

# Possum Kingdom Water Supply Corporation

1170 Willow Road  
Graford, Texas 76449

Possum Kingdom Lake  
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## Board of Directors Regular Meeting 10:00 A.M. Wednesday, June 21, 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, Stacy Urban and Dale Bankhead were absent from meeting.

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

No Visitors

#### 3. Consent Schedule

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

Motion to approve May meeting minutes and May financials by Mike Patton, second by Monty Jasper. Motion approved.

#### 4. Discussion and Potential Approval of RJ Miller's Petition for Water Meter and Service

RJ Miller did not show up to the board meeting. Tom Labbe, General Manager, presented RJ Millers request to the board. Discussion that the property does not reside within the PKWSC CCN and that previous communications with previous land owners has been the same response that the property is not within the service network and PKWSC is not obligated to provide water service to the property.

Motion to deny RJ Miller's request for a meter and water service by Monty Jasper, Second by Mike Patton. Motion approved.

#### 5. Discussion and Potential Approval for Updating the New Cash Management Contract with Community National Bank and Trust of Texas

Tom Labbe, General Manager, provided information received from Community National Bank and Trust of Texas that the current contract is for \$50k on payroll, \$100k on incoming collections and no online ACH outgoing transactions allowed per month. Tom also mentioned that CNBT continues to provide temporary increases for the incoming collections to \$150k as more and more people are signing up for on-line bill pay and auto-pay.

Tom presented to the board that there are no downsides to increasing the incoming collections limit and asked that the board consider approving an increase from \$100k to \$175k per month on incoming collections.

Motion to increase incoming collections on the Cash Management Contract from \$100k to \$200k by Rosendo Ferrer. Second by Stacy Fulford. Motion approved.

**6. Discussion and Potential Approval of Master Agreement for Professional Services with Biggs and Mathews, Inc**

Tom Labbe, General Manager, presented the Master Agreement for Professional Services with Biggs and Mathews, Inc to the board. Tom commented that the rates as described in the agreement are consistent with industry standards and to be expected from other engineering firms.

Motion to approve and enter into the agreement with Biggs and Mathews, Inc by Monty Jasper. Second by Rosendo Ferrer. Motion approved.

**7. Discussion and Potential Approval of HR Manual Updates**

Stacy Fulford and Rosendo Ferrer presented the following proposed changes to the HR Manual:

Update 4.07(g) to change wording from employee required to take a company vehicle home in order to provide timely support to a company vehicle shall be at the ready in the company yard and available to the appropriate on-call employee.

Motion to update section 4.07(g) as described above by Rosendo Ferrer, Second by Stacy Fulford. Motion failed.

Motion to update section 4.07(g) to remove the word “required” and replace with “may” by Rosendo Ferrer. Second by Stacy Fulford. Motion approved.

Update section 7.03(c) vacation leave by changing the second sentence of the paragraph to, “On the final pay period of each employee anniversary hiring date, up to 40 hours of accumulated vacation can be carried over to the employee’s next anniversary date”.

Motion to change 7.03(c) second paragraph from the final pay period of the fiscal year to the final pay period of each employee anniversary hiring date by Rosendo Ferrer. Second by Stacy Fulford. Motion failed.

Other proposed changes to 17.03(b), 17.03(c) and 17.03(e) to remain written as is in the current HR manual. Tom Labbe, General Manager, informed the group that the incorrect/outdated section had been previously provided to the HR Committee and the proposed changes were previously incorporated to the HR manual in 2022.

**8. Discussion and Information from Board Committees**

Executive Committee: No Update

Budget Committee: No Update

HR Committee: No Update

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

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

- Meeting with BRA regarding extension of easements for WTP and PKWSC Office was conducted. Currently working with Price Surveying to get preliminary surveys updated to reflect BRA requests.
- Purcell has completed all work for WTP Upgrade. Final invoice has been paid to Purcell. Remaining work to be completed is the Step 2 analysis with eHT providing TCEQ water quality reports for system buy-off. Billy working with eHT to get this completed and reports submitted.
- eHT has completed the design efforts for Plant Water System. Preliminary Bid Schedule has been issued and notifications in local papers will begin 6/21/2023. Estimated bid acceptance by PKWSC will be at August board meeting or September board meeting.
- Waiver of Liability form/contract for service providers still being reviewed. Discussions with Higginbotham led to sending information and questions over to legal counsel. Legal counsel is reviewing information and working to develop a standard contract for PKWSC to utilize for any contractor or service provider who is performing work at any of the PKWSC facilities.
- Licensing Updates – Tim Henderson takes BPAT exam on July 5<sup>th</sup>. Justin Burney takes BPAT exam on July 6<sup>th</sup>. Billy Martin take Surface A exam on July 12<sup>th</sup>. Tim Henderson waiting on TCEQ approval for Surface C.
- TRWA Technical Conference, Galveston, TX, July 12-14.
- TRWA Office Professionals Conference, Frisco, October 5-6.

Rosendo Ferrer asked to gather WTP upgrade final costs to compare original contract to actual spend. Staff will work to gather this information for the July board meeting.

**10. Adjourn Regular Session and Enter into Executive Session at 11:20 AM**

**11. Adjourn Executive Session and Enter into Regular Session at 1:00 PM**

**12. Discussion and Potential Approval of Discussion from Executive Session**

No decisions or vote necessary

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

None

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

**15. Adjourn**

Meeting was adjourned at 1:05 PM PM. Motion to adjourn by Mike Patton. Second provided by Rosendo Ferrer. Motion approved.



Mike Patton – Secretary / Treasurer



Date