

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. Wednesday, May 17, 2023

MINUTES

1. Call to order, roll call and establish quorum

The meeting was called to order at 9:58 AM and a quorum was established.

Randy Burdick was absent from meeting.

2. Welcome and recognize visitors and guests

Kerry Maroney, President of Biggs and Mathews, was present to give overview of company and initial study of PKWSC system

3. Consent Schedule

- Defer until after Item 4, and discussion with Kerry Maroney

4. Kerry Maroney, President of Biggs and Mathews Inc, to Provide Introduction to Biggs and Mathews and General Discussion of Existing System Facilities.

Kerry Maroney introduced himself and gave an overview of the company, Biggs and Mathews Inc. Mr. Maroney discussed his organizations engineering process and how they team with other experts in the industry when needed. He gave an overview of other systems his organization has been involved with from design to installation to operations. Mr. Maroney also provided a system overview of his initial analysis of PKWSC Water Treatment Plant through each pressure plane within the distribution system. His presentation was met with several board questions and discussion and was well received by all.

3. Consent Schedule

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

Rosendo Ferrer asked that ACH transactions be reviewed by Board Directors during the check signing and/or check review process. Mike Patton agreed that the Treasurer and one other Director review all ACH transactions and initial them.

Rosendo Ferrer also asked that Petty Cash transactions be reported to the Board of Directors on the check transaction sheet of the financial report.

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

5. Discussion and Potential Approval of 2023-2024 Equity Buy-In Fee

Tom Labbe, General Manager, presented the calculation for the 2023-2024 Equity Buy-in Fee based on information from the accounting audit. Total Equity Buy-In Fee was presented as \$2,168.10.

Motion by Rosendo Ferrer to approve the Equity Buy-In Fee at a total of \$2,169.00 and update the tariff. Second by Monty Jasper. Motion approved.

6. Discussion and Potential Approval of Wire Contract with Community National Bank and Trust of Texas

Tom Labbe, General Manager, presented the wire contract as proposed by CNBT for PKWSC to perform wire transfers from CNBT to JPM Investments. Discussion with board members regarding the process and protections for employees authorizing transfers and what checks and balances were in place to protect PKWSC. It was discussed that the CNBT would verify wire authorizations through direct contact with PKWSC staff and/or Board Member to verify wire authorization.

Motion to approve the wire contract by Rosendo Ferrer. Second by Mike Patton. Motion approved.

7. Discussion and Potential Approval for New Cash Management Contract with Community National Bank and Trust of Texas

Tom Labbe, General Manager, provided comments relating to the fact PKWSC needs to establish a New Cash Management Contract with CNBT due to change in staff personnel at PKWSC. The following personnel shall be granted FULL ACCESS with ALL FEATURES for the New Cash Management Contract with CNBT:

- Thomas Labbe
- Shelbi Oliver
- Tiffany Sorrells

This request also removes any and all persons who are no longer PKWSC Office Staff or current Board Members including, but not limited to, Shayla Lillard.

Motion to approve the New Cash Management System by Stacy Urban. Second by Jay Naylor. Motion approved.

8. Discussion and Potential Approval of Non-Standard Contract for BCW Investments

Tom Labbe, General Manager, presented the Non-Standard Contract related to BCW Investments for property located on Hawk Rd. Developer has decided to subdivide lot 23 into four lots, 23-A through 23-D. Currently, the property has two (2) water meters serving two (structures). The developer will require two (2) additional meters for lots 23-B and 23-C. After reviewing all the requirements, the developer will pay a total of \$58,222, which includes two CIAC fees and all meter fees for two additional lots. Developer has already paid the engineering investigation fees and engineering has approved the two additional meters on the system. Remaining balance to be paid is \$57,922.00.

Motion to approve the Non-Standard Contract for BCW Investments as written and presented by Jay Naylor. Second by Dale Bankhead. Motion approved.

9. Discussion and Information from Board Committees

Executive Committee: No Update

Budget Committee: No Update

HR Committee: Jay Naylor discussed that a review of the HR manual had been done and looked at maternity leave vs short term disability and that our policy aligns with the insurance requirements. Also noted that there are some clerical typos and punctuation issues which can be captured with any other updates. Jay also discussed the need for a waiver of liability for any contractor/sub-contractor/service provider who does not have insurance and cannot provide PKWSC with a copy of their insurance. Discussion on this indicated that this would go before the board as an agenda item at the June board meeting.

10. Discussion and review of the Manager's Report

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

- Meter Installs Pending – 5
- Meter Installs Pending Paperwork/Payment – 1
- Transfers Pending - 4
- 68 RPZA inspections to complete.
- Price Surveying completed preliminary “surveys” for Office and WTP in order to approach BRA with request for easement expansion. Great engagement with Executive Committee to provide clarity and direction on information needed.
- JPM transfer process will be worked through the Wire Contract with CNBT. A single amount will be wired to JPM Gen Ops account, and then communication with Xochilt and Mary Ann at Hilltop will identify the internal JPM transfers from Gen Ops to the respective accounts. Email confirmations from CNBT and JPM will be provided to show transfers and wires have been completed.

- Office cleaning will be provided by Brenda's Cleaning Services.
- Introduction of Tiffany Sorrells as the new billing administrator.
- Licensing Updates – Billy has turned in application for Surface Water A and waiting to hear back from TCEQ on approval. Ricky passed Surface Water C and received approval for BPAT. Tim and Justin still waiting on TCEQ for BPAT approval. Tim also waiting on TCEQ approval for Surface Water C.
- Upcoming conferences: TRWA Technical Conference, Galveston, TX, July 12-14 and TRWA Office Professionals Conference, Frisco, October 5-6.

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

None

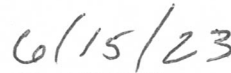
12. Establish time, date, and location of the next meeting of the board – proposed for Wednesday, June 21, 2023 at 10:00 AM at Possum Kingdom Water Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449

13. Adjourn

Meeting was adjourned at 12:03 PM. Motion to adjourn by Mike Patton. Second provided by Rosendo Ferrer. Motion approved.



Mike Patton – Secretary / Treasurer



Date