

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

MONTHLY BUSINESS MEETING
BOARD OF DIRECTORS

Minutes

DATE: Tuesday, June 18, 2024
TIME: 6:00 p.m.
LOCATION: Pritchett Water Supply Corporation
3679 State Hwy 155 S
Gilmer, TX 75645

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

I. Call to Order

Mr. Campbell called the meeting to order & acknowledged the directors & a member.

II. Acknowledgement of Members and Guests

III. Citizen's Comments

The member present stated that he had the right to speak on any agenda item & did not comment during the allotted time of citizen's comments.

IV. Approval of Minutes

Mr. Marrs moved & Mr. Stevenson seconded to approve the minutes of May 21, 2024.

V. Committee Reports

The Personnel Committee met prior to the meeting and will make recommendations later in the meeting.

VI. Budget and Financial Statements

No questions nor comments.

VII. Manager's Reports

A. FYI-Miscellaneous Reports not Requiring Board Approval.....

Equipment and Vehicles.....

Employees.....

Plant/Well Maintenance.....Duplichain Contractors, LLC has the contracts that need to be signed & returned to the engineer for the pressure tank at Plant #1B

The fence @ Well #25 has been completed & the driveway is ready for the concrete

Data Flow & Electrical.....Phase 1 is complete, the majority of Phase II is complete. The Automatic Transfer Switch at Plant #20 has been completed & the ATS will be installed on the office by the next meeting.

Mr. Stevenson moved to approve the bills paid, Mr. Marrs seconded & the motion carried.

Ms. Sneed moved to approve the forfeitures of: M. Brown @ \$102.50 & R. Sorbet @ \$46.60, Mr. Washburn seconded & the motion carried.

Well Report.....we have not started stream lining data from Data Flow yet.

VIII. Old Business

Ms. Heckendorn reported that she had accessed TRWA's website & it had a lot of information & sample policies. She visited Lindale & their directors have access & she recommended that PWS Directors utilize the website.

Ms. Sneed stated that the Personnel Committee had met just prior to the meeting and their recommendation was to remove payroll time reports & check register. Their recommendation was put into a motion, Mr. Reagan seconded & the motion carried with Mr. Stevenson opposing.

Ms. Heckendorn came in late and wanted to revisit this item on the agenda. She stated that the decision was in violation of the Board Policy and would have to come from the Board Policy and not the Personnel Committee. She also stated that per the By-Laws, any checks not signed by the Secretary-Treasurer has to notify that officer & then the board has to be informed at the next meeting.

The only bid submitted on the 1996 Ford was \$3,501.01. Mr. Marrs moved to accept the bid, Mr. Stevenson seconded & the motion carried.

Mr. Weems stated that the Long Range Planning Committee met with the engineer from Hayes Engineering & it's their recommendation that Hayes compile the 20 yrs. Master Plan with an estimated cost of \$30,000.00, it may take 8 or 9 months to complete. The last Master Plan was done by them & was only about a 50 member difference. Mr. Marrs asked about how detailed & was it worth the money? Mr. Wilson interrupted & stated to Mr. Marrs that the plan was very detailed & he had a copy of the last plan. There was some discussion of reviewing the plan every 5 years. The Committee moved upon their recommendation to create a line item in the budget & get the Master Plan started, Mr. Heckendorn seconded & the motion carried.

IX. New Business

Mr. Meador asked how the board wanted to proceed with the Drought Contingency & Emergency Water Demand Management Plan. Mr. Weems proposed to appoint the 2 board members, as recommended by the TRWA template, to a committee & allow them to make recommendation. Mr. Washburn moved to create the committee, Mr. Marrs seconded & the motion carried. Ms. Heckendorn volunteered, Mr. Washburn was volunteered, however, accepted the position along with the Manager, Mr. Meador serving.

Bulk water sales were discussed with Mr. Weems moving that all bulk water be sold from the office location, Ms. Sneed seconded & the motion carried.

Liberty City replaced all their Master Meters & Mr. Meador would have liked to purchase some of the newer stuff, but they wanted to sell all. No action.

Pritchett WSC received an email of an Order of Enforcement from TCEQ of violations from the last inspection. Capacity issues & the pressure tank @ #1B were expected as they have been issues previously, however, some of the violations were first time, some have been corrected & some parts have been ordered for corrections. Thus, leaving Pritchett WSC somewhat puzzled as to why the whole inspection violations are in enforcement. Mr. Meador along with the Engineers & Mr. Campbell participated in a conference call with TCEQ the morning of this meeting. When completion, corrections & proposed plans for corrections were submitted to TCEQ, time of completions were not submitted & this could be the reason behind enforcement. The enforcement officer stated that most of the time once in enforcement it usually stays in enforcement, however, she would review the order. The fines currently are approximately at \$23,000.00. Not sure about appeals or any amendments. Talking with the Engineer, a 'SEP' program was brought up, which would direct the monies from the fines to go into environment projects. We have 15 days to submit an application for the SEP & 30 days to pay the fines. Mr. Marrs moved to authorize Mr. Meador to do what's best for the company within the \$23,000.00 fines & the direction & guidance of the board officers, along with TRWA & our Attorney, Mr. Weems seconded & the motion carried.

X. Next Board of Directors Meeting

Mr. Reagan set the next meeting for Tuesday, July 16, 2024, 6:00 p.m. at Pritchett WSC. He also mentioned that he'd like to have a budget meeting prior.

XI. Adjourn

Ms. Heckendorn moved, Mr. Weems seconded & the motion passed to adjourn at 7:20 p.m.

Minutes taken by
Cindy McMillan

Minutes Approved
August 20, 2024