

**Special Call Board of Director's Meeting Agenda  
of the Kempner Water Supply Corporation  
at the Corporation's Office 11986 E. Hwy. 190 Kempner, Tx 76539  
Tuesday, December 18, 2018 at 6:00 P.M.**

*The public is hereby notified that notices for all regular and special meetings of Kempner Water Supply Corporation do not distinguish between matters to be discussed in open or closed session of the meeting.*

*Reasonable accommodation for the disabled attending this meeting will be available; persons with disabilities in need of special assistance at the meeting should contact the General Manager at 512-932-3701.*

- 1) Call to Order and Establish Quorum**
- 2) Pledge of Allegiance and Honor to the Texas Flag**
- 3) Open Session (Thirty (30) minutes maximum)**

It is the policy of the KWSC Board to hold open board meetings using the following guidelines:

- Agendas will be provided to guests at the beginning of the meetings.
- Limited to 3 minutes per speaker and 10 minutes for groups
- Guests may comment to the board only at the designated "Open Session" section on the agenda or when the board requests public action. "Per Open Meetings Act" deliberation regarding public comment or inquiry; shall be limited to a proposal, to place the subject on the agenda for a subsequent meeting.

- 4) Action to accept Executive Committee Meeting Minutes – December 11, 2018**
- 5) Discussion and possible action regarding criteria for General Manager Vacancy.**
- 6) Adjourn**

The Board or its Presiding Officer may, at any time during the Meeting, close the Meeting and hold an Executive Session pursuant to Sections 551.071 to 551.074 and 551.076 of the Texas Open Meetings Act to discuss and/or deliberate any of the matters to be considered during the Meeting.

The Texas Open Meetings Act, codified as Texas Government Code, chapter 551 permits closed meetings pursuant to Section 551.071 for purposes of consulting with its attorneys, Section 551.072 - deliberating about real property, Section 551.073 - deliberating about gifts and donations, Section 551.074 -deliberating about personnel matters and Section 551.076 – deliberating about security devices.

I, Delores Atkinson, General Manager of Kempner Water Supply Corporation, Kempner, TX, do hereby certify that this Notice of Meeting was posted with the Secretary of State, Lampasas County Courthouse and on the front door of the Corporation's Office at 11986 E Hwy 190, Kempner, TX, at a place readily accessible to the general public at all times on the 13<sup>th</sup> day of December 2018.



**Stacy Ellis, Chief Financial Officer on behalf of:  
Delores Atkinson, General Manager**

**Executive Committee Meeting Minutes  
Of the Kempner Water Supply Corporation at the  
Corporation's Office 11986 East Hwy. 190, Kempner, TX 76539  
Tuesday, December 11, 2018**

**Committee Members:** George Gondorchin, Mack Carroll and George McClintock

**Staff Support:** Susan Isenburg

- 1. Call to order at 11:15 AM**
- 2. Open Session – No one present**
- 3. Discussion regarding Personnel Matters.**

The committee addressed criteria items regarding search for a new General Manager:

- Review the current General Manager's Job Description, as the criteria for the search.
- Compensation Package
- Initial Evaluation Periods
- Venues to post General Manager opening
- Discussed a possible representative to handle continuity of day to day flow of information between the Corporation and the Board of Director's after the projected vacancy of current General Manager.

- 4. Adjourn at 12:35 PM**

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**George Gondorchin, Committee Chair**



**KEMPNER WATER SUPPLY CORP.**  
PO Box 103  
KEMPNER, TEXAS 76539  
PHONE: 512-932-3701 / 254-547-9430  
FAX: 512 - 932-2546



December 4, 2018

Board of Directors  
Kempner Water Supply Corporation  
11986 E Highway 190  
Kempner, TX 76539

Dear Board Members,

Sadly, I am writing to inform you of my decision to resign from the position of General Manager at Kempner Water Supply Corporation. Please accept this letter as my official notice of resignation from KWSC. This has been a terribly difficult decision to make. However, due to recent circumstantial changes in my personal life, I have deemed it necessary to move on to be closer to my immediate family. My final day of employment at KWSC will be January 23, 2019.

I would like to say, I am truly appreciative for the many opportunities that have been afforded to me during my employment with KWSC, as well as the continuous professional support. My time at KWSC has included some of the most rewarding experiences of my career. I will be forever grateful to the staff, the board members, and the general membership for allowing me the privilege to serve as the General Manager of KWSC for the past seven years.

During my remaining time with KWSC, I will work diligently and make every conceivable effort to turn over my responsibilities as smoothly as possible. Please be assured, I am willing to be of any assistance feasibly possible during the transition period. Thank you for your understanding of my decision. I wish KWSC and each one of you the very best going forward.

Sincerely,

Delores Atkinson

**From:** Delores Atkinson  
**Sent:** Sunday, December 09, 2018 8:25 PM  
**To:** Stacy Ellis; Cindy Benson; Susan Isenburg  
**Subject:** Fwd: General Manager

Sent from my iPhone

Begin forwarded message:

**From:** George Gondorchin <[g.gondorchin@yahoo.com](mailto:g.gondorchin@yahoo.com)>  
**Date:** December 9, 2018 at 7:26:21 PM CST  
**To:** Glen Posey <[gleapo1959@gmail.com](mailto:gleapo1959@gmail.com)>, "[gmclintock37@gmail.com](mailto:gmclintock37@gmail.com)" <[gmclintock37@gmail.com](mailto:gmclintock37@gmail.com)>, "[djkliza@gmail.com](mailto:djkliza@gmail.com)" <[djkliza@gmail.com](mailto:djkliza@gmail.com)>, "[keith.tuner@sci-us.com](mailto:keith.tuner@sci-us.com)" <[keith.tuner@sci-us.com](mailto:keith.tuner@sci-us.com)>, "[mcarroll7@hot.rr.com](mailto:mcarroll7@hot.rr.com)" <[mcarroll7@hot.rr.com](mailto:mcarroll7@hot.rr.com)>, "[rdominowski@hughes.net](mailto:rdominowski@hughes.net)" <[rdominowski@hughes.net](mailto:rdominowski@hughes.net)>, "[oldarmyguy1957@gmail.com](mailto:oldarmyguy1957@gmail.com)" <[oldarmyguy1957@gmail.com](mailto:oldarmyguy1957@gmail.com)>, "[ovcokack@wildblue.net](mailto:ovcokack@wildblue.net)" <[ovcokack@wildblue.net](mailto:ovcokack@wildblue.net)>  
**Cc:** Delores Atkinson <[delores@kempnerwsc.com](mailto:delores@kempnerwsc.com)>  
**Subject: General Manager**

Dear Board Members,  
Just a note to remind everyone to review their Board of Directors Manual on all things pertaining to the KWSC General Manager position. As you all know in the coming weeks we have to fill this opening with the most qualified person we can hire. The Executive Committee is meeting on Tuesday, and I would like to have a call meeting of the entire board very soon afterward and move the process forward.  
Thank you very much  
Geo.

# MEMBER NEWS

December 06, 2018

Kempner Water Supply Corp.  
PO Box 103  
KEMPNER, TEXAS 76539  
PHONE: 512-932-3701 / 254-547-9430 FAX: 512-932-2546

12/6/2018

Dear KWSC Members,

The KWSC Board of Directors has regretfully received a letter of resignation from our General Manager, Delores Atkinson. Personal circumstances have made it necessary for her to move closer to her immediate family. We, at KWSC, wish her the very best going forward, and thank her for the superior leadership and management skills she has given during the time she has been with us. Delores will stay on with us until January 23, 2019, assuring KWSC a smooth transition to a new General Manager.

KWSC is truly fortunate to have a staff of highly qualified and licensed personnel to carry out the day to day functions required to provide water service to all our members and customers during this transitional period. KWSC members can be rest assured their Board of Directors will select the most qualified and experienced person to become the next General Manager of Kempner Water Supply Corporation.

Thank you very much!

G. Gondorchin  
President

# Kempner Water Supply general manager resigns

BY DAVID LOWE  
DISPATCH RECORD

Kempner Water Supply Corp. General Manager Delores Atkinson has submitted her letter of resignation, effective next month.

Atkinson -- who has been Kempner Water Supply general manager since Jan. 30, 2012 -- submitted the letter within the past week, KWSC Board of Directors President George Gondorchin said in an interview with the Dispatch Record.

"Personal circumstances have made it necessary for her to move closer to her immediate family," Gondorchin said in a statement posted Thursday on Kempner Water's website.

In the follow-up interview, Gondorchin said to imply any other reason for Atkinson's upcoming resignation would be irresponsible.

Some KWSC members have criticized the corporation and Atkinson because of some members' concerns about water quality and costs. In his statement, however, Gondorchin said Kempner Water has benefited from Atkinson's time as general manager.

"We, at KWSC, wish her the very best going forward, and thank her for the superior leadership and management skills she has given during the time she has been with us," the board president said.

Atkinson will remain with KWSC until Jan. 23, "assuring KWSC a smooth transition to a new general manager," Gondorchin said in the statement.

In the interview, Gondorchin said KWSC's Executive Committee will review the requirements for the general manager position before the matter moves to the entire Board of Directors for



DAVID LOWE | DISPATCH RECORD

Kempner Water Supply Corp. General Manager Delores Atkinson looks at documents during a KWSC Board of Directors meeting earlier this year. Atkinson is resigning as general manager Jan. 23.

consideration. Executive Committee members are Gondorchin, board Vice President Mack Carroll and board Secretary/Treasurer George McClintock.

Gondorchin did not specify when the job opening would be advertised or when the board hopes to select a new general manager. Gondorchin described the search process as "methodical," and he said the board will work "as long as it takes" to find KWSC's next general manager.

Kempner Water is "not under duress" in terms of hiring a successor, Gondorchin said, adding that KWSC has a very good staff.

Kempner Water has not named an interim general manager, but Gondorchin said he is confident operations will run smoothly as the board seeks to identify the next general manager.

Asked if KWSC will retain an outside person or agency to help with the search, Gondorchin gave a brief response.

"We will use all sources available to arrive at a good decision," he said.

## **General Manager Job Descriptions**

### **Job Summary**

The General Manager, under the supervision of the Board of Directors, performs a wide variety of tasks necessary for the efficient production and distribution of water in sufficient quantity and quality to meet customer demand. As the chief administrative officer of the Kempner Water Supply Corporation, (KWSC), the General Manager carries out all directives, policies and procedures set forth by the Board and is responsible for organizing and directing the work of all staff members. The General Manager also ensures that all legal and regulatory requirements of the KWSC are being met, serves as the primary point of contact for consultants and government agencies, oversees the financial affairs of the KWSC and performs all other duties as assigned by the Board.

### ***E*ducation and Experience**

- 30 hours of college level studies
- A Class “B” or higher Surface Water Certification
- Five or more years experience working on surface and distribution water system; five years supervisory experience; five years experience in the use of computer based (telemetry control) water distribution systems, budget/finance and office software.
- Two or more years experience working with the Texas Commission on Environmental Quality.
- Two or more years experience working with independent contractors.

### ***O*perational Duties**

- Ensures compliance with Texas and Federal EPA water quality standards.
- Ensure compliance with OSHA safety requirements.
- Maintains routine and state mandated water sampling records and prepares production and treatment reports.
- Provides monthly oral and written reports to the Board regarding utility status and needs.

- Ensures that an adequate inventory of materials, supplies and equipment is maintained.
- Supervises routine maintenance and inspection of equipment; performs and/or supervises repairs, adjustments, maintenance and/or replacement of pumps, electric motors, meters, and chemical feeders; and maintains proper records of all maintenance and repairs.
- Calculates water loss
- Responds to emergency conditions according to standard procedures

### ***M*anagerial, Financial and Administrative Duties**

- Supervises all office, field and plant employees through , office manager, field supervisor or plant supervisor.
- Ensures inventory control procedures are in place so as to prevent loss of corporate assets.
- Oversees and when necessary directs the activities of contractual services.
- Develops estimates for recommended purchases of goods and services
- Maintains all financial records, revenues and expenditures
- Ensures that all receipts are properly documented and deposited in a timely manner
- Ensures the timely payment of all system debts and obligations and tracks revenues and expenditures in relation to the adopted budget
- Serves in conjunction with the secretary/treasurer as the investment officer for the Corporation.
- Maintains all system files and records, including: operational and maintenance records; sanitary surveys, Charter, By-Laws, CCN, sampling results, Tariff and/or other Board adopted policies, contracts, board minutes, and others as needed and as appropriate.
- Oversees requests for service to ensure compliance and the application of all system policies.
- Ensures all collections are made in a fair and equitable manner and termination policies are applied according to board policies



- Handles customer inquiries and complaints related to water service.
- Unresolved issues and inquiries are referred to the Customer Relations Committee
- Participates with the board and consulting engineers in planning system improvements and expansion
- Assists with the posting of notification of all board meetings.
- Assists in the development of the annual budget
- Works closely with engineers, contractors, local elected officials, state regulatory and financing agencies and (when necessary) the media.
- Must spend a minimum of 25 hours per month in the field over seeing field and plant operations and other requirements.

### ***R*Required Knowledge and Skills**

- Extensive knowledge of the methods, practices, tools, and materials used in the operation.
- Maintenance and repair of water production, treatment, storage and distribution equipment and Machinery.
- Knowledge of inventory control procedures.
- Thorough knowledge of the equipment and procedures used in installing and repairing water mains and service meters.
- Knowledge of safety regulations for employees and the public, including chlorine and other chemical hazards.
- Ability to plan, organize and supervise the operation, maintenance and repair of the utility's storage, treatment and distribution systems and the organizational skills necessary for scheduling daily activities.
- Ability to prepare concise and accurate records and reports.
- Ability to help develop and implement the utility's policies and procedures.
- Physical stamina and no physical limitations on lifting.

- Skills in public relations and handling customer's questions and complaints.
- Ability to understand and follow complex oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to effectively supervise the work of subordinates.
- Demonstrated fiscal management ability.