

# **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, September 20, 2023**

### **MINUTES**

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

The meeting was called to order at 10:00 and all members were present.

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

No visitors or guests

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

- ✦ Approval of minutes from August regular meeting
- ✦ Approval of Treasurer's report and payment of bills for August

Stacy Urban made a motion to approve the consent schedule. This was seconded by Dale Bankhead and approved by all directors.

#### **4. Employee Introduction – Justin Burney**

Dale Bankhead asked to have an employee visit the meeting so the board can meet them. Justin Burney talked to them about his tenure with PKWSC and his family life. He expressed the positive thing about PKWSC was how the staff all worked together very closely. He stated that The Hills needed improvements such as a standpipe or storage tank and the west side pump station needs some upgrades. This was a very successful visit.

#### **5. Discussion and Approval of nominee for the open Vice-President position and Review of the Committees**

Rosendo Ferrer nominated Randy Burdick for the Vice-President position. This was seconded by Stacy Urban and approved by all.

Dale Bankhead suggested a Safety Committee to be a standing committee. There was considerable discussion of the role and purpose of the committee. Dale requested this item be tabled and he will prepare a vision and mission statement to be presented next month.

#### **6. Discussion and potential approval of the purchase of 2 trailers and the sale of one trailer**

Mike Patton has had considerable experience with trailer purchases and he will work with Justin Burney to determine the the specific trailer to purchase.

Mike Patton made a motion to approve the purchase of two trailers for a total not to exceed \$25,000 and the sale of the existing trailer at a minimum of \$5,000. This was seconded by Rosendo Ferrer and approved by all directors.

**7. Discussion and Potential Approval of Updated Human Resource Policies**

Sue Cathey discussed the potential changes to the HR Policies and explained that many of the changes were merely wording changes to make the intent clearer. Leave time was discussed and vacation and sick time will now be combined to one category of Personal Time Off.

Two wording changes were requested and Section 16 personal weapons was changed to “firearms”. In Section 7.07 Jury Duty – providing a copy of the check was changed to proof of attendance.

Mike Patton made a motion to approve the recommended changes to the Human Resource Policies with implementation October 1, 2023. This was seconded by Stacy Urban and approved by all directors.

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

Renee Daniels has returned to work. Tim Henderson resigned and Tiffany Sorrells was terminated.

Richy Williams is reporting to the WTP. Billy is putting together a Project List to keep any required repairs visible.

*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.*

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

Sue Cathey provided information on after hours calls. From 8-4 to 9-14 there were 14 after hours calls which totaled 31 hours. Stacy Urban requested this be included in the Managers Report

**10. Establish time, date, and location of the next meeting of the board – proposed for October 18, 2023 at 10:00 A.M. at Possum Kingdom Water Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449**

The next meeting will be as proposed.

**11. Adjourn**

The meeting was adjourned at 11:20 with a motion by Stacy Urban, seconded by Mike Patton and approved by all.

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Mike Patton – Secretary / Treasurer

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Date