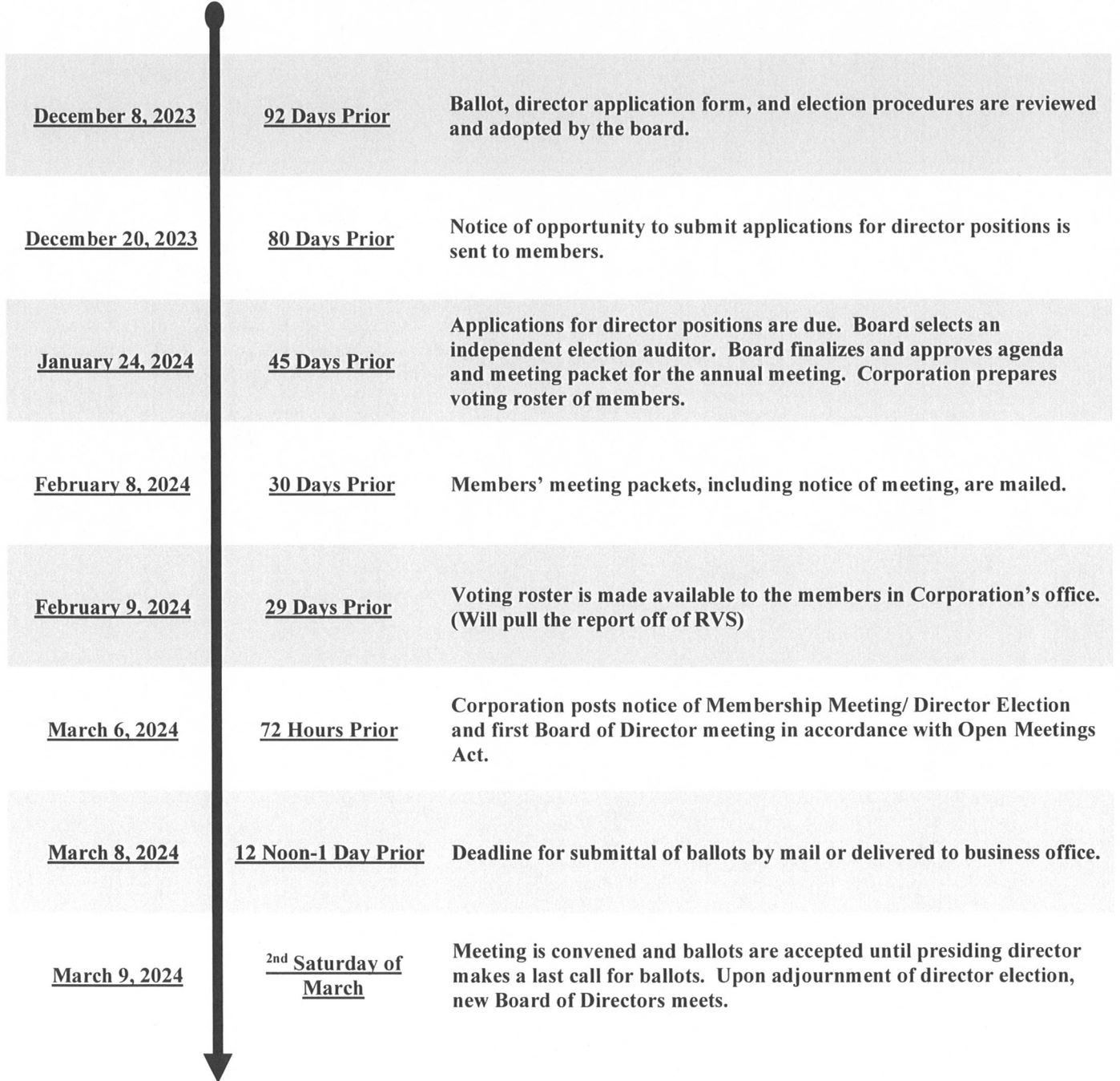
Discussion and Potential Approval of Annual Meeting Procedures

Staff Comments: The Annual Meeting will be held on March 4, 2023. The board must approve the procedures by December 8, 2023. Attached are the 3 documents that have changes over 2023. The changes are only date or format updates, so I have not included the entire procedure packet. I will have it available to review if necessary.

Recommendations: That the board of directors approve the Annual Meeting procedure for 2024.

ATTACHMENT 7

TIMELINE FOR EVENTS LEADING UP TO MEMBER MEETING/ DIRECTOR ELECTION



ATTACHMENT 2

APPLICATION FORM
FOR BOARD OF DIRECTORS POSITION
of the Possum Kingdom Water Supply Corporation

This form must be accompanied by a petition signed by 20 members requesting that the applicant's name be placed on the ballot as a candidate for director. The application form must be completed and submitted to the PKWSC Office at 1170 Willow Road, Graford, TX 76449 or by fax at 940-779-3137 no later than January 24, 2024, for the applicant's name to be placed on the ballot.

Applicant's Name Mailing Address

City State Zip Code

Physical address of property supported by PKWSC

Phone Number E-mail Address Member Since

Affirmation and Pledge to serve:

I, _____, will be at least 18 years of age on the first day of the director term; am a member of the Corporation; have not been determined by a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and have not been finally convicted of a felony. I have reviewed the Corporation's bylaws and certificate of formation and I meet the qualifications set forth therein.

If elected, I pledge to serve in a director position on the Corporation's Board of Directors, and will do my best to attend all meetings, regular or called, as designated by the board. Under penalties of perjury, I declare that I have reviewed the information presented in the Application, including accompanying documents, and to the best of my knowledge and belief, the information is true, correct and complete.

Signature of Applicant _____ Date _____

REQUIREMENTS FOR MEMBERSHIP TO THE BOARD OF DIRECTORS
POSSUM KINGDOM WATER SUPPLY CORPORATION

- Must be a member in good standing (membership and any applicable fees are current).
• Supports the corporation's mission to serve members and follow regulatory requirements.
• Will attend and prepare for all meetings, regular or called.
• Will accept legal and fiduciary responsibilities and duties.
• Will attend training and conferences.
• Will abstain from actions that might be a conflict of interest.
• Will keep board matters confidential as required by law.

Applicant's Biography (will be printed and sent to all members with ballot) 100 word limit

POSSUM KINGDOM WATER SUPPLY CORPORATION (“CORPORATION”)

The members of Possum Kingdom Water Supply Corporation, whose names and signatures appear below, petition that _____ be placed on the ballot as a candidate for Director of the Corporation for the March 9, 2024, election.

20 signatures required that will be validated against the voting roster. Only one signature per membership

NOTE: It is advisable to obtain a few additional signatures in case any of the signatures are disqualified.

Member’s Name (please print)

Member’s Signature

Member’s Name (please print)	Member’s Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

POSSUM KINGDOM WATER SUPPLY CORPORATION

24TH ANNUAL MEMBERSHIP MEETING

AGENDA AND ANNOUNCEMENT OF DIRECTORS

MARCH 09, 2024 AT 10:00 A.M.
POSSUM KINGDOM WATER SUPPLY OFFICE
1170 WILLOW ROAD
POSSUM KINGDOM LAKE

The purpose of the meeting is to present reports to members from the President, Treasurer, and Managers, and to announce the three (3) board members filling expiring terms.

There is no ballot as an election is not required if applicants are unopposed. The following candidates will be declared elected at the meeting by official board resolution pursuant to Texas Water Code Sec. 67.0055:

Name Name Name

No motions may be accepted from the floor or action taken on issues brought up at the meeting. All action items must have been included on the posted agenda in accordance with the Texas Open Meetings Act.

Members who want to address the board must sign-in and list the topic or topics they want to discuss. They will each have three minutes to speak.

AGENDA

- I. Call to Order at 10:00 A.M.
 - Prayer and Pledge
 - Introduction of Board, Staff and Other Guests
- II. Open or Public Forum (Limit of 3 minutes per member)
- III. Presiding Director Reads Resolution Declaring Unopposed Candidates Elected
- IV. Update Reports from President, Treasurer and Managers
- V. Comments by President and Newly Elected Directors
- VI. Adjourn

After adjournment the Board of Directors will hold its first business meeting.

CURRENT BOARD MEMBERS

(REMAINING YEARS IN TERM)

- Sue Cathey
President
(1 Years)
- Randy Burdick
Vice President
(1 Year)
- Mike Patton
Secretary-Treasurer
(1 Years)
- Stacy Fulford
(Expiring Term)
- Monty Jasper
(Expiring Term)
- Rosendo Ferrer
(2 years)
- Stacy Urban
(2 Years)
- Dale Bankhead
(2 Years)
- Scott Stubbs
(Expiring Term)

Agenda Item #10

Discussion and Potential Approval of Insurance for 2024 from Higginbotham

Staff Comments: The annual property, D&O, Crime and Marine through Higginbotham Insurance Agency was quoted at \$43,978.00.

Property, Inland Marine and Liability	\$19,628.00
Business Auto	\$ 8,713.00
Workers Compensation	\$ 4,979.00
D & O Liability	\$ 3,311.00
Commercial Crime	\$ 475.00
Umbrella	\$ 1,820.00
Ocean Marine (Floating Pumpstation)	<u>\$ 5,052.00</u>
Total	\$43,978.00

Recommendations: That the board approve insurance renewal through Higginbotham Insurance Agency for \$43,978.00.

Premium Summary/Comparison

Coverage	Renewal (23-24)		Expiring (22-23)	
	Exposure	Premium	Exposure	Premium
Commercial Property	\$12,805,525	\$14,929	\$12,805,525	\$14,929
General Liability	Outside Payroll \$358,000	2,988	Outside Payroll \$290,000	2,451
Inland Marine	Scheduled limit \$208,900	1,711	Scheduled limit \$208,900	1,711
Ocean Marine (Pump Station)	\$190,000	5,052	\$190,000	4,678
Business Auto	5 trucks, 3 trailers	8,713	5 trucks, 2 trailers	7,703
Workers Compensation *	\$358,000/\$105,000	4,979	\$332,886/\$104,210	4,996
Umbrella	\$2,000,000	1,820	\$2,000,000	1,477
Director & Officer Liability with \$100K Cyber Liability	\$2,000,000	3,311	\$2,000,000	3,215
Crime	Employee Theft \$350,000	475	Employee Theft	475
<i>Total</i>		\$43,978		\$41,635

This is the Year 3 of the 3 year rate guarantee on Property, General Liability and Inland Marine.

*Workers Compensation

Please refer to Page 13 for the alternate option (In-Network vs Out-of-Network)

Agenda Item #11

Manager's Report

Employees: HIRED JASON RINGO AS GENERAL MANAGER!

Water Plant: The pending repair of the VFD for the intake pump has been completed.

The issues we have had with the intake pumps was caused by the engineer's specifications. They spec'd aluminum and bronze which deteriorated very quickly with the salty water. The pump manufacturer re-did the first one with stainless steel on their dime. When the second one went out he contacted Jordan Hibbs and worked out "something". When the third one started having the same issues it surprised Jordan as he said "he hadn't heard anything about the 3rd one having issues. He is paying to fix it!

Jason with working closely with Billy on the Project List. Jason has already determined solutions for two issues: electrician and a clogged drain that supports the entire facility.

Administration: Shelbie is quickly learning more of the duties that the previous GM was doing. She will assume many of the monthly tasks and reporting.

BJ is through "observing" (as she says) and is really picking up on her duties. She should also be able to cross-train with Shelbie soon. We will probably wait a couple of months until Shelbie gets comfortable with her new duties.

Distribution: During the month of September there were 5 after-hours calls for a total of 35 hours. The Ranch and Scenic Point has major breaks in 10 inch lines.

The Em Creek standpipe overflow issue has been repaired. The problem was at the storage tank at the office that was not recognizing the level to shut off.

Renee has been actively working to inspect RPZA's. We have created a new report and she and BJ are calling the customers to inform them of the requirement for an inspection.

Licensing Updates: Billy continuing to study for retake of Surface Water A.

Holiday Schedule: Remaining 2023 Holiday Schedule

- Thanksgiving, Thursday/Friday, November 23rd and 24th
- Christmas, Monday/Tuesday, December 25th and 26th

PKWSC Capacity

		Commitments			
Rate Code	Meter Size	# of Accts	Residential Equivalent	Current Total Equivalent	Not Connected
2	5/8 x 3/4	2,462	1.0	2,462	30
8	3/4 inch	5	1.0	5	
9	1 inch	38	2.5	95	
10	1.5 inch	9	5.0	45	
11	2 inch	4	8.0	32	
12	3 inch Compound	1	16.0	16	
19	Reserved Service Maverick	318	1.0	318	318
20	Reserved Service	128	1.0	128	128
26	Pending Meter Install	9	1.0	9	9
	Condo 3" meter	7	16.0	112	
	Condo 2" meter	5	8.0	40	
	<i>Hill Country Harbor CIAC</i>	38	1.0	38	38
	<i>Barndo Partners LLC</i>	39	1.0	39	39
	<i>Reserve at Gaines Bend</i>	3	1.0	3	3
	<i>Hills Above</i>	611	1.0	611	611
	<i>Gibsons CIAC</i>	37	1.0	37	37
	<i>Juniper Ridge</i>	9	1.0	9	9
	<i>Patterson</i>	3	1.0	3	3
	<i>Kuhlman</i>	1	1.0	1	1
	<i>Sparkman</i>	1	1.0	1	1
	<i>PK Lodge</i>	1	16.0	16	16
	PKWSC	35	1.0	35	35
	Total	3,764		4,055	1,278

	Gallons Per Day	# of meters	Daily Gallons Required	Annual Acre Feet Required
Connected				
TCEQ ACR .38 gpm	547	2,777	1,519,019	1,701
Reserved				
TCEQ ACR .38 gpm	547	1,278	699,066	783

Available Meters @ 85% of 2.5 Million	Gallons Per Day	# of meters	Additional Daily Gallons
TCEQ ACR .38 gpm	547	-170	-93,085