

Sturdivant-Progress Water Supply Corporation
241 Village Bend Rd
Mineral Wells, Texas 76067

November 9, 2019

Monthly Board of Directors meeting for the Sturdivant-Progress Water Supply Corporation was held at the Sturdivant-Progress WSC office. The meeting was called to order by **President, Scott Royal** at 5:00 pm., November 9, 2019.

Officers present:

President – Scott Royal
Assistant Secretary-Treasurer - Mike Wells

Directors present:

Penny Snow
Nelson Bailey
James Slattery
Mike Johnson

Absent:

Director – Dave Larson
Vice – President – Ed Evans
Assistant Secretary – Treasurer – Jerry Fields

Also present:

General Manager - Billy Brillhart
Office Manager – Rebekah Da Vault
Office Assistant – Leslie Cottrell

Approval of the Minutes:

Director, Nelson Bailey made a motion that the minutes from the October 9, 2019 meeting be approved. The motion was seconded by **Director**, Mike Johnson. And the motion passed.

Concerns of Customers:

Customer account#818 asked if we could beautify our Hogg Mountain lift station. He has to look at it every day from his front door. There was a discussion of putting up a 6 foot privacy fence. The privacy fence wood consists of 9 wood panels. General Manager is going see if the member is willing to pay half of cost of supplies. Sturdivant Progress WSC will cover the cost of installation.

Citing health issues and additional responsibilities of the position, Secretary -Treasurer Jerry Fields has resigned from the board of Directors.

Director Nelson Bailey requested that the board meetings begin with an invocation.

Field Manager’s Summary of Reports:

General Manager Billy Brillhart presented Field Report, Work orders and Water Usage/Loss Report for, October 2019. He also presented the Office Report, Director’s/Financial Report, and Sales/Receivables Report, for October 2019. *Copies of these are kept in the monthly reports folder and available for review upon request.*

The month of October, Sturdivant Progress WSC responded to 8 leaks on Member’s side of meter and 6 leaks on SPWSC side at a cost of \$562.60. The purveyors changed out 2 old meter heads with new cellular meters. 5 meters were pulled – 4 at owners request and 1 for nonpayment. There was 1 sewer tap installed and 2 new meter installs.8 after hour call outs, for about 21 hours overtime. 2 of the

callouts were for a major electrical problem at the Southridge station, which may have been caused by a power surge or lighting in the area. Electrician did not put a low level lockout on the tanks. When the water in the tanks got low, the pressure pumps kept trying to pump, but there was low water. So we had to have an electrician come in and install a low level lockout.

We have had electrical issues this month at The Sturdivant Main pumps and office, at Hogg Mountain and Southridge station, all of which may be attributed to lightning.

Aged receivable and past due accounts: Williams account#685 we have received no payment since July 2019. General Manager will determine next procedure of past due amount \$70.48. The property has sold to new owner. 2 accounts where the owner has passed away, we will have to write off the monies owed to bad debt.

The 2020 Budget should be ready for review at the December Board Meeting

Old Business: Status SPWSC Properties

South wind Rd tie-in to Gill Ct wells (Glover bypass):

General Manager said that the project is done. Need to install an isolation valve. The 811 locates have been called in, for installing the fence. The paperwork has been sent to TCEQ for review.

370 Carter Rd wells:

General Manager stated that Webb Lockwood with Action Service and Electric had to completely redo most of the work done by the Dosier Appliance electrician. As of today he is about 75% done. Mr. Lockwood had a meeting with the projects committee and let them know that because of the additional work. His bid would need to be adjusted to between \$5000.00 and \$8000.00.

The man from Smith pumps came out to see what the issue was with the pumps. Because of the electrical issues the General Manager and the purveyors have had to re align the pumps. They had to redo the platforms and re plum the lines. After all of that it didn't fix the problem, so Smith pumps are going to come out next week and take the pumps back to their shop to find out if it's the motors or still an alignment problem.

The slab has been prepared for the chlorinator room. The conduit has been run, stubbed out what Lockwood needs. Weather permitting the concrete people should be able to pour the slab this next week.

General Manager spoke with TCEQ about the inspection. He explained the delays with the electrical. She said that she would give us 10 more days. If we are not ready we will have to wait until next year for the inspection.

We have received and paid the quote from Doiser Appliance for work completed at this site.

265 Gill Ct wells:

Webb Lockwood completed the repairs and cleanup after the lighting strike. Once we get the paid invoices, we will put in an insurance claim.

General Manager is waiting on slab prices for chlorinator buildings. We will be billed once the chlorinators have been delivered. President Scott Royal asked when we can expect to have the wells completed and pumping chlorinated water through system. GM said that it depends on the slab people and setting up the chlorinators, about 2 weeks.

Hwy 281 wells (Buchanan):

Robert Christenson's said that he is closer to getting the driveway put in; he is just waiting for a little dryer weather and ground area. It could be another week to week and a half before he is able to complete the driveway.

Assistant Secretary, Mike Wells brought up the issue of access to property. Once we have divided the property and installed the fence, we will need to keep an easement beside the fence when the other half of the property is sold.

The Railroad Commission has given Rolo Resources, LLC 10 more days to complete the cleanup of the property.

Additional Meeting Building:

General Manager has not heard from any contractors concerning a site built building. He has spoke with a few concrete companies that Director Bailey put him in touch with and they are all within \$100.00 of each other. With the slab and the framed out building we are still looking at \$28,000 to \$30,000 for the onsite building. With the slab and a metal building we are looking at; between \$18,000 and \$20,000.

Director Bailey is going to get with a contractor, to see if he can get another bid on a completed building, and get the project completed. He will get the contractors in touch with the General Manager.

Changing out Badger Cellular meters:

The purveyors swapped out 2 meter heads in October.

Replacement of 10" pipeline on Hogg Mnt Rd:

We have not received any bids or quotes for this project.

Need to register Mr. Ground's easement with the county.

Dyment(Dusty Trl) Pressure Station:

General Manager Billy Brillhart has sent all the papers to TCEQ for approval. He doesn't believe that they will have a problem with it. The electrical is sufficient at this location to run what needs to be run. SPWSC will need to get this station online before summer 2020.

General Manager has spoken with the neighbor about extending the easement and moving fence line back far enough to accommodate larger tanks. The neighbor said that they are fine with it. Billy Brillhart will need to get with the husband.

New Business:

Director Penny Snow reviewed an article from the July/ August 2019 Quench magazine, concerning flushable wipes clogging the sewer systems. She asked if we could put a notice on the bottom of the water bills, to let people know not to flush these wipes.

Because we have lost 2 board members, the idea was brought up of creating a mass mailing. We can let the members know about the openings and other items of concern. Rebekah was asked to draft the mailer.

Rebekah gave a summary of some of the items addressed at the TRWA conference that she attended last month in Allen Tx. The main reason for attending the conference was to get in compliance with the Texas Public Funds Investment Act. The Act is part of Chapter 2256 of the Government code. We must have at least 2 people certified on Public Funds Investment. One of those people should be the secretary on the board of directors. Training is held yearly. We must post our policy on investing public funds at the office, as part of the Texas Transparency Law. She also learned that as of September 1, 2019, all of our meeting minutes must be posted on our website. Soon they may require us to post the audio/videos of each Board meeting to our website.

Presentation of status from Committees -

Personnel, Property and Inventory Committee: Nelson Bailey and Penny Snow

No new information to report.

Contracts and Timelines Committee: Scott Royal and Mike Wells

No new information to report.

Annual Compensations Committee: Scott Royal, James Slattery, and Billy Brillhart

No new information to report.

Into Executive session: To discuss Payroll and Employees

Out of Executive session: 18:40

Assistant Secretary Treasure Mike Wells made a motion that each employee be given a 10% yearend bonus based on their annual salary. Director Nelson Bailey seconded and the motion passed.

A motion to adjourn was made by **Director** – James Slattery 6:45 pm. It was seconded by **Director** – Nelson Bailey. The motion passed and the meeting is adjourned.

President, Scott Royal

Secretary-Treasurer,

Vice-President, Ed Evans

Assistant Secretary-Treasurer,
Mike Wells