

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION
BOARD MEETING ON ZOOM
December 10, 2020 2:00 PM**

DIRECTORS PRESENT WERE:

Bonnie Tidball Ernie DeWinne Billy Wilson Rod Goff

OTHERS IN ATTENDANCE WERE:

Joe Ortega Charlene Greenhill

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM, December 10, 2020.

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

MOTION: Ernie DeWinne made a motion to accept the Minutes of the meeting of November 12, 2020. Rod Goff 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 November 2020 to the Board, noting that the WSC continues to be in good condition, financially. The Board and guests reviewed.

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

OPERATIONS REPORTS:

Field Operations: Joe Ortega reported that he had two (2) new taps, changed well #6 meter from a 4" to a 2" meter. Samples have been done on well #6 and haven't seen the results yet. Joe advised that he was out for two (2) weeks with COVID-19, and is back now. One (1) disconnection done yesterday for non-payment which was the same customer that we disconnected two (2) months ago, helped two customers find leaks. Joe thanked Bonnie for taking in the monthly samples for him.

Office Operations: Bonnie Tidball reported that Karen is on the way to surgery at this time.

Class C Licensed Operator: Charlene Greenhill reported that she brought the boxes home with her and is sorting them out, one box will have everything that has to do with all the wells that is required from TCEQ, each well will have a notebook. Charlene advised that she has several boxes that she would like the Board to go through and see if they want to keep anything and get rid of duplicates. Charlene will bring all the sorted boxes back to the office and Joe will help her with the larger boxes.

ITEMS FOR DISCUSSION AND BOARD ACTION:

OLD BUSINESS:

- A. Discuss and review water use restrictions and stages – Joe reported that the wells are around the same as they have been. The Board discussed and will stay in Stage III Mandatory Use Restrictions until it expires on February 17th. The Board will continue to review the wells pumping report and well #6 timeline and make any changes necessary. Karen will send out the Stage III notices next week.
MOTION: Rod Goff made a motion to stay in Stage III Mandatory Watering Restrictions. Ernie DeWinne seconded the motion. – The Board voted unanimously and the motion passed.
- B. Discuss fire hydrants and possible testing with contractor. - No new information currently, Tabled.
- C. Update on well #6 progress – Bonnie Tidball advised that she spoke to Bob Thonhoff this morning and he is waiting on the water analysis to be able to complete the project and send it to TCEQ. Ernie advised that the USDA attorney rejected the documents on plant #3 from our Attorney Patrick a second time. Ernie DeWinne advised that he sent the USDA attorney in Temple the Bandera Title contact information. The USDA will be contacting Lydia from Bandera Title directly. Ernie has not heard a word from Bandera Title or the USDA regarding the Title Opinion on the plant #3 project.

- D. Update on plant #1 electrical upgrades – Joe Ortega reported that he is still waiting on the electrician.
- E. Discuss candidates for open board position – The Board discussed and have no candidates at this time.
- F. Update on water system map – Joe Ortega advised that Karen found the system maps.
- G. Well #7 engineering contract status update – Bonnie Tidball advised that she spoke with Bob Thonhoff this morning and was advised that they haven't started the plans for well #7 yet.
- H. Discuss future well locations – Ernie DeWinne asked Billy if he had a chance to go up to the Groundwater District to look up the maps for the well locations; Billy has not at this time and will do it soon.
- I. Discuss new Kamstrup meters with leak detections- tabled till January

NEW BUSINESS:

- A. Discuss Records Retention Policy – Charlene Greenhill reported that we need to adopt a records retention policy to keep accounting records seven (7) plus current year; Operator records with samples ten (10) years; and anything to do with wells and properties permanently. Charlene advised that she had Karen file the warranty maps for the wells. Charlene advised that we should keep all maps labeled in boxes or cylinders. Charlene advised that she has a big box for well #5 and wants the Board to decide what we keep and get rid of duplicates, and she will put all the old records in one location for them to go through. Bonnie suggested that in January another Board of Director, Joe and herself go to the office and go through everything; Joe will burn what needs to be destroyed.
MOTION: Billy made a motion to adopt a Records Retention Policy to keep accounting records seven (7) years plus current; operators records with samples ten (10) years; and anything to do with wells and properties permanently. Rod Goff seconded the motion. – The Board voted unanimously and the motion passed.

- B. Discuss and take action on 2021 rate increase – Ernie DeWinne presented a new rate structure for a 5% increase; the Board reviewed and discussed. Ernie advised that the base rate and each line of the rate structure increased 5%. Ernie advised that we will need to update the PUC Tariff and send it in and Karen will need to work with RVS to put in the new rate structure. Ernie advised that he would like to send out a notice to our customers to explain the new rate structure in late December or early January; he will write up and send a draft notice to everyone later next week.
MOTION: Billy Wilson made a motion to accept the new rate structure of a 5% increase and keep the same base rate. Billy Wilson seconded the motion. – The Board voted unanimously and the motion passed.

MEMBERSHIP COMMENTS:

ADJOURNMENT: There being no further comments, Billy Wilson made a motion to adjourn the meeting, seconded by Ernie DeWinne. The BOD voted unanimously to adjourn the meeting at 2:40 PM.

The next BOD meeting will be held on January 14, 2021

BRRWSC PRESIDENT, BONNIE TIDBALL _____

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE _____