

# PUBLIC NOTICE

IN COMPLIANCE WITH THE OPEN MEETINGS ACT, CHAPTER 551,  
TEXAS GOVERNMENT CODE AND  
THE DEAN WATER SUPPLY CORPORATION BYLAWS, ARTICLE V, SECTION 1

**A REGULAR BI-MONTHLY BOARD OF DIRECTORS  
MEETING WILL BE HELD IN THE BOARDROOM OF  
THE DEAN WATER SUPPLY CORP. BUSINESS  
OFFICE LOCATED AT 14411 COUNTY ROAD 1134;  
TYLER, TX 75709; ON**

**TUESDAY, DECEMBER 14, 2022 at 6:15 PM**

## MEETING AGENDA

1. Clayton Wiatrek of Asset Group will present the findings of the Well No. 5 Ground Storage Tank Inspection, and the Scope and Price of the Rehabilitation Project slated to begin in the Fall of 2023.
2. Discuss the PayChex Payroll, Tax and HR services platforms, and the impact the transition will have on the employees.
  - a. Discuss Cost of Payroll & Tax Services
  - b. Discuss Cost of Time-Management System
  - c. Discuss one-time Christmas bonus to ease the burden of skipping a paycheck during the holiday season.
3. Discuss Employee Policy Manual revisions.
  - a. Discuss converting the current traditional vacation, sick and other allowable paid time off policy to a new standard paid time off (PTO) policy with tracking of time and benefits through a payroll service.

- b. Discuss the need to change the payroll dates from Friday through Thursday to Monday through Sunday to build in the necessary lead time required to process ACH direct deposits through a payroll service.
  - c. Discuss replacing the chain of command verbiage as it currently reads from “Board President/General Manager” to “Board of Directors, or the elected official delegated by the Board of Directors.”
- 4. Discuss the promotion of a current employee from Office Assistant to Compliance Administrative Assistant.
  - a. Discuss the Office Manager’s suggestion to give the employee a reasonable increase of her hourly wage during the training period.
  - b. Discuss the Office Manager’s plan to revisit the topic of raising the employee’s hourly wage again at the 5-year anniversary of the date of her hire, depending on her job and attendance performance.
- 5. Discuss the Field Supervisor’s suggestions for increasing the wages within his department.
- 6. Discuss the Office Manager’s proposal to hire Dana McMillan for a reasonable rate to clean three bathrooms, vacuum and mop office building/bathroom floors, and dust furniture once every two weeks.
- 7. Discuss and consider annual audits and financial statements.

\*At any time during the meeting and in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, the Board of Directors may meet in executive session on any of the above agenda items or other lawful items for consultation concerning attorney-client matters (§ 551.071); deliberation regarding real property (§ 551.072); deliberation regarding prospective gift (§ 551.073); personnel matters (§ 551.074); and deliberation regarding security devices (§ 551.076). Any subject discussed in executive session may be subject to action during an open meeting. The agenda items listed above may be acted upon and addressed in the order presented or in any other order as deemed necessary by the Board of Directors.