

Sturdivant-Progress Water Supply Corporation
241 Village Bend Rd
Mineral Wells, Texas 76067
940-325-6020 / spwsc@suddenlinkmail.com

Officers present:

President – Scott Royal
Vice President – Nelson Bailey
Secretary-Treasurer - Mike Wells
Assistant Secretary-Treasurer – Penny Snow

Directors present:

Jeff Smith
James Slattery
Mike Johnson
JB Watkins

Also present:

General Manager – Billy Brillhart
Office staff – Rebekah Da Vault / Leslie Cottrell

Call to Order / Invocation / Verification of Quorum:

Presiding - President: Scott Royal called meeting to order at **5:05** pm November 11, 2020. Meeting held in the shop to allow for social distancing.

Invocation given by Director Nelson Bailey

A Quorum was verified, 8 Directors out of 9 present.

Approval of the Minutes:

The Directors approved the minutes of the October 14, 2020 Board meeting as written.

Concerns of Customers:

Concern of customer, presented by **Secretary-Treasurer** - Mike Wells, corporation owned equipment used for personal purposes. A member notice that Sturdivant Progress WSC equipment was parked at an employee's home afterhours.

Secretary-Treasurer - Mike Wells made a motion that corporation owned equipment is not to be used for personal purposes with the exception of natural disaster or emergency situation with the General Manager or Board approval. **Assistant Secretary-Treasurer** – Penny Snow seconded and motion passed.

We will still be able to assist members with projects at a cost and time permitting. Only Sturdivant Progress WSC personal may operate corporation equipment. Equipment must be available for corporation projects at all times. Equipment will be stored on Sturdivant Progress WSC properties.

General Manager's Summary of Reports:

Work orders and Water Usage/Loss Report for, October 2020. Office Reports, Director's/Financial Report, and Sales/Receivables Report, for October 2020. *Copies of these are kept in the monthly reports folder and available for review upon request.*

General Manager has completed most of the employee evaluations. Purveyor Tomsy is picking up more field operations, which gives the General Manager Billy Brillhart more time to work in the office on paperwork.

There were 3 major leaks on Sturdivant Progress lines. The purveyors installed 7 new water taps and 3 sewer taps. They also laid about 1250 feet of new pipe on Hog Mountain to connect the taps into the line. The cost to lay the pipe was paid for by the new members.

President Scott Royal asked if the water rate increase shows on the financial reports. Billy told him that the amount that we pay to the City of Mineral Wells and the amount from member billing will show on the reports in December from billing and usage in November.

Changing out Badger Cellular meters:

No new smart meter was changed out last month.

Committee Reports:

Budget committee:

No Report

Projects committee:

No Report

Personnel committee:

The committee went over General Manager evaluation. They are happy with his progress. The General Manager duties will be less in the field and more in administration / supervisor.

New Business:

Executive session was called to discuss employees' compensation.

Resume meeting and a motion was made by **Director** - James Slattery; The General Manager's salary will be set at \$85,000.00 with no additional compensation time. The Christmas bonus will be 6% of salary for all of the employees and a 3% cost of living raise for all other employees. Seconded by **Director** - Nelson Bailey. All directors approved.

With no more business to discuss this month, **Director** - Jeff Smith made a motion to adjourn the meeting at 6:00 pm. It was seconded by **Director** - James Slattery. The motion passed and the meeting is adjourned.

President, Scott Royal

Secretary-Treasurer, Mike Wells

Vice-President, Nelson Bailey
Snow

Assistant Secretary-Treasurer, Penny

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Also present:

General Manager – Billy Brillhart
Office staff – Rebekah Da Vault / Leslie Cottrell

Call to Order / Invocation / Verification of Quorum:

Presiding - President: Scott Royal called meeting to order at **5:02** pm December 9, 2020.
Meeting held in the shop to allow for social distancing.

Invocation given by Director Jeff Smith

A Quorum was verified, 8 Directors out of 9 present.

Approval of the Minutes:

The Directors approved the minutes of the November 11, 2020 board meeting as written.

Concerns of Customers:

There were no concerns of customers.

Director James Slattery brought up his concern about assistance of members in a financial bind. The office staff assured him that when they are notified, they will discuss with the member, options for paying their bill. The member must provide written proof of need. General Manager will approve all assistance.

General Manager's Summary of Reports:

Work orders and Water Usage/Loss Report for, November 2020. Office Reports, Director's/Financial Report, and Sales/Receivables Report, for November 2020. *Copies of these are kept in the monthly reports folder and available for review upon request.*

President Scott Royal would like to review reports available from RVS and QuickBooks. He would like to see reports with more comparisons of previous month and / or year, to get an ideal of water usage.

He would also like the wells report edited to show our costs vs income of the water pumped from the wells.

General Manager will work with the office staff to determine the procedure for debt on delinquent accounts. Cost of revenue lost verses court cost of a judgement lien against the property.

General Manager spoke with Barnett-Herron Engineering for a quote on a Hydraulic study of our system. A study of estimated future needs along the system. They may be able to complete March 2021 for about \$5000.00. General Manager will have more information at next board meeting in January.

General Manager let the Directors know that a 4-inch line is needed to put in fire hydrants. We will discuss with developers of new subdivisions about installing fire hydrants.

Employee holidays will be December 24th and 25th for Christmas and January 1st and 4th for New Years.

The purveyors have begun moving some of the water lines out of the highway 281 right of way and onto private property.

Changing out Badger Cellular meters:

No new smart meter was changed out last month.

Committee Reports:

Budget committee:

Committee members must schedule a meeting to finalize 2021 budget.

Projects committee:

General Manager addressed projects in his reports.

Personnel committee:

No Report

New Business:

Decision on whether to lower the number of Board Directors from 9 to 7 has been postponed until our annual meeting, March 11, 2021.

Priorities for 2021:

1. Hwy 281 road expansion – move lines to private property. Estimated 3 months to complete. Director Penny Snow made a motion that we hire 2 temporary, part time people to assist purveyors on this project. Director Jeff Smith seconded and the motion passed.
2. Carter Rd wells online and in operation. We are hopeful to get Carter Rd wells online by January 1, 2021. (Pending Inspections)
3. Buchanan property fence. Both ends of the property need to be boxed in. Need to get done as soon as possible.

With no more business to discuss this month, **Vice President** - Nelson Bailey made a motion to adjourn the meeting at 6:30 pm. It was seconded by **Secretary-Treasurer** - Mike Wells. The motion passed and the meeting is adjourned.

President, Scott Royal

Secretary-Treasurer, Mike Wells

Vice-President, Nelson Bailey
Snow

Assistant Secretary-Treasurer, Penny