

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:

Mike Johnson
James Slattery
Jeff Smith

Absent:

Ludo Schweinfurth

Also present:

General Manager - Billy Brillhart
Office Manager – Rebekah Da Vault
Member – Doug Grabham, (Possible Director)

Call to Order / Invocation / Verification of Quorum:

In connection with social distancing and health concerns, this meeting was held by telephone conference.

Called to Order by President / Chairman Scott Royal at 5:13 pm April 14, 2020.

A Quorum was verified, 7 Directors out of 9 present.

Mr. Doug Grabham was on the conference call. He spoke of his background in water and waste water. He has also served on other Boards. He was told that they would discuss the topic of his becoming a Director of the Board, and get back with him. General Manager Billy Brillhart will take him an application and back ground sheet to him to fill out. (Appointment tabled until the next meeting)

Billy said that member, Mr. Watkins, would also be interested in serving on the Board of Directors.

Approval of the Minutes:

Director: James Slattery made a motion to approve the March 10, 2020, minutes mailed prior to the meeting with no deletions, additions or corrections. This meeting was held at the Sturdivant Progress Office. **Vice President**, Nelson Bailey seconded and the vote was unanimous.

The minutes from 2019 Annual meeting were read. **Assistant Secretary-Treasurer** – Penny Snow made a motion that the minutes be accepted as read. **Vice President**, Nelson Bailey seconded and all were in favor.

Concerns of Customers:

Member account 904, asked if we would restock her stock tank with fish. When she purchased the property, there was already a sewer manhole on it. We have taken care of the sewer manhole when it overflowed, twice. It did flow into her tank. **Vice President** – Nelson Bailey made a motion that the General Manager should work with the member as far as replacing the fish. **Assistant Secretary-Treasurer** – Penny Snow seconded the motion.

Field Manager's Summary of Reports:

General Manager Billy Brillhart presented Field Report, Work orders and Water Usage/Loss Report for, March 2020. He also presented the Office Report, Director's/Financial Report, and Sales/Receivables Report, for March 2020. *Copies of these are kept in the monthly reports folder and available for review upon request.*

There was one large leak after hours on Hogg Mountain. The General Manager completed 2 new tap surveys for possible new members.

The General Manager said that he would get employee reviews done this week. He will get with the personnel committee, once they are done, to discuss any compensation.

Hwy 281 expansions with TXDot: The water line in the right of way for the RV Park to Hogg Mountain Rd along S Hwy 281 will need to be moved. From Hogg Mountain Rd to FM 1195 there are 2 trouble spots that we may be able to elbow out and around the culverts that they are going to redo. From FM 1195, south is all good and shouldn't need any water lines moved. We will try to move our lines to private property and out of the state right of way. These changes should only affect 2 member meters. The start date for this project has been delayed 3 months.

Changing out Badger Cellular meters:

The crew installed 25 new smart meters last month.

Old Business: Status SPWSC Properties

370 Carter Rd wells:

The purveyors need to install vents for the chlorinator building. Webb will begin work on installing the electrical to power the chlorinators.

Because of the current pandemic and social distancing, the inspection by TCEQ for these wells will be after June 2020.

265 Gill Ct wells:

The purveyors need to install vents for the chlorinator building. Webb will begin work on installing the electrical to power the chlorinators.

Hwy 281 wells (Buchanan):

The General Manager has not received any bids on repairing and replacing the fence on this property approximately 3200 ft. He has given the specs to 4 companies for bids. Director Mike Wells reminded him that John Mayo would like to put in a bid. The General Manager and the purveyors will also put in a bid. Sturdivant Progress WSC will provide the materials for the job. Billy will get the specs needed for the fence to all who wish to submit a bid.

Replacement of 10" pipeline on Hogg Mnt Rd:

We have not received any bids for replacing the line.

Hogg Mountain Beautification: (Installation of bushes or shrubs around pump station)

The member next door to the Hogg Mountain station, and who asked the corporation to do some beautification around the site, has agreed to pay for part of the beautification. We are currently waiting on his okay to complete the work.

Dyment(Dusty Trl) Pressure Station:

Because of the current restrictions imposed by the COVID – 19, this project is on hold.

New Business:

The lease for the billboard on the Highway 281 property will expire on May 31, 2020. After some discussion the: **Secretary-Treasurer** - Mike Wells entered a motion to renew the lease at the same terms and price. The new lease will be an annual payment of \$600.00, for a term of May 31, 2020 to May 31, 2021. The motion was seconded by **Vice President** – Nelson Bailey; and all of the Directors agreed.

An email was received from the volunteer fire department of Mineral Wells. After the Board members reviewed the email, there were still some questions. The email stated that the volunteer fire department will now be an auxiliary of the City of Mineral Wells fire department. We currently allow members to donate to the volunteer fire department along with their monthly bill. Now that they are a part of the city fire department, do we continue this practice? The Board decided to table this question until the next board meeting, after they receive more clarification from the volunteer fire department representative.

We do not need to separate the Hwy 281 property for the fire department. We will not enter into a lease with them at this time.

President – Scott Royal spoke with accountant Linda Parish about the employee's health insurance. Because we have 26 pay periods and are billed monthly for our insurance our balance is not always current (The corporation has paid the invoice before it has been deducted from the employees' check). Because of this when an employee is terminated it leaves an outstanding balance. The accountant made a recommendation that, in the next few pay periods, we deduct enough from employees' paychecks to get the balances on health insurance one month ahead. General Manager and Office Manager will work together to get this accomplished.

Personnel committee: with Mike Wells, Jeff Smith, Nelson Bailey and Billy Brillhart. This committee will meet twice a year (March and October) to discuss employee evaluations, bonus', benefits and wages. The General Manager said that he would get employee reviews done this week. He will get with the personnel committee, once they are done, to discuss any compensation. They will meet Tuesday of next week for the committee to get the General Manager's evaluation.

Budget committee: with Penny Snow, James Slattery and Billy Brillhart. This committee will meet 2 times a year (March and September) to discuss the budget and monitor charges on the company credit card. Bill will call the committee members and review the budget as he completes. The committee can make a presentation to the board at a later date.

Oversight committee: with Rebekah Da Vault, Mike Wells and James Slattery. This committee will meet 2 times a year to review the public funds policy and procedures. These will be presented to the Board of Directors in November for review and approval. Mr. Slattery will get his certification for public funds once the pandemic is over.

No Executive session was needed

A motion was made by **Director** –James Slattery to adjourn the meeting at 6:30 pm. It was seconded by **Vice President** - Nelson Bailey. The motion passed and the meeting is adjourned.

President, Scott Royal

Secretary-Treasurer, Mike Wells

Vice-President, Nelson Bailey

Assistant Secretary-Treasurer, Penny Snow