

# 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 A.M. Tuesday, January 18, 2023

### MINUTES

#### 1. **Call to order, roll call and establish quorum**

The meeting was called to order at 10:00 AM and a quorum was established. Jay Naylor and Stacy Fulford were absent.

#### 2. **Welcome and recognize visitors and guests**

No guests/visitors.

#### 3. **Consent Schedule**

- a. Approval of minutes from December regular meeting
- b. Approval of Treasurer's report and payment of bills for December

Motion to approve December meeting minutes and December financials by Randy Burdick, second by Erika Carter. Motion approved.

#### 4. **Discussion and Potential Approval of SEP Contributions for employees.**

Tom Labbe, General Manager, presented the SEP Contributions for each of the seven (7) full-time employees as the maximum 10% allowable based on 2022 payroll data.

Rosendo Ferrer made a motion to approve the SEP Contributions as presented, Monty Jasper seconded the motion. Motion approved.

#### 5. **Discussion and Potential Approval for PKWSC Tariff Updates.**

Sue Cathey, President of Board of Directors, provided an overview of the updates and changes being made to the PKWSC Tariff with the majority of the work being to align with the TRWA sample Tariff as a guideline.

Discussion around including the CIAC fee in the Tariff by the board. Recommended to include the CIAC dollar amount in the Tariff similar to how the equity buy-in fee is included with the calculation and understanding of what the CIAC fee is for.

Monty Jasper made as motion to approve with the expansion of CIAC as discussed showing the value and calculation. Second by Mike Patton. Motion approved.

**6. Discussion and Approval of Independent Auditor for Annual Meeting.**

Sue Cathey, President of Board of Directors, discussed that Carolyn and Monte Land have volunteered to be the Independent Auditors for the Annual Meeting if necessary.

Motion by Mike Patton to approve selection of Independent Auditors. Second by Erika Carter. Motion approved.

**7. Discussion and Potential Approval for Plant Water System Proposal of Services from eHT.**

This item was deferred to discussion of items of interest and topics for future board meetings as it was added after the appropriate deadline for notifying members of the meeting and agenda items. No discussion and no approval can be made.

**8. Discussion and review of the Manager's Report**

Tom Labbe presented the Manager's Report and discussed activities:

- Meter Installs Pending – 6
- Meter Installs Pending Paperwork/Payment – 2
- Transfers Pending - 2
- 57 RPZA inspections to complete.
- Working with engineering estimate for next plant expansion to understand differences between previous and current estimate.
- List of engineering firms developed to start discussions on feasibility of expansion in current footprint without brick and mortar.
- Working with surveyors to get survey information for brick and mortar expansion if needed.
- Completed walk-thru with eHT and Purcell regarding interior ceiling cleaning and painting. Punch list developed for sub-contractor to complete.
- Accounting audit to be held January 24-26 at PKWSC office.

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

Plant Water System Proposal of Services

PKWSC Board of Directors met with eHT engineer, Michael Wray, via telephone to discuss the proposal of services for the plant water system upgrade. Michael Wray presented the reasons the upgrade is necessary noting the following:

- Water used for maintenance/housekeeping purposes
- TCEQ treatment requirements
- Integral part of system and other processes

Michael also indicated that improvements to the Plant Water System are needed due to aging infrastructure and chlorine injector systems were sized to a specific value in the current 0.5 MGD upgrade, and the plant water system is not meeting the requirements of the chlorine injectors.

The Proposal of Services would include Final Design, Development of Specifications, Bidding, Contractor Selection and Construction Management of the Project.

Board of Directors discussed details with Michael regarding the different areas presented to gain a better understanding of the requirements for the Plant Water System.

This topic will be tabled until the February board meeting or future board meeting when all applicable information is available to present to the board of directors for approval.

10. **Establish time, date, and location of the next meeting of the board – proposed for Wednesday, February 15, 2023 at 10:00 A.M. at Possum Kingdom Water Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449**

11. **Adjourn**

Meeting was adjourned at 11:30 AM. Motion to adjourn by Monty Jasper. Second provided by Randy Burdick. Motion approved.

  
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Mike Patton – Secretary / Treasurer

2/15/23  
Date