

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION
BOARD MEETING
DECEMBER 14, 2017 2:00 PM**

DIRECTORS PRESENT WERE:

Bonnie Tidball Harry Maxwell Ernie DeWinne Steve Malone

OTHERS IN ATTENDANCE:

Charlene Greenhill Joe Ortega Barbara Maxwell

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM December 14, 2017.

MINUTES: Directors read the Minutes of the Meetings of November 9 and November 20, 2017.

MOTION: Harry Maxwell made a motion to accept the Minutes of the November 9th meeting, as presented. Ernie DeWinne seconded the motion. The Board voted unanimously, and the motion passed.

Harry Maxwell made a motion to accept the Minutes of the November 20th meeting, as presented. Steve Malone seconded the motion. The Board voted unanimously, and the motion passed.

TREASURER'S REPORT: Ernie DeWinne presented the reports of November 2017.

- Cash is down from last month.
- Receivables remain approximately the same as last month, due to the dry weather.
- BRRWSC received a notice from the insurance company that the rate has gone up for the new year; has not shown in paperwork as yet.
- There was a small increase in depreciation in this period.
- Balance sheet: monthly draw-downs were normal; there was a small increase in November in write-off supplies. Total revenues down from last year due to repair of the tank, less profit this year. However, there is ample cash for the purchase of the new well.
- Revenues: down from last year due to dry weather. Also have had increase in repairs, sick leave pay, and additional staff member on medical insurance.
- Net profit for month: \$4,000. Total net profit for year: \$84,900. Overall company is doing well.

Ernie DeWinne also reported that there was a problem in QuickBooks program – a check was recorded twice, and so the last check had to be voided.

MOTION: Harry Maxwell made a motion to accept the Treasurer's Report. Steve Malone seconded the motion. The Board voted unanimously to accept the report, and the motion passed.

OPERATIONS REPORTS:

Field Operations: Joe Ortega reported that they have been busy. Meters will be read 12/27/17, and water samples will be taken next week.

Office Operations: Barbara Maxwell, covering the office for Karen Antill, reported that all is going well in Karen's absence.

Class C Licensed Operator: Charlene Greenhill stated she is getting ready to close out the yearly reports. Next month will be busy with the County well pump amounts, doing the annual reports in January through March. In February the water audit is due, and in March the water loss report and the CCR report are due to be completed.

ITEMS FOR DISCUSSION AND BOARD ACTION:

OLD BUSINESS:

- A. Plant #3 Update – BOD reviewed email from James Perkins. Harry Maxwell asked if the engineer had been asked to come out to observe acid test, and whether a water test was done on this well. Joe Ortega asked whether the air line for monitoring is included in the new company's contract. Charlene Greenhill reviewed how the testing process works – 36-hour test, and then three consecutive days of raw water samples are taken. Charlene stated that either she can do it or it can be done by Premier. Ernie DeWinne stated that this testing is included in the contract price with Premier. Charlene will give a copy of the proper protocol to Joe Ortega and to Steve Malone. BOD also discussed the fact that the contract does not include tubing.
The acidizing is scheduled to be done on Friday, December 15th. Steve Malone stated that once the acid has reacted with limestone, the process is complete. Ernie DeWinne stated that the team must be careful where the acid/water is pumped out to, that it does not go onto a property owner's property, but remains on the BRRWSC property. Ernie DeWinne stated that he will go to the Ground Water District and review with them. Bonnie Tidball stated that the work timeline needs to be tightened up, and that there are still several unanswered questions that need to be followed up.
- B. Condo Project Update – Project tabled until next year. Joe Ortega needs to cut cedar to remove the tank. This requires approval from PPI.
- C. Update on Mapping of Mains and Valves for Distribution System – Tabled until new year.
- D. Condo Tank Repair/Purchase – Tabled until next year.
- E. Employee Benefits/Retirement Plan – Tabled until next year.

NEW BUSINESS:

- A. Discuss & take action on board vacancy – Ernie DeWinne discussed change in law, such that there is no longer a need to hold an election if there is only one candidate. BOD discussed the fact that Wayne Mauldin, formerly on the BOD, might be interested in returning to the BOD. Members agreed that Bonnie Tidball should pursue discussion with Wayne re: this.

- B. Records Retention written policy status – Charlene Greenhill is awaiting completion of information requested.
- C. Driveway water main plan – Ernie DeWinne and Joe Ortega discussed continuing to have Ernie DeWinne, Joe Ortega, and Tony do this work in order to ensure that the work done is to our specifications. The BOD needs to send the specs to ACC for advisement. BOD discussed having builders do this work on new homes. WSC group would continue to do the repair for existing driveways where there was a need to tear up. Joe Ortega stated that we now have a good compactor to do the work properly. BOD agreed that Ernie DeWinne would draft a policy to be sent to ACC for approval. Issue is tabled pending review and comment by ACC.
- D. Approval of Premier Hydro contract –
MOTION: Ernie DeWinne made a motion to approve the contract from Premier Hydro. Steve Malone seconded the motion. The BOD voted unanimously to approve the contract.
- E. Approve CPA contract for 2017 audit – Ernie DeWinne presented contract from EDE & Co., LLC.
MOTION: Ernie DeWinne made a motion to approve the contract with EDE & Co., LLC. Harry Maxwell seconded the motion. The BOD voted unanimously to approve the contract for the audit.
- F. 2108 Election timeline, ballot, director application, and election procedures – Ernie DeWinne reviewed the election timeline with the members of the Board. The Annual Meeting will be held April 7, 2018. The BOD agreed to require applicants to get 15 signatures to stand for election, due February 21, 2018.
MOTION: Ernie DeWinne made a motion to approve the ballot and election procedures. Harry Maxwell seconded the motion. The motion was unanimously approved by the BOD.

MEMBERSHIP COMMENTS:

There were no comments, as there were no members present, other than the BOD.

Having no further business to discuss, Ernie DeWinne made a motion to adjourn the meeting. Harry Maxwell seconded the motion. The BOD unanimously voted to adjourn.

BRRWSC PRESIDENT, BONNIE TIDBALL _____

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE _____