

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 – Shelby Pendergraft

Shelby 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