

**PRITCHETT WATER SUPPLY CORPORATION
3670 STATE HWY 155 SOUTH
GILMER, TX 75645
903-734-5438**

**MONTHLY BUSINESS MEETING
BOARD OF DIRECTORS**

Minutes

DATE: Tuesday, April 16, 2024
TIME: 6:00 p.m.
LOCATION: Pritchett Water Supply Corporation
3679 State Hwy 155 S
Gilmer, TX 75645

Directors Present: Danny Weems, George Stevenson, Benji Campbell, Lisa Sneed, Ken Reagan, Sherri Heckendorn, Josh Marrs, Russell Washburn and David Yordy were absent

I. Call to Order

Mr. Campbell called the meeting to order, no guest nor members were present and no Citizen's Comments until Ms. Cregler and her family/friends came in after the meeting started.

II. Acknowledgement of Members and Guests

III. Citizen's Comments

IV. Approval of Minutes

Mr. Weems asked if a transfer switch was included with the generator at 1B and if we would talk about policy updates in detail? The transfer switch is part of the package & policy updates are to be addressed later in the meeting.

Mr. Stevenson moved to approve the minutes from March 19, 2024, Mr. Weems seconded & the motion carried.

V. Committee Reports

No committee Reports

VI. Budget and Financial Statements

No comments nor questions.

VII. Manager's Reports

- A. FYI-Miscellaneous Reports not Requiring Board Approval.....
Equipment and Vehicles.....
Employees.....

Plant/Well Maintenance.....2 of the 3 transfer switches (Plant #22 & #23) have been installed, still waiting on parts & scheduling for the office/Plant #20 location.

Data Flow & Electrical.....waiting on co-ax & fiber cable to finish Phase I & II, materials have been dropped off for Phase III

Transponder Purchase.....30 Transponders on the warranty/loyalty program have been ordered at \$165.00 each, totally \$4,950.00

Disposal of the 1996 Ford Truck.....advertisement for bids on the 1996 Ford will be in the Gilmer Mirror and bids will be awarded/rejected at the next board meeting, to dispose of this truck.

Ms. Heckendorn questioned Data Flow & HMV & wanted to see where we're at on Data Flow. Mr. Reagan asked if any of the expenses were outside of the budget, of which we're not so far. Plans for a Pressure Tank at Plant 1B has been approved by TCEQ & previously approved by the board & will be bid out on build & installation.

After these questions, Mr. Marrs moved to approve the bills paid, Mr. Stevenson seconded & the motion carried with Ms. Heckendorn not casting a vote, in favor of or opposing.

No questions on memberships, new accounts, etc.

Ms. Heckendorn moved to approve the forfeitures of: G Dearion @ \$156.24 and J. Clark @ \$189.07, Mr. Reagan seconded & the motion carried.

Mr. Marrs asked if we were getting a better handle on water loss & Mr. Meador stated that we'd made some adjustments to the formula to where we needed to be.

VIII. Old Business

With the previous quote from Carter Equipment of \$7,382.00, Mr. Marrs moved to approve the purchase of 2 Booster Pumps for Plant #17, Ms. Heckendorn seconded & the motion carried.

IX. New Business

The Committee assignments were as follows:

Board Policy: Josh Marrs, Ken Reagan, Sherri Heckendorn, Benji Campbell

Personnel Policy: Lisa Sneed, George Stevenson, Russell Washburn, Benji Campbell

Credentials: Ken Reagan, Josh Marrs and a vacant position currently of a member

Budget & Finance: Danny Weems, Ken Reagan, Benji Campbell

Long Range Planning: Danny Weems, Ken Reagan, George Stevenson, Benji Campbell

TRWA has a Salary Survey & Rate Survey available for \$100.00 each if you don't participate, the last surveys were 2022. To use as a tool, Ms. Heckendorn wants us to participate & receive the surveys, free of charge.

Ms. Heckendorn also wants the availability to access the TRWA website as a member to obtain information/benefits only available to their members. Pritchett WSC will inquire information of director's access to the website.

Procurement Policy.....Ms. Sneed asked what it was & following the Water Code was enough wasn't it? We don't have a formal procurement policy. Mr. Campbell suggested we allow the Board Policy Committee to look at this.

Mr. Reagan, as a new director & trying to get an idea of Pritchett WSC's operations, he asked a few questions pertaining to personnel/compensation, auditor/internal controls, the financials/reconciliations & are job descriptions current. Also, does the board need to see individual payroll in the board packets, or just total of all combined, is there any descriptions of bonuses, & do we submit policies to State or Regulatory Agencies? The board discussed briefly these questions.

X. Next Board of Directors Meeting

Mr. Reagan set the next meeting for Tuesday, May 21, 2024, 6:00 p.m. at the office location

XI. Adjourn

Ms. Sneed moved to adjourn, Ms. Heckendorn seconded & the motion carried.

***Minutes taken by
Cindy McMillan***

***Minutes approved
May 21, 2024***