

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION  
BOARD MEETING  
APRIL 9, 2020 2:00 PM on Zoom**

**DIRECTORS PRESENT WERE:**

Bonnie Tidball	Steve Malone	Ernie DeWinne	Rod Goff
Harry Maxwell (outgoing BOD)	Billy Wilson (incoming BOD)		

**OTHERS IN ATTENDANCE WERE:**

Joe Ortega      Karen Antill      Charlene Greenhill

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:02 PM, April 9, 2020 on Zoom.

**MINUTES:** Directors read the Minutes of the previous meeting of March 12, 2020.

**MOTION:** Ernie DeWinne made a motion to accept the Minutes of the meeting of March 12, 2020 as presented. Harry Maxwell seconded the motion. The Board voted unanimously to accept the Minutes, and the motion passed.

**TREASURER'S REPORT:** Ernie DeWinne presented the financial reports of March 2020 to the Board, noting that the WSC continues to be in good condition, financially. The Board and guests reviewed.

**MOTION:** Steve Malone made a motion to accept the Treasurer's report as presented, seconded by Rod Goff. The BOD voted unanimously to accept the report, and the motion passed.

**OPERATIONS REPORTS:**

**Field Operations:** Joe Ortega reported that he received a call from DPC and was advised that the driver that delivered the chlorine on April 2<sup>nd</sup> tested positive for Covid-19 on April 6<sup>th</sup>. Joe advised that they were about three (3) feet apart but did take the invoice from the driver. The Board discussed and said he can continue to work if he isn't feeling sick, but to stay away from his helper and everyone else. Joe reported that the water loss is down to 1.95%. Joe advised that he has removed the plumbing and capped off well #2. Joe reported that the investigation with TCEQ has been rescheduled for April 23<sup>rd</sup>. Joe advised that he met with Carl and Reed from Waterboyz to get everything set to start at the condo well. Joe advised that he hadn't been able to find bleach for well #5 so he got with Aquaman and was able to get a couple of cases. Ernie advised that Aquaman was audited by the State Comptrollers Office and they now must go onto the comptroller's website to pull up an exemption verification letter, and the comptroller only has us as exempt from franchise tax. Ernie advised that we do have a letter from the comptroller dated June 2014 which grants us exemption as a regional water supply under a section of the state tax code; Ernie made copies and sent them to Aquaman and hasn't heard back. Ernie advised that they did charge sales tax which was under \$18.00 and advised that he can fill out a form and send it to the comptroller to get a refund.

**Office Operations:** Karen Antill reported that it's business as usual granted that she is working from home. Karen advised that she has the phone forwarded to her cell and is able to get work done at home and goes into the office after hours to deposit checks, credit card payments, check meters and everything else she can't do from home; everything is going well and getting done. Karen advised that she is in the process of making calls to customers and trying to get them set up for ebilling and offering them ACH as well; Karen will get with Alex from PSN to see if there is a way to make it easier to get customers to sign up for ebilling. The Board discussed and will send out notices to delinquent customers on April 24<sup>th</sup> stating that due to Covid-19 we will not be disconnecting the water, but late fees will still accrue, and we will also offer a payment plan.

**Class C Licensed Operator:** Charlene Greenhill reported that she is still working on getting the documents ready for the investigation with TCEQ on April 23<sup>rd</sup>, she said she has scanned and emailed several documents so far and still needs to get with Joe to get information that she doesn't have. Bonnie asked for her to have all the larger documents that can't be scanned on the table in the office before April 23<sup>rd</sup>, and to go through all the boxes upstairs to make sure everything is in the correct box for each well.

## **ITEMS FOR DISCUSSION AND BOARD ACTION:**

### **OLD BUSINESS:**

- A. Condo pressure tank – Bonnie advised she texted with Carl from Waterboyz and was told that they were going to start today, so far Joe hasn't heard anything from Carl.
- B. Update on old condo storage tank – Bonnie advised she texted with Carl from Waterboyz and was told they were going to start today, so far Joe hasn't heard anything from Carl.
- C. Rainwater collection systems/programs – Rod Goff reported that he has no further information at this time. TABLED.
- D. Discuss the supply of water to customer private pools and related fees and rates – Bonnie advised that she texted with the ACC Chairman Paul Barton and Paul thought it was an HOA issue, Joe and Paul talked and will give the authority back to the BRRWSC to make a policy regarding private pools and related fees and rates. The Board discussed and will allow pool owners to fill or refill their pools with our water and pay with our graduated rate structure. Joe advised that they can still fill a pool with a handheld hose during Stage III watering restrictions, but in Stage IV it is a violation to use water to fill a pool. The Board asked Rod to write a notice to pool owners to be put on the website to advise customers that they will be charged the graduated rates.
- E. Discuss and review water use restrictions and stages – The Board discussed and will continue with the Stage II Voluntary Use Restrictions; Rod was asked to update the Stage II letter and Karen will get them sent out next week with the effective date of April 18, 2020.
- F. Discuss fire hydrants and possible testing with VFD – Steve Malone advised that he has sent a couple emails with the spreadsheets that shows our flowrates and pressure to the BVFD and has since had one conversation with Mack and was told that when things get back to normal they will get back with us and come out.
- G. Report on disposition and actions for well #2 - Bonnie Tidball reported that well #2 has been completely plugged and will call Carl from Waterboyz to get the final certification of report on the well. Joe advised that he added a faucet so he can get water from the upper storage tank and will reuse the electrical wiring to put in a plug so he can have an extra electrical outlet.

### **NEW BUSINESS:**

- A. Office elections –  
**MOTION:** Vice President Steve Malone made a motion to nominate Bonnie Tidball as President, no other nominations. Ernie DeWinne seconded the motion. – The Board voted unanimously, and the motion passed.  
  
**MOTION:** Ernie DeWinne made a motion to nominate Billy Wilson for Vice President, no other nominations. Steve Malone seconded the motion. - The Board voted unanimously, and the motion passed.  
  
**MOTION:** Bonnie Tidball made a motion to nominate Ernie DeWinne as Secretary/Treasurer, no other nomination. Steve Malone seconded the nomination. - The Board voted unanimously, and the motion passed.
- B. TWDB water loss audit – Charlene Greenhill advised that she has one question on the water loss audit and will contact TWDB and have it sent in before the deadline of May 1<sup>st</sup>.
- C. Discuss annual meeting date – The Board discussed and due to Covid-19 the tentative date for the annual meeting will be Saturday June 6, 2020.
- D. Update on well #6 progress. – Bonnie Tidball advised that she spoke to Bob Thonhoff yesterday and he is about 80% complete on the plans for well #6. Bonnie asked Rod Goff to write a cover letter to expedite well #6 because we had to plug well #2 and get that to Bob before he sends the plans off to TCEQ.

- E. Discuss Covid-19 status and backup plan procedures. – Bonnie Tidball advised Joe to self-quarantine by working by himself until he is clear that he did not get Covid-19. Billy Wilson advised that he has trained with Joe on the system and would be able to cover if Joe falls ill, he knows how to change out the chlorine tanks and keep up with the bleach. Bonnie thanked Billy and advised that Charlene and Walter Greenhill will be able to help as well.
- F. Discuss rate increase for 2021. – Ernie DeWinne advised that he will work on and email the proposed rate increase to the BOD at least a week before the May board meeting; so they would have time to review. Ernie advised that a net profit of \$18,000.00 is insufficient and would like to have at least \$50,000.00 net profit.
- G. Review BRRWS form 990 for 2019 - The Board reviewed the form 990 for 2019 submitted by Ernie DeWinne. Ernie reported that he will sign and have it sent out on Monday. Ernie advised that we need to have an ethics policy and a whistleblowers policy on file; he will work on getting those.

Steve Malone advised that he contacted the nine (9) customers that have 24/7 water usage running through their meter and let them know that Joe would be available to help them locate leaks between the meter and their house, and if they don't have their leaks fixed we could put a restrictor on their line. The Board discussed and will add repercussions of not fixing leaks on the May agenda.

**MEMBERSHIP COMMENTS:**

The Board thanked Harry Maxwell for his service on the BOD and welcomed Billy Wilson to the Board.

**ADJOURNMENT:** There being no further comments, Ernie DeWinne made a motion to adjourn the meeting, seconded by Steve Malone. The BOD voted unanimously to adjourn the meeting at 2:57 PM.

The next BOD meeting will be held on May 14, 2020  
 Annual meeting will be held on June 6, 2020

BRRWSC PRESIDENT, BONNIE TIDBALL \_\_\_\_\_

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE \_\_\_\_\_