

**CROSS TIMBERS WATER SUPPLY CORPORATION
MINUTES of the BOARD OF DIRECTORS MEETING
2032 E HICKORY HILL RD, ARGYLE, TX 76226
MONDAY, JUNE 15, 2020**

1. Call to Order

Mr. McDonald called the meeting of the Board of Directors of Cross Timbers Water Supply Corporation to order at 7:00 p.m. on Monday, June 15, 2020, at the Cross Timbers Water Supply Corporation offices, 2032 E Hickory Hill Rd, Argyle, TX 76226.

Directors in Attendance:

Patrick McDonald, President
Larry Kaufman, Vice President
Michael Paulson, Secretary-Treasurer
Susan Crawford
Garry Granger
Andre Nicholas
Sherry Price

Staff in Attendance:

Chad Wolf, General Manager
Rocky Hatfield, Water Superintendent
Lloyd Hanson, Controller

Consultants in Attendance:

Kerry Maroney, Engineer

Others in Attendance

None

Board Members Not in Attendance

None

2. Public Forum for Non-Agenda Items – No one spoke.

3. Discussion and Action Related to the Open Meetings Act

It was pointed out that the Board Meeting held on April 20, 2020 may not have been in compliance with the changes in the Open Meetings Act as was amended by the Governor. Governor Abbott issued Open Meetings Act guidance on April 17 after the Board had published its agenda for the meeting. The Board then met in physical session without making provisions for public participation by phone or video conference link. Actions taken during that meeting could be interpreted as having been taken without the opportunity for public input or comment. Given that guidelines and instructions for open meetings were in flux during that period of time, the Board determined that items included in that agenda that required action should be revisited at this meeting. Accordingly, the Board took the following actions to ensure that any decisions made at that meeting are in compliance with the current Open Meetings Act.

- **Discussion and Action to Elect New Officers:** Motion by Andre Nicholas and second by Sherry Price to elect Patrick McDonald as President, Larry Kaufman as Vice President, and Michael Paulson as Secretary-Treasurer. Motion approved unanimously.

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- **Discussion and Action to Approve the Consent Agenda consisting of the Minutes of the March 16, 2020 Board Meeting and the March 2020 Financial Reports:** Motion by Michael Paulson and second by Larry Kaufman to approve the consent agenda. Motion approved unanimously.
- **Discussion and Action to Approve the Corporate Insurance Program for 2020-2021:** Motion by Andre Nicholas and second by Sherry Price to approve the Corporate Insurance Program for 2020-2021 as submitted. Motion approved unanimously.
- **Discussion and Action on Personnel:** Motion by Michael Paulson and second by Larry Kaufman to appoint Jackson “Chad” Wolf as General Manager effective May 1, 2020 and to appoint Lloyd Hanson as Controller. Motion approved unanimously.

Consent Agenda:

- 4. Discussion and Action to Approve the Minutes of the May 18, 2020 Board Meeting**
- 5. Discussion and Action to Approve the May 2020 Financial Reports**

Motion by Michael Paulson and second by Andre Nicholas to approve the Consent Agenda. Motion approved unanimously.

- 6. Discussion and Action to Approve the Contract for the Chinn Chapel Water Line**

General Manager Wolf and Engineer Maroney presented the results of the bidding process for the new water line on Chinn Chapel Road. Mr. Maroney compared the three bids received, discussed recent bids for similar work in the local area, answered questions from the Board on costs, contingencies, and pricing, and made his recommendation to approve the bid received from Wilson Contractor Services, LLC of Denton, TX in the amount of \$712,499.24. Motion by Michael Paulson and second by Larry Kaufman to award the contract to Wilson Contractor Services, LLC in the amount of \$712,499.24. Motion approved unanimously.,

- 7. Discussion and Action on the Construction of the Elevated Water Tank**

Mr. Wolf gave the Board an update on the progress of the completion of the elevated water tank. The roof has been completed and concrete flooring, pipe connections, and electrical work are now scheduled. Finishing of the inside of the tank and paint touch-up on the outside will begin in early July with completion of that phase expected to be six weeks. Final electrical work and bacteriological testing will then be completed with the tank put in service an late August or early September. No action taken.

- 8. Discussion and Action on Adding SCADA to the Elevated Water Tank**

Water Superintendent Hatfield reviewed the addition of SCADA to the elevated tank and provided a cost and timeline to the Board. Mr. Maroney discussed the technical details of how the tank will receive water and Superintendent Hatfield reviewed how SCADA will be used to control elevations and water levels in the tank. No action taken.

- 9. Discussion and Action on the General Manager’s Report**

Water lines at Vickery Park are now being installed with completion expected in the next few months. Mr. Wolf recommended that a looped line be added between the Saddlebrook Estates subdivision and the Hat Creek subdivision now that the elevated water tank is under final construction. Since this line will cross Argyle WSC CCN territory, discussion have been held with them regarding permissions. Engineer Maroney is reviewing water lines in the area and the Board will be presented costs at the next meeting. The Board noted that this may be able to be handled with an amendment on the Chinn Chapel water lien project. Staff will look into that possibility. No action taken.

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10. Discussion and Action on the Water Superintendent's Report

The Water Superintendent provided updates on operations in the area. No action taken.

11. Discussion and Action on Future Agenda Items, Meeting Date, Activities, and Announcements

The next meeting of the Board will be July 13, 2020. Items will include construction, financials, setting of the Annual Meeting date, and other items.

12. Adjournment

Motion to adjourn by Larry Kaufman and second by Michael Paulson and approved unanimously. The meeting adjourned at 8:03 p.m.

TRANSCRIBED BY LLOYD HANSON, CONTROLLER

CERTIFIED BY MICHAEL PAULSON, SECRETARY-TREASURER