

**CROSS TIMBERS WATER SUPPLY CORPORATION  
MINUTES of the BOARD OF DIRECTORS MEETING  
2032 E HICKORY HILL RD, ARGYLE, TX 76226  
MONDAY, MAY 20, 2024**

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**1. Call to Order**

Mr. McDonald called the May meeting of the Board of Directors of Cross Timbers Water Supply Corporation to order at 7:00 p.m. on Monday, May 20, 2024, at the Cross Timbers Water Supply Corporation's offices, 2032 E Hickory Hill Rd, Argyle, TX 76226.

**Directors in Attendance:**

Patrick McDonald, President  
Michael Paulson, Secretary-Treasurer  
Sherry Price  
Michael Kuehler

**Staff in Attendance:**

Chad Wolf, General Manager  
Pradip Patel, Controller  
Karen Lambert, Billing Coordinator

**Consultants in Attendance:**

None

**Others in Attendance**

None

**Board Members Not in Attendance**

Garry Granger, Vice President  
Andre Nicholas  
Richard Beutter

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

**Consent Agenda**

**3. Discussion and Action to Approve the Minutes of April 15, 2024, Board Meeting**

**4. Discussion and Action to Approve the April 2024 Financial Report**

Motion by Michael Paulson and second by Sherry Price to approve the Consent Agenda. Motion approved unanimously.

**5. Discussion and Action on the Equity Buy-In and Meter Installation Fee**

Mr. Patel discussed with the board the current calculations for the equity buy-in fee, labor and materials cost for new meter installations which were based off the 2023 Audit. He recommended the meter installation fee for a standard size 5/8" meter be increased from the current fee of \$595.00 to \$1,200.00. Motion by Michael Paulson and second by Sherry Price to approve the increased Equity Buy-In and Meter Installation Fee. Motion passed unanimously.

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**6. Discussion and Action on Percentage of Corporate Contribution for 401K**

Mr. Wolf discussed with the board the current employer matching rate of 3% as well as the maximum allowed employer rate of 6%. He requested the board consider raising the matching rate to the maximum allowed rate. Motion by Michael Paulson and second by Michael Kuehler to raise the employer matching rate to the maximum allowed of 6%. Motion passed unanimously.

**7. Discussion and Action on Accepting Williams Ranch Subdivision**

Mr. Wolf informed the board that the water line for the Williams Ranch Subdivision located at 9010 Justin Road, Copper Canyon, Tx 75077 has been inspected and passed and that CTWSC has received a 2-year maintenance bond for \$24,492.00 which is 10% of the total value by our Policy & Procedures. Additionally, he let the board know that the Williams Ranch Subdivision will add approximately 35 new members to CTWSC' CCN. Motion by Sherry Price and second by Michael Paulson to approve accepting the Williams Ranch Subdivision. Motion passed unanimously.

**8. Discussion and Action on the General Manager's Report**

Mr. Wolf informed the board that he is waiting for a response back from TCEQ on Kerry Maroney's request for expansion/rebuild of the Orchid Hill well improvements. He also let the Board know that we have received all the hardware from DFS for the SCADA system and that the staff is scheduling with Groves Electric to start the next installation phase, which will be put in after the summer and should take approximately one day per station. Mr. Wolf informed the board that everyone should have received their invitation for the Summer Family Outing at Texas Rangers on July 21<sup>st</sup>. Finally, Mr. Wolf discussed with the board the plan for changing out one of the older service trucks in 2024, and that the staff is looking to turn the existing new 2500 into a service truck and purchase a 1500 to replace it. He requested approval of \$45,000 to cover the new truck purchase as well as safety equipment. Motion by Michael Paulson and second by Sherry Price to approve the purchase of a new truck and safety equipment. Motion passed unanimously.

**9. Discussion and Action on Future Agenda Items, Meeting Date, Activities and Announcement**

The next meeting date will be June 17, 2024, and the agenda will include such items as Financials, tax filing for 990, construction updates, and such other items as may be required.

**10. Adjournment**

Motion to adjourn by Michael Paulson and second by Sherry Price and approved unanimously. The meeting was adjourned at 7:17 p.m.

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TRANSCRIBED BY Karen Lambert, Billing Coordinator

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CERTIFIED BY Michael Paulson, Secretary-Treasurer