

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION
BOARD MEETING
JULY 12, 2018 2:00 PM**

DIRECTORS PRESENT WERE:

Bonnie Tidball Harry Maxwell Ernie DeWinne Steve Malone

OTHERS IN ATTENDANCE:

Rodrick Goff Suzie Crews Joe Ortega Karen Antill Charlene Greenhill

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM, July 12, 2018.

MINUTES: Directors read the Minutes of the Meeting of June 14th, 2018.

MOTION: Harry Maxwell made a motion to accept the Minutes of the June 14th meeting, as presented. Steve Malone seconded the motion. The Board voted unanimously, and the motion passed.

TREASURER'S REPORT: Ernie DeWinne presented the financial reports of June 2018. The Board and guests reviewed.

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

OPERATIONS REPORTS:

Field Operations: Joe Ortega reported that the month was very busy. They prepared the foundation for the condo well slab concrete pour. Repaired 2 water main breaks and 3 service leaks over the month. Joe reviewed the results of the 36-hour pump test was done on well # 5, and re-samples were sent analysis. Had all well meters calibrated. Yearly samples for wells # 1, 2, & 3 taken for submission to TCEQ. He also reported that the office will be closed for renovations on Friday 7/20/18.

Office Operations: Karen Antill reported that all is "business as usual". She updated the BOD on the progress of implementation of the new credit card payment system for billing, that it is online now, and she reviewed with BOD members the process they will use to test out the system before offering the system to all customers. Next month will be sending out flyer to customers to notify them of the new option. Karen also notified the BOD that she will take a vacation day on Friday 7/27/18 and that Joan Hutchison will be covering the office in her absence. Bonnie Tidball advised that the DRROA Office will be closed Friday July 20th to install new flooring and the BOD discussed and agreed to give Karen an Administrative leave day with pay for the WSC.

Class C Licensed Operator: Charlene Greenhill reported that the CCR audit report was due July 10st and was submitted on the 6th. She has organized the past records and reviewed the way in which the records are filed and the record retention policy/process with the BOD. She reported that regarding Operator records, she has never been asked for more than three years of records, although they can ask for up to 10 years. She recommended that the BOD policy be that records are retained for 5 – 7 years to assure that they have sufficient records.

Fluoride testing results for well # 5 should be available by end of the week. She will email results to BOD when she gets it.

ITEMS FOR DISCUSSION AND BOARD ACTION:

OLD BUSINESS:

- A. Update on Plant #3 Project (pre-final inspection) and discuss BRRWSC portion of Plant #3 project – Ernie DeWinne stated that he will call the Engineer to check on the status of the final inspection report. Ernie also volunteered to track down Mr. Fulghum to address the road work issue, and get the grading done.
- B. Condo Project pressure tank update – Joe Ortega gave the BOD an update regarding the concrete pouring. Concrete should be completed in 4 -7 weeks. Ernie DeWinne stated that the BOD needs to find out whether Thonoff has signed off on the Bulldog shop drawings on the pressure tank. Bonnie will call regarding status of this. Bonnie will discuss the following with Thonoff: whether Engineer has approved the shop drawings for the pressure tank; prefinal inspection report been sent in; and what is the status regarding the plans on the new storage tank.
- C. Employee Benefits – Retirement plan – Ernie DeWinne reported that plan is still on track to set up the IRA-SEP for employees as of August 1st, with a matching contribution of up to 5% of the employee's earnings. He expects to have the plan ready for use as planned on August 1st.
- D. Fire hydrant project – Tabled.
- E. Corporate seal – Ernie DeWinne described the design of the seal. He stated that the cost to produce it will be \$35, and that it should be ready by the next meeting.
- F. Set up a test group to use credit card payment and reimburse the \$2.99 fee to test group. – Completed.
- G. Past due bill/disconnect notices - Ernie will call the TRWA attorney to verify if we can set up a phone call message from the credit card system regarding past due notice and disconnect date.

NEW BUSINESS:

- A. Review bid on Plant #3 improvements - Ernie DeWinne stated that he thought bids would have been received for discussion at today's meeting, but they have not. Bonnie will stop to see Mike Fulghum and see if he is able to help with the road issue.
- B. TCEQ letter on operating permit and plans of correction - Plan of correction is in place.
- C. Stage 2 & 3 water restrictions notifications - Will wait, after the recent rain, to look at this. BOD discussed how best to evaluate on a regular basis the aquifer levels and water usage. Karen and Joe described process for the BOD. BOD agreed to create a monthly tracking mechanism to monitor usage and levels in wells.

MEMBERSHIP COMMENTS:

Bonnie Tidball asked if there were any membership comments. Mr. Goff asked whether the BOD had given any consideration to solar power. Ernie DeWinne stated that they had not yet, however, would be a good thing to look into once the well improvement projects were completed. BOD discussed options that exist for this possibility. Steve Malone said he would look into this for future consideration.

Another issue brought up was whether the BOD had ever thought of developing a program to encourage customers somehow to collect rainwater for irrigation use. BOD agreed this would be something to look into.

Hearing no further comments, Bonnie thanked those present for attending the meeting.

Having no further business to discuss, Bonnie Tidball asked for a motion to adjourn the meeting. Ernie DeWinne made a motion to adjourn the meeting. Steve Malone seconded the motion. The BOD unanimously voted to adjourn at 3:08 PM.

BRRWSC PRESIDENT, BONNIE TIDBALL _____

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE _____