

# **MILLSAP WATER SUPPLY CORP.**

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## **Millsap Water Supply Corporation Minutes of Board of Directors Regular Monthly Meeting December 7, 2023**

President, Jamie French, called the meeting to order at 06:00 p.m., Thursday, December 7, 2023. Board members present were Jamie French, Steve Chuhalof, Nancie Kathrens, Jason Mathews Jason Schrick, Fred Griffin & Craig Barber. Staff members present were Operator, Seth Herring, Bookkeeper, Dawne Steen, and Office Staff, Natasha Howard.

Secretary Treasurer, Fred Griffin read the minutes of the regular monthly meeting of November 9, 2023. Jason Schrick made the motion to accept with changes, seconded by Steve Chuhalof. Motion passed 7 to 0.

Operators report was presented by Field Staff, Seth Herring as attached with minutes. Jason Schrick made the motion to accept, seconded by Craig Barber. Motion passed 7 to 0.

Bookkeepers report was given by Bookkeeper/Office Manager, Dawne Steen, as attached with the minutes. Nancie Kathrens made the motion to accept, seconded by Jason Schrick. Motion passed 7 to 0.

Review of the consent approval list of new membership applications, transfers, relinquishes, as attached with the minutes resulted in:

Steve Chuhalof made the motion to approve, seconded by Nancie Kathrens. Motion passed 7 to 0.

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

On the item, review and approve Ballot, the Step Guide, Director Candidate Information Form for the 2024 Election and 2024 Annual Meeting Notice, vote as necessary: Jason Schrick made the motion to approve, seconded by Craig Barber. Motion passed 7 to 0.

On the item, discuss employee's Christmas bonus, vote if necessary: Fred Griffin made the motion to give a bonus of one week's pay for Dawne Steen, Seth Herring, and Natasha Howard, seconded by Nancie Kathrens. Motion passed 7 to 0.

On the item, review and discuss Quote received from Garrett Excavation for Pump Station 3 update, vote if necessary: Jason Schrick made the motion to accept the quote, seconded by Jason Mathews. Motion passed 7 to 0.

On the item, review and discuss Quotes received for Pump Station #2 Clay Valve Rework, vote if necessary: Jason Schrick made the motion to approve the quote, seconded by Steve Chuhalof. Motion passed 7 to 0.

On the item, review and discuss Quote received from Garrett Excavation for Drainage repair to Pump Station #2 noted on TCEQ inspection, vote if necessary: Jason Mathews made the motion to accept the quote, seconded by Craig Barber. Motion passed 7 to 0.

On the item, review and discuss 2023 TCEQ 3 Year Inspection including possible violation(s), items of concern, and action items, vote if necessary: Seth Herring discussed with the board.

On the item, discuss, review, and approve 2024 Budget, vote if necessary: Jason Schrick made the motion to approve, seconded by Craig Barber. Motion passed 7 to 0.

On the item, discuss PUC complaint updates, vote if necessary: no action taken.

On the item, review and approve Texas Mutual Insurance for Worker's Compensation Insurance, vote as necessary: this item was tabled.

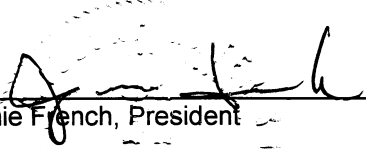
On the item, Employee Committee Chairperson to address board on employee updates: Fred Griffin reported on Employee Committee staff activities.


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) Operator to provide progress update on Automatic Readers – there was none to report.
- (C) Discuss updates related to City of Mineral Wells contract renewal, vote as necessary – none to report.
- (D) Discuss details related to ARPA funds: Projects, Implementation, and other as needed, vote as necessary- the board has formed a committee whose members are: Fred Griffin, Steve Chuhalof, & Nancie Kathrens to handle this item going forward.
- (E) Other: website cost has increased to \$500 annually.

On the item New Business – Seth discussed new build on Tillman not receiving 40psi.

There being no other business, President, Jamie French adjourned the meeting at 8:15 p.m.

  
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Jamie French, President

  
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Fred Griffin, Secretary/Treasurer