

MILLSAP WATER SUPPLY CORP.

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Millsap Water Supply Corporation Minutes of Board of Directors Regular Monthly Meeting August 10, 2023

President, Jamie French, called the meeting to order at 06:00 p.m., Thursday, July 13, 2023. Board members present were Jamie French, Nancie Kathrens, Fred Griffin, Steve Chuhaloff, Craig Barber & Jason Schrick. Staff members present were Field Staff, Seth Herring & Office Staff, Natasha Howard.

On the item, Bryan Felkins to address the board on getting credit for his installation: Mr. Felkins did not attend the meeting.

On the item, Gregory Smith to address the board about high usage from leak in July 2023: Mr. Smith did not attend the meeting.

Secretary Treasurer, Fred Griffin read the minutes of the regular monthly meeting of July 13, 2023. Jason Schrick made the motion to accept, seconded by Steve Chuhaloff. Motion passed 6 to 0.

Operators report was presented by Field Staff, Seth Herring as attached with the minutes. The board discussed installation of a two-inch line up Wilson Bend Rd. from FM 3028. This will be added to next month's agenda.

Bookkeepers report was given by Office Assistant, Natasha Howard, as attached with the minutes. Jason Schrick made the motion to accept, seconded by Craig Barber. Motion passed 6 to 0.

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

Jason Schrick made the motion to approve, seconded by Jamie French. Motion passed 6 to 0.

On the item pay remaining bills, approval with vote: Fred Griffin made the motion to pay the remaining bills as presented, seconded by Steve Chuhaloff. Motion passed 6 to 0.

On the item, review letter of engagement for 2023 audit from Snow Garrett Williams, vote as necessary: The board reviewed the letter and Craig Barber made the motion to approve, seconded by Jason Schrick. Motion passed 6 to 0.

On the item, discuss pursuing purchase of Backhoe and maybe trailer, vote if necessary: this item was tabled.

The board went into Executive Session at 6:46 p.m.

The board came out of Executive Session at 7:06 p.m.

On the item, vote on contract for potential operator: Fred Griffin made the motion to approve, seconded by Jason Schrick. Motion passes 6 to 0.

On the item, vote on update on Seth Herring's position and compensation: Jamie French made the motion for the Employee Committee to take on this assignment, seconded by Jason Schrick. Motion passed 6 to 0.

On the item, discuss high usage of Gregory Smith from leak in July 2023, vote as necessary: no action was taken.

On the item, review and discuss letter from John & Carol Childs regarding watering their foundation at 1012 Resolute Rd. Acct. #528, vote as necessary: Fred Griffin made the motion for the office to respond tot the Childs' letter with a letter from us with Fred Griffin's signature, seconded by Jamie French. Motion passed 6 to 0.

On the item, review and discuss PUC complaint letter, vote if necessary: no action was taken.

On the item, discuss recovery of repair cot for water loss on Woodriver line break, vote as necessary: Fred Griffin made the motion to charge Mr. Felkins for Seth's time, materials used, and 10,751 gallons of water lost with an invoice, seconded by Jason Schrick. Motion passed 6 to 0.

On the item, discuss Credit on Installation cost for Bryan Felkins, vote as necessary: no invoice has been received.


On the item, discuss policy on Approvals to serve in reference to Time Limit to make Application(s) and revert back to Available Tap Pool, vote as necessary: Fred Griffin made the motion to implement the new policy stating that meters may be reserved for 12 months maximum. At the 12 months mark the reservation will be canceled. This motion was seconded by Jason Schrick. Motion passed 6 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) Operator to provide progress update on Automatic Readers – 1 Auto Reader installed.
- (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- Jamie French reported on the 8/4/2023 County meeting the he and Fred Griffin attended.
- (E) Other: none to report.

On the item New Business – Dawne is checking on potential banks to switch to.

There being no other business, Steve Chuhaloff made the motion to adjourn, seconded by Craig Barber. Motion passed 6 to 0. President, Jamie French adjourned the meeting at 8:02 p.m.



Jamie French, President



Fred Griffin, Secretary/Treasurer