PB & SC WATER SUPPLY CORPORATION

P. O. BOX 121

POINT BLANK, TX 77364

936-377-4811

**AGENDA**

December 10, 2019

THE PB&SC WATER SUPPLY CORPORATION WILL HOLD A SPECIAL BOARD OF DIRECTOR'S MEETING ON **December 10, 2019** AT 9:00 A.M. AT THE PB & SC WATER OFFICE ON HWY 190 IN POINT BLANK, TX. ALL ITEMS LISTED BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION BY THE BOARD.

1. Call meeting to order
2. Invocation
3. Review Office work and work products:
	1. Quick Books
	2. RVS
	3. Billing
	4. Mail
	5. Banking – frequency of trips to bank
	6. Posting Meeting notices
	7. Posting work orders
	8. Preparing for board meetings
	9. Job schedule calendar
		1. Daily
		2. Weekly
		3. Monthly
		4. Quarterly
		5. Yearly
4. Hire temporary employee to set up and make entries to quick books.
5. Board Round Table:
6. Adjourn

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