

# MILLSAP WATER SUPPLY CORP.

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## Millsap Water Supply Corporation Minutes of Board of Directors Regular Monthly Meeting Minutes July 11, 2024

President, Jamie French, called the meeting to order at 06:00 p.m., Thursday, July 11, 2024.  
Present Board members: Jamie French, Nancie Kathrens, Ron Scheck, Jason Schrick and Steve Chuhaloff.  
Absent directors: Jason Mathews and Craig Barber.  
Present Staff members Field Staff, Randy Baker, Bookkeeper/Office Manager, Dawne Steen, Inside Operation Manager, Jennifer Colwell

Director, Nancie Kathrens made the motion to approve the meeting of June 13, 2024, minutes of the regular monthly meeting, second by Ronald Scheck. Motion passed 5 to 0.

**Financial Statements/Expenditure** presented by Bookkeeper/Office Manager, Dawne.: Steve Chuhaloff made the motion to accept, seconded by Nancie Kathrens. Motion passed 5 to 0.

**Inside Operation Manager Report** by Jennifer Colwell. **Consent of Approval-** Relinquishes- 1, Member Transfers- 2, New Membership/New Tap- 2, New Membership Existing Tap-0.  
Jason Schrick made the motion to approve, second by Ronald Scheck. Motion passed 5 to 0.

### On the item,

- A. Inside Operation Manger as Ex-Officio- Table with Provisions.
- B. Amended Drought Contingency Plan-. Motion to approve to follow MW changes by Steve Chuhaloff, seconded by Nancie Kathrens, Passed 5 to 0.
- C. Garrett Excavation on PS3- Updates on completion of repairs. No Action.
- D. Engagement Letter for Jacob Martin-Motion to approve Jacob Martin as Engineer by Steve Chuhaloff, seconded by Ronald Scheck.
- E. Engagement Letter for Snow Garrett Williams- Motion to approve Snow as Auditor made by Ronald Scheck, seconded by Steve Chuhaloff.
- F. Small Claims Policy- Table.
- G. Attorney at hourly rate as needed- Pending search results and intern options.
- H. Plant Expansion on Eastern parts of the CCN. - Table.
- I. Renewal contract with City of Mineral Wells- Table.
- J. ARPA funds- Pending Contract Agreement from Engineer. Table.

### Employee Committee Chairperson Executive Session

Entered at 6:48 p.m. Ended at 7:23 p.m. on the item as follows,  
Vote on the contract with the Inside Operation Manager and Millsap WSC. Motioned by Ronald Scheck, seconded by Jason Schrick. No action on Manager/Bookkeeper. No action on Operator.

**Item on Office business hours** changing to 8 am to 4 pm, Monday through Friday, starting June 17, 2024, motioned to approve by Steve Chuhaloff and second by Nancie Kathrens.

**New Business Items**– Request to add discussion for QuickBooks options, Tariff, PS Generators, Consultation Rates for Seth Herring. Bulldog Crossing repairs regarding bypass.  
Jason Schrick made the motion to adjourn, seconded by Jamie French. Motion passed 5 to 0. There being no other business, President, Jamie French adjourned the meeting at 7:48 p.m.

  
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Jamie French, President

  
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Jason Mathews, Secretary/Treasurer