

Sturdivant-Progress Water Supply Corporation
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Mineral Wells, Texas 76067
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Officers present:

Vice-President – Jeff Smith
Secretary-Treasurer – Penny Snow
Assistant Secretary-Treasurer – JB Watkins

Directors present:

Sarah Hahs
Mike Johnson
Steven Byrom
Jeff Stow
James Slattery

Also present:

General Manager – Billy Brillhart
Office Personnel – Rebekah Da Vault
1 member was in attendance, account 776.

Not in attendance:

President – Scott Royal

Call to Order / Invocation / Verification of Quorum:

Called to Order by Vice President Jeff Smith at 5:15 pm November 8, 2023.

A Quorum was verified, 8 of 9 Directors present.

Approval of the Minutes:

Director – Sarah Hahs made a motion to accept the minutes of the Oct 11, 2023, board meeting. **Director** – Steve Byrom seconded, and motion carried without dissent.

Concerns of Customers:

Marie Helmick dropped off a copy of the petition that she is circulating. She hopes to submit it to the PUC by the first of next week.

Summary of Reports:

Presented by the General Manager: Field Report, Work orders and Water Usage/Loss Report for October 2023. Office Report, Director's/Financial Report, and Sales/Receivables Report, for October 2023. *Copies of these are kept in the monthly reports folder and available for review upon request.*

We had 2 leaks last month at a cost of \$604.75. There were work orders for 9 leak alerts, 6 were actual leaks, 3 no leaks. Purveyors changed out 3 meters over to the new cell read meters. We pumped about 80,000 more gallons than the previous month. Most of that may be due to main pumphouse repairs.

Status of current projects:

Upsize of FM 2256 Pipeline (Contractor Brogdon)- We are pressuring the line back up. Bac T samples are not acceptable. Need to flush the line more. Contractor needs to tie-in a few more taps and clean up, to finish installed line. We are still waiting for the line and samples OK to complete.

Additional line: Contractor can install the line at the same price originally bid. Which would be about another \$37,000.00 to complete.

Cruz just finalized the paperwork on the storage tanks at the main office, to send it in to TCEQ. TCEQ has already approved all his preliminary papers. That includes the pressure tank. We should have his cost estimates next month, for these projects. He will send it out to contractors for their bids.

New Business:

Budget committee will get together after the rate increase takes effect.

Projects committee hasn't met in a while. Director Mike Johnson has been reviewing some online project management software. The software runs about \$50.00 a month. It would give users real time information to date, status and cost changes entered by other users. Up to 5 users. Waiting on engineer's drawings to set up projects in the software.

Personnel committee got together to discuss salaries. All office staff will now be salary.

Director Sarah Hahs made a motion that Sturdivant Progress WSC employees will receive a 3% bonus for 2023 and a 3% cost of living raise for 2024. Director Jeff Stow seconded, and the motion was passed unanimously.

Rebekah asked for a committee to review the current SPWSC Tariff. The company tariff needs to be updated. Once the committee has reviewed, we will send it to the attorney to look over. The committee will be Jeff Smith, Penny Snow and James Slattery. Once approved by the board, we will submit it to the PUC. It will then be presented to the members at the annual meeting for approval.

The Directors went into executive session to discuss employees. On return from executive session a question was brought up on the general manager's report summary. The directors would like a copy or a bullet point summary, so that they can follow reporting at the beginning of the meeting.

The Directors made a request that Sturdivant Progress WSC get a formalized lease agreement with Christenson, concerning the company owned land on Highway 281. They would also like to see a copy of his liability insurance or a liability disclaimer and a copy of invoices to show discounts for services.

A motion was made by Director – James Slattery to adjourn the meeting at 6:30 pm. Director – Mike Johnson seconded the motion. Approval was 8-0 and the meeting was adjourned.

Presiding Officer,

Secretary-Treasurer, Penny Snow