

WARREN WATER SUPPLY CORPORATION
MONDAY MARCH 13, 2017 /6:30 p.m.
Warren Water Supply Office
OFFICIAL AGENDA

- 1. Call to order - Texas Open meeting Act, Texas Government Code Chapter 551**
- 2. Prayer, Call Roll, and Establish Quorum**
- 3. Welcome and Recognize Visitors**
- 4. Public Comment/Open Forum: Please Note:**

Any person with business before the Board, **Not** scheduled on the Agenda may speak to the Board. Public comment forms, located on table at door, must be filled out and presented to the Board Secretary fifteen (15) minutes prior to the meeting, to be considered and recognized. The speaker must state his/her name before speaking. There is a three (3) minute time limit per speaker.

ITEMS OF BUSINESS:

- Item A** Discuss and Approve, the Minutes for the February 13, 2017 meeting.
- Item B.** Discuss and Approve, the monthly financial reports for February 2017
- Item C.** Discuss and Approve, the Operator and Office Manager Reports for the month of February 2017.
- Item D.** Dana Hogg to address the Board of Directors.
- Item E.** Discuss and Approve, Getting another company work truck.
- Item F.** Discuss and Approve, The adoption of numerous policies in creating operations manual.

1. Customers or Members of Warren Water Supply Corporation are to be treated with honesty, competence, and politeness by **field employees** of Warren Water Supply Corporation. Failure to do so will be reviewed by the board of directors and possible disciplinary actions taken. Motion _____ second _____ result _____.

2. Harassment (verbal abuse) of a government employee in the operation and fulfillment of their duties shall be reported to the Tyler County Sheriff's Department, whereby the Sheriff's Department will investigate the said harassment. If evidence is found the complaint will be turned over to the District Attorney's office and a formal complaint will be filed. Motion _____ second _____ result _____.

3. Employees of Warren Water Supply Corporation **will not** be involved in the politics of the water supply. Motion _____ second _____ result _____.

4. A signed consent forms for random drug testing will be required by each employee of Warren Water Supply Corporation. Motion _____ second _____ result _____.

5. Consider appointing a director to oversee the duties of the field employees (operator, operator in training) of Warren Water Supply Corporation.

Motion _____ second _____ result _____.

6. All **office personnel** shall respond to complaints and questions in a positive manner, and promote good will toward Warren Water Supply Corporation. Office personnel shall have knowledge of the rules and regulations of Warren Water Supply Corporation, and shall respond to inquiries in conjunction with Warren Water Supply Corporation policies. They shall maintain and promote good relations with customers and the public, other Warren Water Supply Corporation employees, vendors, developers, and contractors.

Motion _____ second _____ result.

Item I. Discuss and Approve, meeting adjournment time. _____ Motion _____
Seconded. _____

Ruth Hollingsworth, Secretary