

B & B Water Supply Corporation

Agenda

Board of Directors Meeting

Date: 16 May 2024

Time: 5 PM

Place: B&B Water Office

1501 N 45th St.

Corsicana, TX 75110

Call to Order

Readings of minutes.

Treasurers Report

Approval of Agenda

1. Managers update on status of Lead Service Line Report.
2. Managers report and water loss and water line leak repairs.
3. Review of water tariffs and proposed changes.
4. Motion to establish committees and temporary working groups.
 - a. Finance and Budget committee:
 - i. This would be a permanent committee to prepare and recommend the budget for the new year.
 - ii. Develop a Finance and Budget Policy
 - m. Research and recommend investment options in accordance with State and Federal guidelines for non-profit water supply corporations
 - iv. Research grant opportunities and other funding sources for the corporation.
 - v. Fund management.
 - vi. Other financial services as required.
 - vu. The Finance and Budget committee would be composed of the Board Treasurer, 1 additional board member, the Manager, other company staff

as requested by the manager, and up to two volunteer company members selected by the board and having accounting or budgeting experience with governmental agencies or local companies.

- b. Operation and Maintenance (O&M) working group:
 - 1. Prepare an O&M company policy in accordance with TCEQ RG 50I requirements and recommended best practices.
 - 11. Prepare a Standing Operating Procedure (SOP) O&M.
 - m. Prepare a Safety Policy to include required training.
 - 1v. The O&M working group will be composed of the board vice president, no more than 1 other board member, the manager, and company staff designated by the manager.
 - c. Human Resources working group.
 - 1. Develop Job descriptions for all company positions.
 - 11. Develop minimum skills, certifications/license, and knowledge requirements for all company positions.
 - 111. Develop hiring forms and documents.
 - 1v. Develop any additional policies needed to provide guidance in HR matters.
 - v. The HR working group will be composed of not more than two board members and the manager.
 - d. Other.
- 5. Discussion on changing dates of monthly board meetings.
 - a. Background: Thursday evening board meetings has conflicted with some members schedules.
 - 6. Public Comment.
 - 7. Executive Session.
 - 8. Resume regular session.
 - 9. Adjourn.