

Possum Kingdom Water Supply Corporation

1170 Willow Road
Graford, Texas 76449

Possum Kingdom Lake
940-779-3100 TDD 800-735-2989

Board of Directors Regular Meeting 10:00 A.M. Wednesday, August 16, 2023

MINUTES

1. Call to order, roll call and establish quorum

The meeting was called to order at 10:00 AM and a quorum was established with eight (8) board members present.

2. Welcome and recognize visitors and guests

Jordan Hibbs (eHT), Michael Avidon, Scott Stubbs, Todd Foust

3. Consent Schedule

- a. Approval of minutes from July regular meeting
- b. Approval of Treasurer's report and payment of bills for July

Motion to approve July Consent Schedule by Mike Patton, second by Rosendo Ferrer. Motion passed 8-0.

4. Discussion and Potential Decision Regarding Board Member Appointment

Sue Cathey, President of Board of Directors, discussed the procedural methods for appointing a new director. The floor was then opened to each candidate to introduce themselves and provide more information as to the reasoning they are interested in the open board position.

All three candidates, Michael Avidon, Scott Stubbs and Todd Foust, introduced themselves and presented their case for the open board position.

Nominations:

- Stacy Urban nominated Scott Stubbs, Second by Rosendo Ferrer
- Dale Bankhead nominated Todd Found, no second provided
- No nominations for Michael Avidon

Sue Cathey asked for all in favor of Scott Stubbs being appointed to the open board position, seven (7) directors in favor with one (1) director, Dale Bankhead objecting. Scott Stubbs appointed to the open director position with the term ending in March 2024 at the Annual Member Meeting.

5. Discussion and Potential Approval of Plant Water System Contractor Bid

Jordan Hibbs, eHT, provided an update and information related to the Water Treatment Plant upgrade and the Plant Water System project. The floor was opened for questions and discussion between Jordan Hibbs and the Board of Directors.

Jordan Hibbs also discussed information regarding the Pre-Bid meeting held at PKWSC Office and at the Water Treatment Plant. He mentioned that six (6) potential contractors showed interest, however, only one (1) submitted a bid proposal for the Plant Water System project. Jordan provided his opinion on Dowtech Specialty Contractors and discussed the recommendation of award letter to award the project to Dowtech Specialty Contractors.

Motion by Dale Bankhead to approve the contract proposal from Dowtech Specialty Contractors in the amount of \$292,731.50 for the PKWSC Plant Water System Improvements. Second by Monty Jasper. Motion passed 9-0.

6. Discussion and Information of Open Meetings Act

Sue Cathey, President of Board of Directors, discussed the importance of the Open Meetings Act and reminded all directors that they need to complete this and send their certificate in to have on file. Recommendation that any director who has not completed this in the last 3-4 years do so. It was mentioned that Open Meetings Act information can be found online with the Attorney General.

7. Discussion and Information from Board Committees

No Update from any committee

8. Discussion and review of the Manager's Report

Tom Labbe presented the Manager's Report and discussed activities:

- Tommy Thompson working to finalize new valve installation and wiring on the Pall R/O Unit.
- Lead and Copper sampling process has started. Sampling to be completed by end of September 2023.
- Safety Grant program with Texas Mutual has been approved. PKWSC staff to purchase safety items and submit receipts for reimbursement.
- Completed comprehensive inspection of JIB cranes at the water treatment plant. Inspection report has been received and Ace Industries working on quote.
- Licensing Updates – Bill continuing to study for retake of Surface Water A. Per TCEQ, Tim will be eligible for Surface Water C exam in June 2024.

9. Discussion of any items of interest, including topics for future board meetings

Rosendo Ferrer asked several questions of Tom Labbe regarding items in work and future potential projects.

- Survey with Price Surveying and status of request for easement expansion with BRA – Tom indicated surveys were completed 8/15 and contact with BRA to understand formal submittal/request process has been made.
- Reserve at Gaines Bend, LLC status with refund and close out – Tom indicated a new letter is being sent via certified mail. The old check was never cashed and will need to be cancelled and a new check created to be mailed with the letter to John Snow.
- Potential to create a work log sheet for after-hours work performed – Tom agreed with the idea and will work to put together a log sheet for the technicians to use for after hour work.
- Potential Projects for Biggs and Mathews to get started on:
 - o Can additional expansion occur at the Water Treatment Plant in the current footprint and if so, cost estimate?
 - o Elevated Tank or Standpipe for The Hills Above PK and potential upgrades to the Pump Stations and Pressure Tanks
 - o Convert the system hydraulics model from eHT to Biggs and Mathews and update according to active meters

10. Adjourn Regular Session and Enter into Executive Session at 11:25 AM

11. Adjourn Executive Session and Enter into Regular Session at 12:25 PM

12. Discussion and Potential Approval of Discussion from Executive Session

Randy Burdick made a motion to adopt the recommendation from the Executive Session and it was seconded by Stacy Urban and approved by all present.

13. Establish time, date, and location of the next meeting of the board – proposed for Wednesday, September 20, 2023 at 10:00 AM at Possum Kingdom Water Supply Corporation Office, 1170 Willow Rd, Graford, Texas 76449

14. Adjourn

Motion by Rosendo Ferrer to adjourn meeting at 12:30, second by Mike Patton. Motion was approved by all present.

Mike Patton – Secretary / Treasurer

Date