

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 10:50 A.M. Saturday, March 11, 2023

MINUTES

1. Call to order, roll call and establish quorum

The meeting was called to order at 10:50 AM and a quorum was established.

2. Welcome and recognize visitors and guests

Lynn and Cindy Harrist

3. Consent Schedule

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

Motion to approve February meeting minutes and February financials by Mike Patton, second by Rosendo Ferrer. Motion approved.

4. Lynn and Cindy Harrist to Petition Board of Directors for Credit of Incurred Expenses to Account.

Lynn and Cindy Harrist presented their case to the Board of Directors regarding expenses they incurred during December 2022 for having a contractor and plumber come to their house to inspect for a leak. The Harrist's indicated that they had called the emergency phone number and left a message and never received a phone call back. In January 2023, it was determined that the register on the water meter was faulty, and PKWSC staff replaced the register and credited The Harrist's account for the mis-read meter. The Harrist's asked the Board of Directors to consider a bill credit of \$315.00 due to additional contractor and plumber expense when clearly the issue was with PKWSC equipment.

Discussion was held among the board of directors and questions were asked of The Harrist's and General Manager.

Motion to issue a bill credit in the amount of \$200.00 made by Monty Jasper. Second by Dale Bankhead. Randy Burdick, Rosendo Ferrer and Stacy Urban opposed. Stacy Urban wanted the full amount requested to be credited. Motion Approved.

5. **Discussion and Election of New Officers for the Board of Directors for 2023-2024.**

Per the Procedures for Conducting an Annual or Special Meeting, Item XIV, New Board of Director Meeting, the new Board of Directors will elect new officers from among the Board of Directors.

President: Stacy Fulford nominated Sue Cathey as President. Second by Mike Patton. Motion approved.

Vice President: Rosendo Ferrer nominated Jay Naylor as Vice President. Second by Randy Burdick. Motion approved.

Secretary-Treasurer: Jay Naylor nominated Mike Patton as Secretary-Treasurer.

Discussion: Stacy Fulford stated that the Secretary-Treasurer position should be taking meeting minutes and not the General Manager. Tom Labbe, General Manager, also asked for Board help and support for board meetings, Rosendo Ferrer reminded the board that per the by-laws, the Secretary-Treasurer position is one person. Sue Cathey stated that agenda setting and other items could be passed off to office staff and that the Secretary-Treasurer could appoint someone to assist with meeting minutes and other board activities. Secretary-Treasurer to appoint assistant at April 2023 board meeting.

Second by Monty Jasper to elect Mike Patton as Secretary-Treasurer. Motion approved.

6. **Discussion and Appointment of Credentials Committee, HR Committee, Budget Committee and Executive Committee for 2023-2024.**

Sue Cathey, President, asked for this item to be tabled to April 2023 board meeting. Motion to table item by Monty Jasper. Second by Mike Patton. Motion approved.

7. **Discussion and Designation of Directors for Authority to Sign Checks for 2023-2024.**

Tom Labbe, General Manager, presented the procedure for designation of directors to have authority to sign checks on behalf of the corporation.

Current Directors with signature authority:

- Sue Cathey
- Erika Carter
- Stacy Fulford
- Jo Lynn Miller
- Mike Patton
- Jay Naylor

Erika Carter's and Jo Lynn Miller's terms as a Board Member have expired and will need to fill this signature authority position with any other Board Member.

Motion to remove Erika Carter and Jo Lynn Miller and to add Stacy Urban and Dale Bankhead as Directors authorized to sign checks on behalf of the corporation made by Rosendo Ferrer. Second by Monty Jasper. Motion approved.

8. Discussion and Potential Approval to Revise the Investment Policy and to Transfer Funds from TexStar to TexPool.

Sue Cathey, President, presented the information related to the reasons for having to revise the investment policy and the reasons for having to transfer funds from TexSTAR to TexPOOL.

Revisions of Investment Policy to remove specifically TexSTAR and to broaden the investment options to include other investment options such as interest-bearing checking accounts, savings accounts, money market account, certificates of deposit, and local government investment pools.

Sue Cathey, President, read Resolution for Investment Policy.

Mike Patton made a motion to approve the revision to the Investment Policy as presented. Second by Monty Jasper. Motion approved.

Rosendo Ferrer made a motion to approve the Resolution for the Investment Policy and to Authorize Management to submit the application to TexPOOL and if approved by TexPOOL, to transfer funds from TexSTAR to TexPOOL by March 31, 2023. Second by Mike Patton. Motion approved.

9. Discussion and review of the Manager's Report

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

- Meter Installs Pending – 9
- Meter Installs Pending Paperwork/Payment – 4
- Transfers Pending - 4
- 60 RPZA inspections to complete.
- Price Surveying is working to complete a drawing of requested potential expansion of easements. Waiting on preliminary drawing to be complete in order to take to BRA.
- Implementation of RPZA status in RVS has provided monthly insight to workload requirements. In addition, having all records stored on account in RVS gives PKWSC digital records and allows for all history to be retained.
- CBGR has filed a Notice to Withdraw the formal complaint with PUC.
- Expansion joints at Raw Water Intake have been replaced.
- Rural Water Con 2023, Austin, TX, March 29-31.
- TRWA Technical Conference, Galveston, TX, July 12-14.

- TRWA Office Professionals Conference, Frisco, October 5-6.

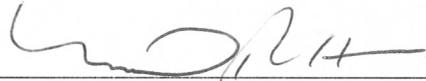
10. Discussion of any items of interest, including topics for future board meetings

None.

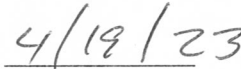
11. Establish time, date, and location of the next meeting of the board – proposed for Wednesday, April 19, 2023 at 10:00 AM at Possum Kingdom Water Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449

12. Adjourn

Meeting was adjourned at 12:10 PM. Motion to adjourn by Mike Patton. Second provided by Rosendo Ferrer. Motion approved.



Mike Patton – Secretary / Treasurer



Date