

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION**  
**BOARD MEETING**  
**January 14, 2021 2:00 PM**

**DIRECTORS PRESENT WERE:**

Bonnie Tidball      Ernie DeWinne      Billy Wilson

**OTHERS IN ATTENDANCE WERE:**

Joe Ortega      Charlene Greenhill      Walter Greenhill      Tom Gill      Karen Antill

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM, January 14, 2021.

Tom Gill from Kamstrup spoke about the new leak detect meters that are still pretty new, only one other system in San Marcus has them installed at this time. These are residential meters that find leaks on both sides of the main line based on sound measurement. The Board discussed and when they find out more information they may replace about thirty (30) meters throughout the system and move them around as needed. The new leak detect meters are \$300.00 which is about \$50.00 more than our previous AML meters; the ones removed would go back into stock to be used at a later time. Tom called the San Marcus water system and the Board spoke with them about the meters. The Board will look into this further in the future.

**MINUTES:** Directors read the Minutes of the previous meeting of December 10, 2020.

**MOTION:** Billy Wilson made a motion to accept the Minutes of the meeting of December 10, 2020. Ernie DeWinne 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 December 2020 to the Board, noting that the WSC continues to be in good condition, financially. The Board and guests reviewed.

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

**OPERATIONS REPORTS:**

**Field Operations:** Joe Ortega reported that they have had two (2) service leaks, one (1) 6" main repair, helped two (2) customers locate leaks and had some work done on the backhoe. Joe advised that he is waiting on a date for our tank inspection, and is getting bids for the future tank inspections since our three (3) year contract is up. Joe reported that they had one new tap, and fixed a broken meter box. Joe asked Ernie to order more brick pavers as there are a few driveways he needs to set. Joe reported that Joe A has started his Basic Water online classes and will be working on it when he has time. Joe advised the Board that well #5 only has one (1) liquid chlorine injector and needs another one for a backup.

**MOTION:** Ernie DeWinne made a motion to approve the purchase of one (1) liquid chlorine injector up to \$750.00. Billy Wilson seconded the motion. – The Board voted unanimously and the motion passed.

**Office Operations:** Karen Antill reported that she updated the Tariff, put it on the website and sent it to the PUC. Karen put the new rates in RVS so they are ready for the next billing cycle. Karen sent out the Stage III watering restrictions and the rate increase letters to all customers. Karen sent the final lead and copper report to TCEQ and to each customer where the samples were taken. Karen sent the Board, employees, and Attorney address to our auditor as requested. Ernie advised that he sent her the financials and depreciation schedule and bank statements to our auditor as well. Ernie asked Karen to send our auditor a copy of the statement for the CD at Texas Hill Country Bank.

Karen reported that disconnect notices will be sent out January 25<sup>th</sup> to be disconnected February 4<sup>th</sup>.

**Class C Licensed Operator:** Charlene Greenhill reported that she has completed and sent in the DLQOR quarterly on January 7<sup>th</sup>, corrected the year end pumping report that she sent to the Groundwater District. Completed year end reports for the audit, needs the November minutes signed to complete the notebook for our auditor Donna. Charlene advised that she created permanent notebooks, well notebooks which still need a few things signed and stamped by our engineer. Also, permanent record notebooks, and notebooks for each year. Charlene advised that there are still several documents that need to be disposed of by the Board that we no longer need. Charlene advised that the water loss audit is due in March. Charlene gave the Board a copy of her job description that she had from the beginning and said she is doing everything that was asked of her,

never had a violation and has never done lead and copper samples. Bonnie advised that she has a copy of another job description that was signed by her and a past Board President, that says she takes care of all paperwork required by TCEQ; so, she is required to do the lead and copper samples since TCEQ requires them. Charlene advised that she found some old warranty deeds, certificate of necessity, and some old maps; these will be filed as permanent documents.

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

##### **OLD BUSINESS:**

- A. Discuss and review water use restrictions and stages – Ernie 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 17<sup>th</sup>.  
**MOTION:** Billy Wilson 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.  
**MOTION:** Billy Wilson made a motion to take this item off the agenda for at least a year because there are no resources at this time. Ernie DeWinne seconded the motion. - The Board voted unanimously and the motion passed.
- C. Update on well #6 progress – Bonnie Tidball advised that well #6 is now online and pumping between 45 to 48 gpm. Joe Ortega reported that he sent all the samples for well #6 into Bob Thonhoff and the well is now in service. This item will be taken off the agenda.
- D. Update on plant #1 electrical upgrades – Joe Ortega reported that he is still waiting on the electrician as he is backed up on work, Joe advised that we need to change the controls inside. Tabled until work is done.
- E. Discuss candidates for open board position – The Board discussed and have no candidates at this time.
- F. Update on **status of** water system map – Billy advised that he has not had time to get these yet.
- G. Well #7 engineering contract status update – Bonnie Tidball advised that she talked to Bob Thonhoff yesterday and he will start working on our plans next week. Billy and Bonnie will contact Waterboyz and get on the list for the new well.
- H. Discuss future well locations – Billy Wilson advised that he is going to try to get a copy of the topographical water map for our area, so they can look at future locations. Ernie asked Billy to email him a copy of the map and he will forward it to David Mauk at the Groundwater district to help us find a location for a future well.

##### **NEW BUSINESS:**

- A. Review and approve FY 2021 Election timeline, ballot, director application and election procedures - Ernie DeWinne presented all the election documents, the Board reviewed and approved. Karen will post the notice for applications tomorrow at the office and mail centers.  
**MOTION:** Ernie DeWinne made a motion to approve the election timeline, ballot, director's application and election procedures, and post the 30-day notice for applications. Billy Wilson seconded the motion. – The Board voted unanimously and the motion passed.
- B. Approve CPA contract for 2020 audit – Ernie DeWinne presented the contract for the 2020 audit and the Board reviewed and approved. Bonnie Tidball signed it and Karen sent it off to our Auditor.  
**MOTION:** Ernie DeWinne made a motion to approve the CPA contract for the 2020 audit. Billy Wilson seconded the motion. – The Board voted unanimously and the motion passed.

Bonnie Tidball advised that she attended the RCAP webinar and found out that there is a RCAP grant program to help pay for education, she will check more into this.

Ernie advised that he has an application for nonprofit water supply property tax exemption packet that needs to be renewed, where you list all your assets. Ernie asked Karen to try to get these forms downloaded so we can save them so it will be easier next time we have to do it. Karen will work on this and get them completed.

**MEMBERSHIP COMMENTS:**

**ADJOURNMENT:** There being no further comments, Ernie DeWinne made a motion to adjourn the meeting, seconded by Billy Wilson. The BOD voted unanimously to adjourn the meeting at 3:45 PM.

The next BOD meeting will be held on February 11, 2021

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

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