

NORWOOD WATER SUPPLY CORPORATION

Regular Meeting Minutes

08 September 2025

- 1) A regular meeting of the board of directors of the Norwood Water Supply Corporation (NWSC) was held on Monday, September 08, 2025 at 2800 s. Loop 256, Palestine, Texas 75801 (King Buffet).
- 2) Call to order and opening prayer.
 - a) President Merl Estep called the regular meeting of the Norwood Water Supply Corporation to order at 7:03 pm with a quorum established.
 - b) Attendance: Merl Estep, Rollin Smith, Perrin Roller, Mike Nichols, Paul Pipkin (operator), Janice Powell (Office Manager), Mark Rogers. (Larry Miller late visitor)
 - c) Merl Estep led the opening prayer.
- 3) Consider approval of the August 2025 board meeting minutes
 - a) Mark Rogers moved to accept;
 - b) Mike Nichols seconded the motion.
 - c) August 2025 Board Meeting minutes were approved by voice vote (5-0).
- 4) Consider approval of the August 2025 Financial Report.
 - a) Rollin Smith moved to accept,
 - b) Mike Nichols seconded motion.
 - c) Discussed closing Edward Jones account that was not done in July prior to resignation of previous Secretary-Treasurer.
 - d) Financial Report Approved by voice vote (5-0).
- 5) Receive monthly Director - Manager's Report (from Janice Powell).
 - a) Received and reviewed Directors' Report
 - b) Mark Rogers moved to accept,
 - c) Rollin Smith Seconded motion.
 - d) Change made to include new membership/meter fee amount of \$2250 (omitted in spreadsheet)
 - e) Directors' Report Approved by voice vote (5-0)
- 6) Receive report from NWSC field operations (Paul Pipkin).
 - a) Hawkins Chemical recommended to up feed rate on polyphosphate solution for #3 well.
 - b) New well location signs installed at all facilities.
 - c) Performed a number of water line locates for Brightspeed
 - d) Perrin Roller moved to accept Operators Report
 - e) Motion seconded by Mike Nichols.
 - f) Operator's Report Approved by voice vote (5-0).

- 7) Review, discuss and approve open invoices, including, but not limited to, invoices for professional services, including attorneys and engineers currently providing professional services to NWSC.
 - a) Reviewed invoices list from Janice Powell.
 - b) Recommend attorneys show break out of NWSC share from total billing on Redtown Ranch/Pine Bliss invoices next month.
 - c) Perrin Roller moved to pay invoices.
 - d) Mike Nichols seconded the motion to pay invoices.
 - e) Approved by voice vote (5-0)

- 8) Update on matters assigned to Velvin & Weeks Consulting Engineers, Inc.
 - a) Receive, discuss and take any necessary action regarding Alternative Capacity Requirement application to TCEQ regarding elevated storage / pressure tank options.
 - (1) Perrin Roller delivered Velvin & Weeks monthly update letter on TCEQ status.
 - (2) ACR application was submitted to TCEQ.
 - (3) System mapping update in progress.
 - (4) (No action required by Board at this time.)
 - b) Receive, discuss and take any necessary action regarding options for system upgrades pertaining to system storage and pressure upgrades.
 - (1) Perrin Roller delivered Velvin & Weeks table based on their research for funding options with USDA and TWDB.
 - (2) (No action required by Board at this time.)

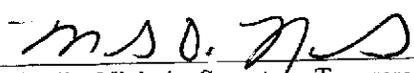
- 9) Discuss and take any necessary action regarding appointing individuals to the NWSC Board of Directors to fill currently vacate and open board seats as per the Tariff and Bylaws of NWSC. (Tabled from August Meeting)
 - a) Tabled item from August meeting was un-tabled by voice vote (5-0).
 - b) Merl Estep nominated Larry Miller for remainder 18 months of term.
 - c) With no other nominees were presented, Merl Estep moved to close nominations.
 - d) Board approved Larry Miller by voice vote (5-0) to fill remaining term of current position vacated by resignation of board member in July.

- 10) Receive nominations for, and elect Secretary-Treasurer to fill position vacated by resignation of Board member.
 - a) Merl Estep nominated Mike Nichols to fill Secretary-Treasurer position.
 - b) No other nominees were presented.
 - c) Board approved Mike Nicholls as new Secretary-Treasurer by voice vote (5-0).

- 11) Receive nominations for and elect an Assistant Secretary-Treasurer; or appoint a Deputy/Assistant to help the Secretary-Treasurer with administrative matters.
 - a) Perrin Roller Moved to Table this item.
 - b) Mike Nicholls Seconded the motion.
 - c) Passed by voice vote (5-0)

- 12) Receive, discuss and take any necessary action regarding the addition of crime and theft coverage to the current NWSC insurance policy with AIA Insurance.

- a) Mark Rogers moved to approve additional theft insurance premium with minimum \$10K bonding provision for employees and officers.
 - b) Seconded by Mike Nichols.
 - c) Approved by voice vote (5-0).
- 13) Receive, discuss and take any necessary action regarding revising the current policy related to available vacation time for NWSC employees. (Tabled from August Meeting)
- a) Mike Nichols moved to table pending policy review in order to gather more data.
 - b) Motion approved by voice vote (5-0)
 - c) Mark Rogers moved to give two weeks of vacation prorated for the remainder of 2025.
 - d) Mike Nichols seconded the motion.
 - e) Motion passed by voice vote (5-0).
- 14) Discuss and take any necessary action regarding obtaining an audit or detailed financial review for NWSC for 2024 from a certified public accountant.
- a) Merl Estep spoke with Campos CPA about doing audits for NWSC. They indicated they do not do audits.
 - b) The NWSC CPAs in Athens do not do audits per discussion with Perrin Roller.
 - c) Discussion: no further action required at this time. Will review audit or detailed financial review requirements when funding applications are submitted.
- 15) Receive, discuss and take any necessary action regarding formulation of Board Committee to begin review of the current Tariff of NWSC in order to update and amend current Tariff.
- a) Motion to table until October meeting by Perrin Roller
 - b) Seconded by Mike Nichols.
 - c) Passed by voice vote (5-0).
- 16) Consider old or new business for the board meeting scheduled in August of 2025.
- a) New Business: Report from Senator Nicholls staff office re: HB 27 vote in Senate.
 - b) New Business: Determine formal Vacation Policy for NWSC employees in October.
 - c) New Business: Continue tariff review committee discussion for October meeting.
- 17) Adjourn.
- a) With no further business to discuss, Perrin Roller moved to adjourn.
 - b) Second by Mark Rogers
 - c) Meeting adjourned at 8:44 pm



Submitted By: Perrin Roller, Board Member / Mike Nichols, Secretary-Treasurer

Attest:


Merl Estep, President