

**SOUTHWEST MILAM WATER SUPPLY CORPORATION**  
**BOARD OF DIRECTORS MEETING**  
**July 15, 2024**

1. *Pledge of Allegiance*

*Invocation*

2. *President Called Meeting to Order 6:00 p.m.*

*Present: President, Kit Worley, Vice-President, Thomas Nelson and Secretary/Treasurer, Ricky Stewart*

*Directors: Bob Wilson, Gary Oslick, James Pesl, Larry Gilbreath, Mike Offield and Robert VonGonten*

*Absent:*

3. *Public Comments.*

4. *Approval of June 17<sup>th</sup>, 2024, minutes. Motion to accept the minutes made by Secretary/Treasurer, Ricky Stewart, seconded by Director, Bob Wilson – motion passed.*

5. *Profit & Loss Statement, Profit & Loss Year to Date Comparison, Profit & Loss Previous Year Comparison, and Profit & Loss Detail for June 2024. Reviewed and Discussed. Motion to accept made by Secretary/Treasurer, Ricky Stewart, seconded by Director, Bob Wilson – motion passed.*

6. *Review Balance Sheet and Cash Flow Statement for June 2024. Reviewed and Discussed.*

7. *Review and Approve Corporations Investments. Reviewed and Discussed.*

8. *Review Director's Report and Past Due List for June 2024. Reviewed and Discussed.*

9. *Transfers & New Memberships. Reviewed and Discussed.*

10. *Discuss for Action: NOTIFY-Southwest Milam's new outage notification system. Employee Kaeley Darby, GIS / Customer Service Representative, was present at the meeting to present how the system would be utilized and operated. Discussed that over the past several months, we have worked with GEO on the integration of the notification software with our GIS mapping system. Reviewed the costs. This notification software will allow staff to highlight the area affected so that customers are notified of any outages. Motion to accept made by Director, Bob Wilson, seconded by Director, Gary Oslick – motion passed.*

11. *Discuss for Action: Add to Benefits – Employee birthday off. The Board discussed and agreed to take no action and to discuss at a later date.*

12. *Discuss for Action: Add to Tariff – driveways over waterlines. Discussed the addition to the Tariff to reference that the customer must notify us if a concrete or asphalt driveway is going to be installed over and across the Corporation's main waterline. The Board reviewed and discussed the addition. Motion made to adopt the Tariff change made by Director, James Pesl, seconded by Secretary/Treasurer, Ricky Stewart – motion passed.*

13. *Discuss for Action: Current water usage. Reviewed and Discussed that the water usage for the first part of July has been between 1.6 – 2.0 mgd. No water restrictions are needed at this time. No action taken.*

14. *Discuss for Action: Water quality. Reviewed and Discussed having water quality testing done. Briefly discussed having Birkhead Well tested. Motion made to check Birkhead Well water samples and to split both containers; one raw and one treated made by Secretary/Treasurer, Ricky Stewart, seconded by Director, Robert VonGonten – motion passed.*

15. *Discuss for Action: Employee Review. No action taken.*

16. *Manager's Report:*

- *908 Plant Upgrades*
- *908 Pipeline*
- *SLR*
- *POSGCD Groundwater Summit.*
- *CR 234*
- *2024 CIP's*

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep copies of all supporting documents. It also discusses the importance of ensuring that records are stored in a secure and accessible manner.

3. The third part of the document discusses the importance of regular audits and reviews of records. It emphasizes that audits are a key component of the internal control system and are essential for ensuring the accuracy and reliability of the financial statements.

4. The fourth part of the document discusses the importance of training and education for staff involved in record-keeping. It emphasizes that staff should be trained in the proper procedures for record-keeping and should be kept up-to-date on any changes to the requirements.

5. The fifth part of the document discusses the importance of maintaining records for a sufficient period of time. It emphasizes that records should be retained for a minimum of seven years, and that longer retention periods may be required for certain types of records.

6. The sixth part of the document discusses the importance of ensuring that records are accurate and complete. It emphasizes that records should be checked for accuracy and completeness on a regular basis, and that any errors or omissions should be corrected as soon as possible.

7. The seventh part of the document discusses the importance of ensuring that records are accessible and available for review. It emphasizes that records should be stored in a way that allows them to be easily accessed and reviewed, and that they should be available to all authorized personnel.

8. The eighth part of the document discusses the importance of ensuring that records are protected from loss or damage. It emphasizes that records should be stored in a secure and protected environment, and that backup copies should be maintained to ensure that records are available in the event of a disaster.

9. The ninth part of the document discusses the importance of ensuring that records are consistent and reliable. It emphasizes that records should be maintained in a consistent and reliable manner, and that any discrepancies should be investigated and resolved as soon as possible.

10. The tenth part of the document discusses the importance of ensuring that records are up-to-date and current. It emphasizes that records should be updated as soon as possible after a transaction has occurred, and that they should reflect the current state of the financial system.

11. The eleventh part of the document discusses the importance of ensuring that records are clear and legible. It emphasizes that records should be written in a clear and legible manner, and that they should be easy to read and understand.

12. The twelfth part of the document discusses the importance of ensuring that records are organized and indexed. It emphasizes that records should be organized and indexed in a way that allows them to be easily located and retrieved.

13. The thirteenth part of the document discusses the importance of ensuring that records are secure and confidential. It emphasizes that records should be stored in a secure and confidential manner, and that access should be restricted to authorized personnel only.

14. The fourteenth part of the document discusses the importance of ensuring that records are accurate and complete. It emphasizes that records should be checked for accuracy and completeness on a regular basis, and that any errors or omissions should be corrected as soon as possible.

15. The fifteenth part of the document discusses the importance of ensuring that records are accessible and available for review. It emphasizes that records should be stored in a way that allows them to be easily accessed and reviewed, and that they should be available to all authorized personnel.

16. The sixteenth part of the document discusses the importance of ensuring that records are protected from loss or damage. It emphasizes that records should be stored in a secure and protected environment, and that backup copies should be maintained to ensure that records are available in the event of a disaster.

17. *President's Report:*

18. *Discussion of any item to be included on next agenda.*  
*Meeting adjourned at 8:15 p.m.*

*Riclyh Steen*

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SECRETARY/TREASURER

*8-19-24*

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DATE

