

**PRITCHETT WATER SUPPLY CORPORATION**  
**3670 STATE HWY 155 SOUTH**  
**GILMER, TX 75645**  
**903-734-5438**

**MONTHLY BUSINESS MEETING**  
**BOARD OF DIRECTORS**

**Minutes**

**DATE:** Tuesday, October 22, 2024  
**TIME:** 6:00 p.m.  
**LOCATION:** Pritchett Water Supply Corporation  
3679 State Hwy 155 S  
Gilmer, TX 75645

Directors Present: Josh Marrs, Russell Washburn, Ken Reagan, Sherri Heckendorn, Lisa Sneed,  
George Stevenson, Danny Weems

***I. Call to Order***

Mr. Marrs called the meeting to order.

***II. Acknowledgement of Members and Guests***

***III. Citizen's Comments***

Mrs. Jeter addressed the alerts & how our system failed after she was signed up.  
Mr. McCraw spoke & just stated to keep to the mission, look to the future, and be productive.

***IV. Approval of Minutes***

Mr. Reagan asked about noting in the minutes that the October 15th. meeting had been postponed until the 22nd., Mr. Weems & Ms. Heckendorn also noted spelling corrections. Mr. Reagan moved to accept the minutes as amended, Mr. Weems seconded & the motion carried.

***V. Committee Reports***

The budget committee will meet on Nov. 5, 2024

***VI. Budget and Financial Statements***

Ms. Heckendorn asked what the Investigation Deposit/Fees & Contract Liabilities were. Mr. Meador explained the Investigation Deposit/Fees were Non Standard Service deposits of \$2,500.00 for engineering investigation. He didn't know of the Contract Liabilities. She had a few more concerns.

***VII. Manager's Reports***

A. FYI-Miscellaneous Reports not Requiring Board Approval.....

***Equipment and Vehicles.....***

***Employees.....***

***Plant/Well Maintenance.....***

***Data Flow & Electrical.....***Data Flow was turned on @ Plant #21, Plant #10 & Plant #5 will be delayed.

***Transfer Switches for Plant #20/Office.....***the transfer switch has been done at the office.

***Enforcement Letter from TCEQ.....***no updates

**20 Yr. Master Plan.....**updates will be later in the meeting

Mr. Stevenson moved to approve the bills paid, Mr. Washburn seconded & the motion carried with Ms. Heckendorn abstaining.

Mr. Washburn moved to approve the forfeitures of: Wilson @ \$252.09 & Reeves @ \$154.64, Mr. Weems seconded & the motion carried.

Ms. Heckendorn was concerned with the unaccounted loss & keeping it at 10%. We've implemented a formula that helps calculate loss. Once Date Flow is complete, we'll be able to take each pressure plane & know what the well has pumped vs. what went thru the meters & what was flushed. Mr. Meador is also open to look into some companies that help with leak detection & water loss.

### **VIII. Old Business**

#### ***Drought Contingency & Emergency Water Demand Management Plan.....***

Mr. Meador made some changes after public input from the last meeting on the Drought Contingency. Changes on 7.a. to a warning notice instead of a \$100.00 fine, 7.b. was changed to a \$50.00 fine & we updated the 30 TEC that was misstated in the last plan. Ms. Heckendorn moved to adopt the plan with the changes, the second was not detected, but the motion was approved with Mr. Stevenson abstaining. We will have to send the plan to TCEQ for approval.

#### ***Plant #5.....***

The board packets contained 2 bids for maintenance/rehab on this Plant, & a 3rd. bid was submitted from J & A Coating for \$83,650.00 after packets went out. Complete Restoration, LLC was @ \$48,000.00 and Universal Sweat @ \$44,750.00. Mr. Reagan moved to go with the bid of \$44,750.00 from Universal Sweat, Ms. Heckendorn seconded & the motion carried with Mr. Stevenson abstaining.

#### ***Audio/Video Recording.....***

Ms. Heckendorn asked what was the overall plan for the recordings. Mr. Reagan would like to see some type of projection of all the forms/documents. Mr. Weems moved to table & get additional bids including the possibilities of a smart board, Mr. Washburn seconded & the motion carried.

### **IX. New Business**

#### ***Appointment of Directors.....***

Ms. Sneed moved to nominate Kevin Honeycutt to be appointed, Mr. Weems seconded, motion carried with Mr. Washburn & Ms. Heckendorn abstaining.

Mr. Meador thought Brian Drennan would make a good director, Mr. Weems moved to appoint Mr. Drennan, Mr. Stevenson seconded & the motion carried with Ms. Heckendorn & Mr. Washburn abstaining.

#### ***Employee Health Insurance.....***

Michelle Traylor of Bockmon, Knight & Traylor Insurance Agency was present to review the renewals. In her review, we've had a good year with a balance of approximately \$10,000.00 at the end of August, which potentially could be refunded depending on further claims. We received a 6% decrease which Mrs. Traylor is recommending us to renew. She also reviewed the ancillary insurance & recommended staying with Principal & Equipoint. Ms. Sneed moved to approve the renewals through next year, Mr. Stevenson seconded & the motion carried.

#### ***New Truck.....***

The 2015 Dodge 2500 diesel needs to be replaced after a quite expensive repair that did not last. It stays in limp mode & is completely out of service. Mr. Meador asked for a couple of bids from Peters in Longview, gas fuel

with service bodies & ladder racks, one a 2500 and one a 3500. Mr. Weems moved to purchase the Chevrolet 3500 HD, 4WD, Mr. Reagan seconded & the motion carried.

***Engineering Work Orders.....***

Mr. Weems would like to see a letter of guaranteed funding form the bank/lender of Little Harlem, LLC for the project on Holly Rd.

W.O. NO PR-24-02 which is installing an 8" water main on FM 1795 from Red Maple to Plant #2 & a 4" water main on FM 1002 and Aspen Trail, Mr. Weems moved to approve this WO, Mr. Stevenson seconded & the motion carried.

The 20 yr. Master Plant, W.O. NO. PR-24-01 & W.O. NO. PR-24-03 were already approved, just need to be signed.

***Resolution for Signatures.....***

Ms. Heckendorn moved to approve the resolution with the change of adding Mr. Washburn, Ms. Sneed seconded & the motion carried with Mr. Weems abstaining.

***Christmas Dinner.....***

Ms. Sneed made the motion to approve an employee/director Christmas Dinner with budget of \$1,000 @ La Carretas, Mr. Reagan seconded & the motion carried.

***End of Year Bonus.....***

A longevity bonus is given on each employee's anniversary. Mr. Weem moved for Mr. Meador to gather numbers (years of service) & cost for a year end bonus, Mr. Stevenson seconded & the motion carried.

***Texas Utilities Code 182.....***

Ms. Heckendorn looked at the code of confidentiality of members and how it conflicts with our bylaws and the Business Organization Code. The board agreed to have Mr. Meador reach out to our attorney.

***Job Descriptions.....***

Ms. Heckendorn would like to have the personnel committee to look at the job descriptions, mainly the General Manager.

***TRWA Resources.....***

Ms. Heckendorn found the duties of a board member on the website and had copies. She also mentioned a free training by NRWA on Dec. 5, of Cyber Security for Rural Water Systems.

***Evaluation of Manager.....***

Mr. Marrs read the Sec. 551.074 & moved into a closed meeting at 8:01 p.m.

The meeting reconvened into open session at 8:53 p.m. Ms. Sneed moved to give Mr. Meador a raise of \$5,800.00 beginning in January, Mr. Honeycutt seconded & the motion carried.

No other action was taken.

***X. Next Board of Directors Meeting***

Mr. Reagan set the next meeting for Tuesday, November 19, 2024 at 6:00 p.m. at the Pritchett WSC office.

***XI. Adjourn***

The motion was made, seconded and approved to adjourn.

***Notes were taken by Jamie Kirksey & minutes written by Cindy McMillan***

***Approved November 19, 2024***