

MILLSAP WATER SUPPLY CORP.

Mailing Address:
P.O. Box 158
Millsap, TX 76066

www.millsapwatersupplycorp.com

Street Address:
107 Fairview Rd.
Millsap, TX 76066

Phone: 940-682-4416

Agenda

Regular Monthly Meeting of Board of Directors

Millsap Water Supply Corp.

Date: April 9, 2020

Place: 107 Fairview Rd.

Time: 7:00 p.m.

Telephone Conference No: Local: 1-720-279-0026; Toll Free: 1-877-820-7831; Passcode: 446587

Website: www.millsapwatersupplycorp.com

1. Call meeting to order by telephone conference
2. Secretary/Treasurer to conduct Roll Call to verify and establish a quorum on the telephone conference
3. Read and approve past minutes
4. Operator's report, approval with vote
5. Bookkeeper's report, approval with vote
6. Review, as needed, new membership applications, member transfers and/or requests to relinquish membership, approval with vote
7. Pay bills for Arnold & Son Construction, vote as necessary
8. Pay bills for Arnold Garrett - Consultant, vote as necessary
9. Pay remaining bills, approval with vote
10. Approve waiving late fees during COVID-19 crisis and set criteria for applying waivers.
11. Discuss revocation of membership on Account number 162 at 900 N. Front Street, approval with vote
12. Old business
 - A.) Operator to provide update on plans to expand lines and service into eastern parts of MWSC CCN, vote as necessary
 - B.) Bookkeeper to report on Second Saturday Stats.
 - C.) Operator to provide progress update on Automatic Readers
 - D.) Other
13. New business
14. Adjourn

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Millsap Water Supply Corporation Minutes of Board of Directors Regular Monthly Meeting March 12, 2020

President, Kenneth Barnes, called the meeting to order at 07:03 p.m., Thursday, March 12, 2020. Board members present were Kenneth Barnes, Joe Young, Jason Schrick, Jamie French, Fred Griffin, Arnold Garrett, and David Meals. Staff members present were, Operator, Matt Souders and Bookkeeper, Dawne Steen.

Secretary/Treasurer Fred Griffin read the minutes of the regular monthly meeting of February 13, 2020. David Meals made the motion to accept the minutes as presented, seconded by Arnold Garrett. Motion passed 7 to 0.

Operator's report was given by Operator, Matt Souders as attached with minutes. Arnold Garrett made the motion to accept the operators report as presented, seconded by Jason Schrick. Motion passed 7 to 0.

Bookkeepers report was given by Bookkeeper, Dawne Steen as attached with minutes. Jason Schrick made the motion to accept the Bookkeepers report as presented, seconded by Jamie French. Motion passed 7 to 0.

Review of new membership applications, member transfers and/or requests to relinquish memberships to process were of the following:

One Membership Relinquishes –
Acct. #199 – Jealeta Maddux

Four New Membership Applications with Existing Tap –
Walter Bagley at 309 palo Pinto St.
Joe D. Young at 3678 S. F.M. 113

No New Membership Application with New Tap –

2 Membership Transfers –
#257 Haines to Burch to Towe

Jason Schrick made the motion to accept as presented, seconded by Joe Young. Motion passed 7 to 0.

On the item pay bills for Arnold & Son Construction – Joe Young made the motion to pay two invoices totaling \$2,365.00, seconded by Jamie French. Motion passed 6 to 0. Arnold Garrett abstained.

On the item pay bills for Arnold Garrett, Consultant – there were none presented.

On the item pay remaining bills, approval with vote – Fred Griffin made the motion to pay the remaining bills as presented, seconded by Jason Schrick. Motion passed 7 to 0.

On the item, discuss and approve Insurance Quote from Higginbotham, vote as necessary: Fred Griffin made the motion to accept the quote, seconded by David Meals. Motion passed 7 to 0.

On the item, discuss assigning voting rights for TRWA convention, vote if necessary: Kenneth Barnes made the motion to assign voting right to Fred Griffin, seconded by David Meals. Motion passed 7 to 0.

The Board went into Executive Session at 7:43P.M. to discuss employees salaries and/or benefits for contracts.

The board came out of Executive Session at 8:45P.M.

On the item, vote on employees salaries and/or benefits for contracts: Fred Griffin made the motion to give a 10% raise for Matt Souders and Dawne Steen with 7 hours per payday, and a \$4.00 per hour raise for Natasha Howard, seconded by Joe Young. Motion passed 7 to 0.

On the item, review IRS 990 for the 2018-2019 tax year: Fred Griffin made the motion to approve Form 990, seconded by David Meals. Motion passed 7 to 0.

Under old business to discuss:

- (A) Operator to provide update on plans to expand lines and service into eastern parts of MWSC CCN –there was none to report
- (B) Bookkeeper to report on Second Saturday Stats – We may have 2 customers coming in March 14th.
- (C) Operator to provide progress update on Automatic Readers – Matt is reviewing the list for Atlas.
- (D) Other – Jason Schrick mentioned that customers are asking him about what MWSC would do if services from Mineral Wells shut down.

On the item New Business –

- There was no new business

There being no other business, President, Kenneth Barnes adjourned the meeting at 9:07 p.m.

Kenneth Barnes, President

Fred Griffin, Secretary/Treasurer

**Millsap Water Supply Corp.
Accounts Payable List April 2020**

<u>ACCT. NO.</u>	<u>VENDOR/PAYEE</u>	<u>CK. AMT.</u>	<u>CK. NO.</u>
Bills Paying in April meeting			
2200-2212	Internal Revenue Service - Federal P/R Deposit	1,861.76	Scheduled for 4/14/20
6000	Salary and Ins Allow-Operator -Matt Souders	3,669.03	6608
6030	Salary and Ins Allow-Bookkeeper-Dawne Steen	2,346.37	6609
6520	Matt Souders-Reimburse cell phone use	35.00	6611
5090	Dawne Steen-fuel allowance	20.00	6612
1020	Millsap WSC - Reserve Acct to keep active	5.00	6613
5030	Arnold Garrett & Son Construction	N/A	
5031	Arnold D. Garrett - Consultant	N/A	
Various	American Express	645.65	6614
6520	CenturyLink	223.53	6615
5000	City of Mineral Wells Water Dept.	9,799.36	6616
5025 & 1200	Ferguson	5,721.48	6617
5025	Johnny Rupe	75.00	6618
6300	RVS Software	1,189.00	6619
5075	Tarrant County lab	40.00	6620
5015	Troy & Joy Throneberry	35.55	6621
5040-6220	TXU Energy	630.25	6622
5025&5660	USA Bluebook	371.80	6623
5025	U.S. Underwater Services, LLC	10,850.00	6624
6340	U.S. Post Office	195.00	6625
6280	Waste Connections, Inc.	106.44	6626
6030	Natasha Howard	642.92	6606
5070	Nicholas M. Riggs	263.05	6607
Total bills paid for April meeting		\$38,726.19	
Bills paid after March meeting			
March Late Payables			
6300	Bennett's Brazos Printing	69.00	6603
5087	Reimbursement - Gayle Godfrey **	36.40	6604
6030	Gayle Godfrey	147.76	6600
6030	Natasha Howard	276.83	6601
5070	Nicholas M. Riggs	27.71	6602
3010	Membership Refund - Jealeta Maddux	100.00	6605
April Early Payables			
April Payables Not Yet Received			
5087	DPC Industries		
Total bills paid after March meeting		\$657.70	
Bank Transfer to First Financial*			
	MWSC Operating Reserves as of 3/31/2020	\$ 125,558.00	
	MWSC Operating above \$150,000	<u>\$1,402.52</u>	6610

**Millsap Water Supply Corp.
Accounts Payable List April 2020**

MWSC Operating Reserve balance as of 03/12/2020	126,960.52
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Bank Balances	
MWSC Operating Reserve as of 04/09/2020	\$ 126,690.52
MWSC Operating as of 04/09/2020	\$ 117,170.32
MWSC Reserve as of 3/31/2020	<u>\$ 54,842.93</u>
Bank balances as of 04/09/2020	\$298,703.77

Note *: Threshold for transfer from Spirit Of Texas Bank Operating to First Financial Bank Operating Reserve is > \$150,000

Note**:

Note***:

Note****:

Millsap Water Supply Corp.
Past Due as of Report Date

All Customers Past Due Status = AGE 2/3

Name	Acct #	Last Pay Date	Last Pay	Current Age 1	Age 2	Age 3	Total Balance	Total Past Due	Disposition
ALMAREZ, PATRICIA	336	3/12/2020	\$180.00	\$81.48	\$7.82	\$0.00	89.30	\$7.82	Late fee only
BEDELL, DEECYE	90	3/6/2020	\$200.00	\$115.86	\$120.81	\$501.25	737.92	\$622.06	Cut Off List
BENFER, DOUG	59	2/24/2020	\$24.00	\$79.72	\$66.80	\$0.00	146.52	\$66.80	Cut Off List
BRADSHAW, ROGER	200	2/17/2020	\$122.84	\$78.98	\$66.23	\$0.00	145.21	\$66.23	Cut Off List
BRENTS, JOHN	410	2/28/2020	\$250.00	\$94.93	\$86.28	\$268.14	449.35	\$354.42	Cut Off List
BROUWER, PAUL	364	3/3/2020	\$198.84	\$61.95	\$79.41	\$0.00	141.36	\$79.41	Cut Off List
CASEY, MARK & STELLA	228	3/13/2020	\$90.08	\$107.47	\$98.96	\$19.00	225.43	\$117.96	Cut Off List
COTTEN, LATRICIA	162	2/4/2019	\$53.00	\$0.00	\$45.02	\$664.12	709.14	\$709.14	On the April Agenda for Revokation
CRIBBS, STETSON	77	3/9/2020	\$200.00	\$116.67	\$85.22	\$113.99	315.88	\$199.21	Cut Off List
EDWARDS, JENNIFER & GREG	149	2/24/2020	\$67.00	\$63.32	\$37.13	\$0.00	100.45	\$37.13	Cut Off List
EZELL, RANDY	238	1/28/2020	\$150.00	\$67.03	\$61.95	\$111.80	240.78	\$173.75	Cut Off List
GEORGE, ARDIE	40	3/3/2020	\$151.40	\$288.75	\$204.94	\$0.00	493.69	\$204.94	Cut Off List
GONSALVES, GARY	110	3/23/2020	\$62.42	\$87.34	\$63.01	\$10.00	160.35	\$73.01	Cut Off List
GONSALVES, GARY	111	3/23/2020	\$35.02	\$45.02	\$45.02	\$10.00	100.04	\$55.02	Cut Off List
GONSALVES, GARY	112	3/23/2020	\$928.54	\$1,045.01	\$1,379.52	\$0.00	2424.53	\$1,379.52	Cut Off List
HALL JR., HAROLD	306	3/9/2020	\$150.00	\$73.90	\$71.15	\$130.54	275.59	\$201.69	Cut Off List
HILL, CAROLYN	47	2/27/2020	\$60.00	\$53.06	\$44.06	\$0.00	97.12	\$44.06	Cut Off List
HUBBLE, RICKY	490	2/20/2020	\$55.00	\$45.02	\$36.40	\$0.00	81.42	\$36.40	Cut Off List
JENNINGS, GARY	23	1/8/2020	\$371.00	\$78.35	\$69.99	\$76.04	224.38	\$146.03	Cut Off List
MABERRY, J.F. & ALICE	344	2/6/2020	\$272.25	\$274.53	\$123.00	\$0.00	397.53	\$123.00	Cut Off List
MARTS, KATHERINE	464	1/31/2020	\$100.00	\$0.00	\$0.00	\$420.22	420.22	\$420.22	Revoked, Balance pending write-off
MEJIA, DANIEL	61	1/21/2020	\$200.00	\$135.87	\$141.16	\$180.80	457.83	\$321.96	Cut Off List
PACHECO, RAMON	351	3/2/2020	\$100.00	\$139.67	\$128.17	\$25.68	293.52	\$153.85	Cut Off List
PONTREMOLI, TADLEY	454	12/30/2019	\$180.00	\$89.53	\$84.91	\$163.81	338.25	\$248.72	Cut Off List
RADFORD, ALANA	178	3/5/2020	\$157.75	\$87.02	\$67.50	\$0.00	154.52	\$67.50	Cut Off List
RODRIGUEZ, HEATHER	348	2/28/2020	\$45.02	\$130.12	\$122.31	\$0.00	252.43	\$122.31	Cut Off List

Millsap Water Supply Corp.
Past Due as of Report Date
 All Customers Past Due Status = AGE 2/3

Name	Acct #	Last Pay Date	Last Pay	Current Age 1	Age 2	Age 3	Total Balance	Total Past Due	Disposition
SANDLIN, AMY	148	12/26/2019	\$168.00	\$85.22	\$101.49	\$211.07	397.78	\$312.56	Cut Off List
SANDLIN, AMY	465	3/4/2020	\$200.00	\$67.39	\$7.38	\$0.00	74.77	\$7.38	Cut Off List
SANDLIN, BRIAN & ROBIN	170	2/12/2020	\$100.00	\$0.00	\$0.00	\$1,168.70	1168.70	\$1,168.70	Revoked, Balance pending write-off
STALWORTH CONSTRUCTION	459	2/27/2020	\$218.56	\$45.65	\$36.61	\$0.00	82.26	\$36.61	Cut Off List
THOMAS, ANTHONY	239	3/30/2020	\$200.00	\$88.03	\$71.33	\$0.00	159.36	\$71.33	Cut Off List
THOMPSON, BOBBY	438	2/24/2020	\$286.00	\$188.71	\$136.95	\$0.00	325.66	\$136.95	Cut Off List
TOWE, JIMMY & SHARON	257	4/7/2020	\$84.01	\$94.01	\$38.92	\$0.00	162.93	\$68.92	Cut Off List
UNDERWOOD, BAYLEE	475	4/7/2020	\$187.10	\$45.02	\$54.98	\$0.00	100.00	\$54.98	Cut Off List
URIBE, MARCELLA	93	2/24/2020	\$114.00	\$111.26	\$103.33	\$85.15	299.74	\$188.48	Cut Off List
WATSON, WILLARD	169	2/21/2020	\$100.00	\$0.00	\$0.00	\$976.26	976.26	\$976.26	Revoked, Balance pending write-off

Totals: \$4,165.89 \$3,887.76 \$5,136.57 \$13,220.22 \$9,054.33

Notes: As of April 1, 2020 per Fred Griffin and the recommendation from TRWA we have suspended Cut Offs at this time. We are not letting customers know this at this time. An item on Late Fees is on the agenda for the April 9, 2020.

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MILLSAP WATER SUPPLY CORP.

Trial Balance

As of March 31, 2020

04/09/20

Accrual Basis

	Mar 31, 20	
	Debit	Credit
1005 · First Financial Oper. Reserves	125,539.48	
Void	0.00	
1000 · TEXAS BANK OPERATING	0.00	
1010 · Santo FNB Interest & Sinking	0.00	
1020 · Spirit of Texas Bank Reserve	54,842.93	
1035 · TEXAS BANK INT.& SINKING	0.00	
1040 · TX BANK RESERVE	0.00	
1050 · Spirit of Texas Bank Checking	151,402.52	
1015 · Other Accounts Receivable (RC)	0.00	
1060 · PETTY CASH	150.00	
1070 · Cash Box	250.00	
1099 · CASH TRANSFERS	0.00	
1100 · ACCTS RECEIVABLE	39,953.39	
1105 · MEMBERSHIPS DUE	0.00	
1110 · UNBILLED WATER REVENUE	4,255.21	
1115 · OTHER ACCOUNTS RECEIVABLE	0.00	
1200 · INVENTORY	35,264.17	
1499 · Undeposited Funds	0.00	
1500 · LAND	15,471.16	
1510 · BUILDINGS	118,284.66	
1560 · Vehicles	34,992.78	
1530 · Construction in Progress	4,726.59	
1505 · EASEMENTS	5,899.64	
1511 · A/D - BUILDINGS		3,006.11
1520 · BUILDING IMPROVEMENTS	101,226.00	
1521 · A/D BUILDING IMPROVEMENTS		7,282.49
1550 · OFFICE EQUIPMENT	10,938.41	
1551 · A/D - OFFICE EQUIPMENT		9,253.50
1561 · A/D VEHICLES		34,992.57
1570 · EQUIPMENT	5,282.34	
1571 · A/D EQUIPMENT		3,973.87
1580 · FURNITURE AND FIXTURES	0.00	
1581 · A/D FURNITURE AND FIXTURES	0.00	
1650 · WATER DISTRIBUTION SYSTEM	1212278.96	
1651 · A/D - WATER DISTRIBUTION SYSTEM		891,408.12
1800 · UTILITY DEPOSITS	50.00	
2000 · ACCOUNTS PAYABLE		28.61
2010 · Loan/Santo FNB	0.00	
2120 · Cust. Contractor Security Depos	0.00	
2200 · FEDERAL W.H. TAX PAYABLE		721.00
2210 · SOCIAL SECURITY TAX PAYABLE		924.52
2212 · MEDICARE W.H. TAX PAYABLE		216.24
2280 · ACCRUED FUTA		104.33
2290 · ACCRUED SUTA - TWC		60.10
2310 · ACCRUED WATER BILL	0.00	
2610 · ACCRUED INTEREST	0.00	
2700 · Payable for Tinsley partnership	0.00	
2300 · LONG TERM BONDS - CURR.PORTI...	0.00	
2800 · LONG TERM NOTES-NET OF CURR...	0.00	
2900 · Santo First National Bank	0.00	
3000 · Opening Bal Equity	0.00	
3010 · MEMBERSHIPS		89,793.97
3020 · Equity Buy-In - RVS		31,334.31
3030 · DONATED CAPITAL		415,328.01
3040 · FUND BALANCE		229,370.00
3045 · OPENING BALANCE EQUITY	0.00	
3900 · Retained Earnings		180,632.80
4010 · WATER REVENUES		117,815.69
4025 · Cust. Installation Chgs.		2,128.58
4030 · MEMBERSHIP TRANSFER FEES		180.00
4035 · CUSTOMER TRANSFER FEES		80.00
4040 · RECONNECT FEES		350.00
4055 · RETURNED CHECK CHARGES		45.00
4060 · LATE CHARGES		3,580.00

11:30 AM

MILLSAP WATER SUPPLY CORP.

Trial Balance

As of March 31, 2020

04/09/20

Accrual Basis

	Mar 31, 20	
	Debit	Credit
4300 · INTEREST INCOME		244.31
6251 · Health Insurance -Employee Comp	3,200.00	
5000 · WATER PURCHASES	27,835.64	
5015 · LAND RENT	142.20	
5025 · REPAIR & MAINT.-PLANT	111.25	
5030 · SUB-CONTRACT LABOR	4,015.00	
5040 · PLANT UTILITIES	704.72	
5050 · PLANT SUPPLIES	694.68	
5070 · CASUAL LABOR	1,590.00	
5075 · LAB COSTS	180.00	
5084 · SMALL TOOLS	40.17	
5087 · EQUIPMENT & CYL.RENTAL	30.00	
5090 · FUEL ALLOWANCE	80.00	
5095 · Fuel Corporate Vehicle	344.65	
5096 · Repair & Maint Corp Vehicles	7.00	
5660 · FREIGHT & DELIVERY	101.69	
6000 · SALARY - OPERATOR	16,294.16	
6010 · EMPLOYER SOCIAL SECURITY	2,073.26	
6015 · EMPLOYER MEDICARE	484.86	
6030 · OFFICE SALARY	12,355.50	
6100 · ACCOUNTING FEES	14,700.00	
6180 · DUES & SUBSCRIPTIONS	599.50	
6220 · OFFICE UTILITIES	1,089.14	
6240 · INSURANCE - GENERAL	9,648.00	
6280 · MISCELLANEOUS EXPENSE	155.66	
6300 · OFFICE SUPPLIES	2,067.72	
6340 · POSTAGE EXPENSE	1,115.45	
6350 · RETURNED CHECK EXPENSE	0.00	
6360 · RENT EXPENSE	75.00	
6380 · REPAIRS & MAINT-OFFICE	75.00	
6440 · SUPPLIES EXPENSE	282.96	
6490 · TAXES - PAYROLL	177.93	
6500 · TAXES - OTHER	778.08	
6520 · TELEPHONE EXPENSE	587.67	
6530 · TRAINING EXPENSE	409.00	
9999 · TEMPORARY DISTRIBUTION	0.00	
TOTAL	<u>2022854.13</u>	<u>2022854.13</u>

MILLSAP WATER SUPPLY CORP.**Profit & Loss**

March 2020

	<u>Mar 20</u>
Ordinary Income/Expense	
Income	
4010 · WATER REVENUES	31437.69
4035 · CUSTOMER TRANSFER FEES	40.00
4040 · RECONNECT FEES	35.00
4055 · RETURNED CHECK CHARGES	15.00
4060 · LATE CHARGES	790.00
4300 · INTEREST INCOME	80.11
Total Income	<u>32397.80</u>
Gross Profit	32397.80
Expense	
6251 · Health Insurance -Employee Comp	800.00
5000 · WATER PURCHASES	10875.00
5015 · LAND RENT	35.55
5030 · SUB-CONTRACT LABOR	2,365.00
5040 · PLANT UTILITIES	222.90
5050 · PLANT SUPPLIES	13.17
5070 · CASUAL LABOR	260.00
5075 · LAB COSTS	100.00
5087 · EQUIPMENT & CYL.RENTAL	10.00
5090 · FUEL ALLOWANCE	20.00
5095 · Fuel Corporate Vehicle	111.98
6000 · SALARY - OPERATOR	3,833.92
6010 · EMPLOYER SOCIAL SECURITY	462.26
6015 · EMPLOYER MEDICARE	108.12
6030 · OFFICE SALARY	2,562.00
6220 · OFFICE UTILITIES	365.68
6240 · INSURANCE - GENERAL	5,666.00
6300 · OFFICE SUPPLIES	233.13
6340 · POSTAGE EXPENSE	278.55
6350 · RETURNED CHECK EXPENSE	(167.12)
6440 · SUPPLIES EXPENSE	222.29
6490 · TAXES - PAYROLL	30.97
6500 · TAXES - OTHER	778.08
6520 · TELEPHONE EXPENSE	184.01
6530 · TRAINING EXPENSE	409.00
Total Expense	<u>29780.49</u>
Net Ordinary Income	2,617.31
Other Income/Expense	
Other Expense	
9999 · TEMPORARY DISTRIBUTION	167.12
Total Other Expense	<u>167.12</u>
Net Other Income	(167.12)
Net Income	<u><u>2,450.19</u></u>

MILLSAP WATER SUPPLY CORP.

Profit & Loss

04/09/20

December 2019 through March 2020

Accrual Basis

	Dec '19 - Mar ...
Ordinary Income/Expense	
Income	
4010 · WATER REVENUES	117,815.69
4025 · Cust. Installation Chgs.	2,128.58
4030 · MEMBERSHIP TRANSFER FEES	180.00
4035 · CUSTOMER TRANSFER FEES	80.00
4040 · RECONNECT FEES	350.00
4055 · RETURNED CHECK CHARGES	45.00
4060 · LATE CHARGES	3,580.00
4300 · INTEREST INCOME	244.31
Total Income	124,423.58
Gross Profit	
	124,423.58
Expense	
6251 · Health Insurance -Employee C...	3,200.00
5000 · WATER PURCHASES	27,835.64
5015 · LAND RENT	142.20
5025 · REPAIR & MAINT.-PLANT	111.25
5030 · SUB-CONTRACT LABOR	4,015.00
5040 · PLANT UTILITIES	704.72
5050 · PLANT SUPPLIES	694.68
5070 · CASUAL LABOR	1,590.00
5075 · LAB COSTS	180.00
5084 · SMALL TOOLS	40.17
5087 · EQUIPMENT & CYL.RENTAL	30.00
5090 · FUEL ALLOWANCE	80.00
5095 · Fuel Corporate Vehicle	344.65
5096 · Repair & Maint Corp Vehicles	7.00
5660 · FREIGHT & DELIVERY	101.69
6000 · SALARY - OPERATOR	16,294.16
6010 · EMPLOYER SOCIAL SECURITY	2,073.26
6015 · EMPLOYER MEDICARE	484.86
6030 · OFFICE SALARY	12,355.50
6100 · ACCOUNTING FEES	14,700.00
6180 · DUES & SUBSCRIPTIONS	599.50
6220 · OFFICE UTILITIES	1,089.14
6240 · INSURANCE - GENERAL	9,648.00
6280 · MISCELLANEOUS EXPENSE	155.66
6300 · OFFICE SUPPLIES	2,067.72
6340 · POSTAGE EXPENSE	1,115.45
6350 · RETURNED CHECK EXPENSE	0.00
6360 · RENT EXPENSE	75.00
6380 · REPAIRS & MAINT-OFFICE	75.00
6440 · SUPPLIES EXPENSE	282.96
6490 · TAXES - PAYROLL	177.93
6500 · TAXES - OTHER	778.08
6520 · TELEPHONE EXPENSE	587.67
6530 · TRAINING EXPENSE	409.00
Total Expense	102,045.89
Net Ordinary Income	22,377.69
Other Income/Expense	
Other Expense	
9999 · TEMPORARY DISTRIBUTION	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	22,377.69

4/1/2020

2:41:00PM

Reprinted for: 3/31/2020

Directors Report

MILLSAP WATER SUPPLY CORP

Water Pumped This Month

1,745,000 Gallons

Water Sold This Month

1,601,070 Gallons

Water Used for Fire and Flushing Line

55,000 Gallons

Water Loss

88,930 Gallons

Water Loss (%)

5.10 %

Leaks 30000, Flushed 25000, Fire 0

	Amount (\$)	# Of Accounts
Total Water	31,286.17	356
Total TRANSFER FEE	40.00	2
Total LATE CHARGE	800.00	80
Total RECONNECT	35.00	1
Total Adjustments	156.52	3
Total Current Charges	32,317.69	356
<hr/>		
Amount Past Due 1-30 Days	4,731.35	43
Amount Past Due 31-60 Days	1,257.06	20
Amount Past Due Over 60 Days	4,590.29	15
Amount Of Overpayments/Prepayments	-2,943.00	88
Total Receivables	39,953.39	359

Total Receipts On Account	31,305.37	329
Net Change in Memberships	135.02	4
Amount of All Memberships	80,933.36	160

Turned Off Accounts (Amount Owed)	0.00	
Collection Accounts (Amount Owed)	3,499.40	129
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	4,435	361
Average Water Charge For Active Meters	87.88	356

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		2	167,220	10.44	6.92
40,001-50,000		2	81,450	5.09	3.94
30,001-40,000		3	102,830	6.42	4.47
20,001-30,000		6	137,080	8.56	6.40
10,001-20,000		9	124,680	7.79	5.82
8,001-10,000		10	87,630	5.47	4.22
6,001-8,000		24	160,050	10.00	8.33
4,001-6,000		72	352,370	22.01	20.59
2,001-4,000		95	287,410	17.95	20.43
1-2,000		103	100,350	6.27	15.25
Zero Usage		35	0	0.00	3.62
<hr/>					
Total Meters		361	1,601,070	100.00	100.00

4/1/2020

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3/31/2020

Directors Report

MILLSAP WATER SUPPLY CORP

Monthly Reconciliation

Ending Receivables (Last Month)		38,941.07
Sales this Month	+	32,161.17
Adjustments this Month		156.52
Less Payments this Month	-	<u>31,305.37</u>
	=	39,953.39
Total Receivables		39,953.39
Ending Memberships (Last Month)		80,773.34
Changes this Month		<u>135.02</u>
	=	80,908.36
Total Memberships		80,933.36

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WATER

SALES AND RECEIVABLES REPORT

Month	Water	TRANSF	LATE C	RECONN	Adjust	Instal	Tax	Equity	Total Sales	Total Past Due	Overpay Prepays	Total Receivables
03-18	25,437.81	20.00	900.00	35.00					26,392.81	8,810.42	(\$2,511.05)	32,692.18
04-18	28,286.94	80.00	920.00	140.00	1,669.34	600.74		1,424.29	33,121.31	10,350.93	(\$4,700.03)	38,772.21
05-18	30,571.23	20.00	950.00	35.00	78.20				31,654.43	10,514.89	(\$2,492.03)	39,677.29
06-18	33,678.40	20.00	940.00	35.00	272.41				34,945.81	9,514.28	(\$2,692.35)	41,767.74
07-18	33,783.47	30.00	870.00		421.71	202.29		1,424.29	36,731.76	13,376.13	(\$4,960.51)	45,147.38
08-18	32,693.02	70.00	960.00	280.00	304.32	404.58		2,848.58	37,560.50	10,656.67	(\$6,345.09)	41,872.08
09-18	28,658.03		980.00	35.00					29,673.03	15,079.81	(\$1,773.10)	42,979.74
10-18	30,020.08	40.00	980.00	35.00	(145.32)				30,929.76	13,085.66	(\$2,377.06)	41,638.36
11-18	29,042.73	50.00	1,080.00	140.00	(1,675.27)				28,637.46	15,342.81	(\$2,173.99)	41,806.28
12-18	28,763.71	120.00	1,040.00		286.00				30,209.71	12,345.02	(\$2,032.91)	40,521.82
01-19	28,309.78	30.00	1,070.00	315.00	498.75				30,223.53	11,706.03	(\$2,780.22)	39,149.34
02-19	26,475.21	50.00	970.00	245.00	(35.00)				27,705.21	13,890.74	(\$1,713.58)	39,882.37
03-19	28,321.07	20.00	900.00	70.00		214.73		1,424.29	30,950.09	11,923.44	(\$3,187.74)	39,685.79
04-19	31,804.41	20.00	1,040.00	70.00	875.00				33,809.41	11,931.91	(\$1,897.52)	43,843.80
05-19	29,945.89	150.00	1,110.00	210.00	282.04				31,697.93	13,081.46	(\$2,404.05)	42,375.34
06-19	30,443.42	50.00	1,020.00	35.00	(0.01)				31,548.41	15,537.28	(\$1,716.41)	45,369.28
07-19	36,610.37	60.00	1,060.00	35.00	(10.00)				37,755.37	16,074.98	(\$1,893.05)	51,937.30
08-19	36,787.73	40.00	1,040.00	280.00	(76.17)	367.84		1,424.29	39,863.69	17,764.83	(\$2,456.44)	55,172.08
09-19	33,824.73	20.00	950.00	70.00	147.86				35,012.59	19,562.20	(\$2,123.70)	52,451.09
10-19	33,531.01		1,010.00		(35.02)				34,505.99	18,678.21	(\$2,068.16)	51,116.04
11-19	28,373.42	30.00	1,030.00	70.00	(5,046.37)				24,457.05	22,243.92	(\$2,229.60)	44,471.37
12-19	30,636.57		890.00		141.91	570.13		2,848.58	35,087.19	13,701.57	(\$5,742.21)	43,046.55
01-20	28,370.37	60.00	940.00	105.00					29,475.37	12,219.92	(\$2,495.90)	39,199.39
02-20	27,538.18	160.00	960.00	210.00		1,558.45			30,426.63	11,235.73	(\$2,721.29)	38,941.07

24 Month Totals

Monthly Averages

Total Water	\$731,907.58	Average Water	\$30,496.15
Total TRANSF	\$1,140.00	Average TRANSF	\$47.50
Total LATE C	\$23,610.00	Average LATE C	\$983.75
Total RECONN	\$2,450.00	Average RECONN	\$102.08
Total Adjust	(\$2,045.62)	Average Adjust	(\$85.23)
Total Instal	\$3,918.76	Average Instal	\$163.28
Total Equity	\$11,394.32	Average Equity	\$474.76

USAGE AND LOSS REPORT

MILLSAP WATER SUPPLY CORP

Month	Water Pumped	Water Sold	Water Loss Prcnt	Average Use	Active Meters	Zero Use Meters	Over 50000	40001 50000	30001 40000	20001 30000	10001 20000	8001 10000	6001 8000	4001 6000	2001 4000	1 2000
03-18	1,489,800	1,298,230	11.31	3,647	356	39	1	2	1	2	6	8	31	45	108	112
04-18	1,743,600	1,579,070	8.12	4,386	360	39	2	1	1	3	15	19	31	60	94	94
05-18	2,019,900	1,814,160	8.95	5,067	358	36	3	1	0	4	25	25	33	54	100	76
06-18	2,253,300	2,138,230	3.55	6,006	356	28	1	3	3	5	44	24	24	59	84	80
07-18	2,459,500	2,147,550	11.34	6,032	356	26	1	2	3	9	36	20	41	63	68	86
08-18	2,226,600	2,020,980	7.21	5,629	359	32	3	1	1	6	30	22	32	60	86	86
09-18	1,889,700	1,611,430	12.87	4,489	359	33	3	1	1	5	17	10	25	59	106	98
10-18	1,832,400	1,751,970	3.02	4,880	359	29	3	2	2	3	14	16	24	64	94	107
11-18	1,725,300	1,492,860	11.73	4,158	359	29	1	2	1	2	17	7	33	52	100	114
12-18	1,622,300	1,469,870	6.93	4,106	358	36	1	2	2	3	9	16	31	56	97	105
01-19	1,632,900	1,428,240	12.53	4,001	357	40	3	1	1	0	8	14	31	66	93	99
02-19	1,455,500	1,257,770	10.49	3,523	357	38	3	1	1	1	3	6	27	59	99	118
03-19	1,466,900	1,418,330	0.24	3,951	359	41	2	1	3	1	8	7	29	60	94	112
04-19	2,090,500	1,720,600	2.63	4,753	362	37	3	2	3	2	14	17	32	61	95	95
05-19	2,099,600	1,555,530	19.01	4,285	363	42	3	1	2	2	15	9	37	56	98	97
06-19	1,540,100	1,609,620	-9.06	4,434	363	40	2	0	1	3	16	12	27	54	100	107
07-19	2,405,300	2,163,440	7.15	5,976	362	41	2	2	1	10	41	23	38	51	77	75
08-19	2,338,000	2,159,270	5.51	5,932	364	40	3	5	3	10	29	15	31	53	85	89
09-19	2,214,900	1,885,850	12.82	5,181	364	41	5	0	4	4	18	14	29	50	101	97
10-19	2,144,100	1,866,560	7.35	5,128	364	43	4	2	1	5	25	15	29	66	82	92
11-19	2,038,200	1,341,550	21.91	3,716	361	46	3	4	0	2	7	6	19	47	109	117
12-19	1,766,200	1,555,010	7.43	4,308	361	43	1	3	1	1	17	13	33	66	95	87
01-20	1,490,100	1,360,150	5.70	3,789	359	38	2	2	0	4	10	10	14	70	98	110
02-20	1,434,700	1,275,670	11.08	3,524	362	38	3	1	0	0	11	4	17	53	114	120
03-20	1,745,000	1,601,070	5.10	4,423	362	35	2	2	3	6	9	10	24	72	95	103

25 Month Totals

Total Water Pumped	47,124,400
Total Water Sold	41,523,010
Total Used for Fire/Flush	1,649,000
Total Water Loss	3,952,390
Total Water Loss Percent	8.39 %

Monthly Averages

Average Water Pumped	1,884,976
Average Water Sold	1,660,920
Average Used for Fire/Flush	65,960
Average Water Loss	158,096
Average Water Loss Percent	8.39 %
Average Customer Use	4,613

Qualified By: System Totals 03-18 to 03-20
 Millsap Water Supply Corp.

Wednesday, April 1, 2020

Reprinted For: 3/31/2020

USAGE AND LOSS REPORT

MILLSAP WATER SUPPLY CORP

Month	Water Pumped	Water Sold	Water Loss Pct	Average Use	Active Meters	Zero Use Meters	Over 50000	40001 50000	30001 40000	20001 30000	10001 20000	8001 10000	6001 8000	4001 6000	2001 4000	1 2000
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ADJUSTMENTS

Wednesday, April 1, 2020

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Reprinted For: 3/31/20

Reprinted for: 3/31/2020

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MILLSAP WATER SUPPLY CORP

ACCT. #	NAME	DATE	AMOUNT	APPROVAL	CODE
293	URIBE, MYRNA	3/31/20	(\$15.60)	lds	25
For Diff in Chg not billed Mar 2019 - Feb 2020.-ld					
URIBE, MYRNA		1 Total Adjustments			(\$15.60)
320	MCNIEL, SHANNON	3/6/20	\$167.12	lds	2
RCCK#1004 dtd2-17 RtnFmBk2-27insffunds Rcv 3/2-lds					
320	MCNIEL, SHANNON	3/6/20	\$15.00	lds	3
RC Fee - CK#1004 RtnFmBk2-27 insffunds.Rcv 3/2-lds					
MCNIEL, SHANNON		2 Total Adjustments			\$182.12
450	BRYAN, JULIE	3/6/20	(\$10.00)	lds	30
Crdt Late Fee chgd Feb 2020 per Fred Griffin.-lds					
BRYAN, JULIE		1 Total Adjustments			(\$10.00)

- 2. 167.12 Debit account for returned check
- 3. 15.00 Return check fee \$15.00
- 25. (15.60) Cr for water use chg-mwsc fault
- 30. (10.00) Miscellaneous adjustment by mwsc

3 Accounts 4Total Adjustments \$156.52

Qualified By: All Customers

***** **Millsap Water Supply Corp.**

Millsap Water Supply Corporation
P.O. Box 158
Millsap, TX 76066
(940)682-4416

OPERATOR'S REPORT

Employee: Matt Souders

April 9, 2020

Checked chlorine, master meter, and pump stations. Picked up the mail, checked in at the office, and unlocked the night deposit box.

I've still been working everyday while this pandemic is going on. I've just been limiting myself to the public.

Had Nick help me read meters. We tried several days but it kept raining. I had to have several estimated due to all the water. We didn't get done until March 31st at 1pm.

Turned in the quarterly state chlorine report.

Talked with Ryan from Freese and Nichols again. They are the engineering firm in charge of the railroad crossing project. I drew out our lines on the set of plans that he emailed me. Sent the plans back and haven't heard anything else since.

US Underwater Services started working on the tanks at Woodriver on March 29th. They cleaned, patched the epoxy, and installed ladders in both tanks. It wound up taking them 3 days to complete the job.

The air filter housing at pump station #2 busted. Ordered 2 filter housing from USA Blue Book. Got them in and the inlet and outlet were $\frac{1}{4}$ " MPT. I needed at least $\frac{1}{2}$ " MPT. Called Grainger and ordered the same housing and replacement element that I put in pump station #3. I'm going to return the ones I ordered from USA Blue Book.

Went through the inventory in the shop. Wound up ordering several parts that we were running low on.

Had pump station #3 go out again after one of the many storms. It blew a different fuse this time. Changed it out and got the pump station going again. The pressure has been a little off, so I changed the parameters on the mercury gauge. This has helped a little, but I can do no more as the pump station is running at 95 to 100 psi.

Worked on paperwork and did other monthly duties.

Time Off:

Vacation Day's		
Sick Day's		
Holiday's		
Comp Time		
Personal Day's		
Bereavement Leave		

Memberships and Transfers:

Customer:		
Member:		
New:		
Relinquishing:		

Returned Checks:

Returned:		
Paid:		

Reconnects:

Locked off		
Unlocked		

Other Reported:

- Normal Duties of Monthly Reports, Mailed Bills and Notices, etc
- Took Agenda To County for Regular meeting
- Set up teleconference for Regular meeting
- Worked on past due accounts.
- Owner's Past Due accounts letters were mailed this month.
- Worked on Member Transfers outstanding.
- Worked on New Member Apps.
- Worked on DLQOR Report, with Matt's input. Completed this and mailed report certified mail.
- Cancelled TRWA Water Con conference attendance for Fred Griffin, as well as hotel reservations. The Conference was cancelled.
- Customer Cotton at 721 NE Front St. Acct#162 has been sent last letter warning of revoke. Time has expired. This is on tonight's Agenda to revoke.
- Have been reviewing TRWA and Regulatory (PUC, TCEQ, State and County) updates on the COVID-19 changes as they come out.
- On the recommendation of TRWA, I worked on an Essential Employee Letter format to give to our employees to carry as they are out. This is necessary for Counties that have a Stay at Home order and in case Parker and other neighboring counties they visit follow suit.

