

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION  
BOARD MEETING  
JULY 20, 2017 2:00 P.M.**

**DIRECTORS PRESENT WERE:**

Bonnie Tidball Harry Maxwell Ernie DeWinne Joe DeHoyos Steve Malone

**OTHERS IN ATTENDANCE:**

Jennifer DeWinne Joe Ortega Karen Antill

The meeting was called to order by President Bonnie Tidball at 2:00 P.M. July 20, 2017.

**MINUTES:** Directors read the Minutes of the meeting of June 8<sup>th</sup>, 2017. Bonnie asked for a clarification regarding the voting held for officers. It was unclear whether Joe DeHoyos had voted against Bonnie Tidball for President or if he had abstained from voting for that office. Karen Antill clarified that Mr. DeHoyos had abstained from that vote.

**MOTION:** Ernie DeWinne made a motion to accept the minutes, with the correction discussed. The motion was seconded by Steve Malone. The BOD voted unanimously to accept the Minutes, as corrected.

**TREASURER'S REPORT:** Ernie DeWinne presented the report. He reported that Cash is up over last month. Receivables were up this month. Only real change is that on the construction in progress, the fourth pay estimate has come in from Hoover. Ernie reported that he is working on breaking apart the USDA portion from what BRRWSC is paying out of pocket, and showing the portion BRRWSC is paying as a separate CIP account. Payables are the normal monthly payables. The month is looking substantially better than last year, YTD. Net income is up substantially over last year. Discussion re: loans vs. liabilities, based on question by Steve Malone. Ernie DeWinne reviewed and stated that WSC is in good shape financially. Ernie DeWinne will be talking with the auditor re: whether he can set up a contra account to break out the labor costs for operations salaries used in construction projects, and include them in construction-in-progress.

**MOTION:** Steve Malone made a motion to accept the Treasurer's Report. Harry Maxwell seconded the motion. The Report was unanimously accepted by the BOD.

**MEMBERSHIP COMMENTS:** Members in attendance were asked whether they had any comments. Hearing none, the BOD continued on.

**OPERATION REPORTS:**

**Field Operations:** Joe Ortega reported that it has been a hard month, with excavation for new storage tank at Plant 3, started on the base and compaction, and set and leveled the ring. Repaired three service leaks, one customer leak, and one four inch main leak. Moved and hauled off 22 loads of dirt from the excavation, and cleaned up the area and readied it for the storage tank arrival. Patched road at Unit 6 where new tap and service was installed. He also reported that he had, at the BOD's request, taken Mr.

Deeter, Joe DeHoyos, and Tony to dinner in appreciation for their assistance in the Plant 3 Ring installation.

BOD commended Joe on the good job that was done patching the road surface and how smooth it is. Joe and Directors discussed the process which was successful and that once the new well project is done, it would be a good idea to go through and re-patch areas where the roadway has settled over time.

Joe DeHoyos suggested that a jumping jack be purchased to assist in the roadway patching. Joe Ortega will look into this piece of equipment.

**Office Operations:** Karen Antill reported that she will be sending out the disconnect notices on July 19<sup>th</sup> for disconnect on July 29<sup>th</sup>. Currently 155 ACH customers, so only 120 payments that we have to deposit. Karen also reported that the remote deposit equipment has not been working right to remotely deposit checks. Bank personnel were out last week to check it out and the software people remotely accessed the equipment to see what the problem is. Discussion ensued among the BOD re: possibility of a new, updated computer. Karen suggested that perhaps the WSC computer could be gifted to the ACC, as their computer is very outdated and difficult to use. Ernie DeWinne offered an 18 month old computer which he bought but never used which WSC could purchase for a fair price. BOD decided to discuss further under New Business.

Karen presented report for Charlene Greenhill, who was unable to attend the meeting. The CCR is done and is on the website. It was approved, the verbiage on the bills by the USDA. The cross connection device questionnaire is done. The only thing still outstanding on the list is re: the private wells; we still need to get something from those private well owners indicating that those wells are not hooked up to their houses.

### **OLD BUSINESS:**

#### **PLANT #3 PROJECT UPDATE:**

- Ernie DeWinne reported that the ring is done, the base is done. Ernie stated that he spoke with the tank company and they did give a start date of July 17<sup>th</sup> for installation of the tank. Apparently, the company only purchases the tanks, puts them together and installs them. Apparently, there are gaskets which are on backorder right now, and this is what is holding up the process. Electrician has a small amount of work left to do, but that is based on completion of the well. WSC is up-to-date on items it needs to get done for project. There are some minor things which we need to do after installation, such as painting, driveway, pipe insulation (if needed), fence installation.

#### **CONDO PROJECT UPDATE:**

- Ernie DeWinne reported that this project has been on hold until the new well project is done. Harry Maxwell asked whether there is any update on the storage tank replacement. Joe Ortega stated that he has a quote on that, so suggestion was made that the topic be addressed under New Business.

#### **TCEQ CONFERENCE:**

-Bonnie Tidball asked for an update on the upcoming Conference. Ernie DeWinne stated that Joe Ortega, Charline Greenhill, and Joe DeHoyos have received their invitations. Joe DeHoyos suggested that would be better for Steve Malone to attend in his stead, however, Karen Antill stated that the system does not work that way, and they cannot re-assign a ticket. The ticket goes back to the lottery.

### **EQUIPMENT:**

-Bonnie Tidball stated that WSC has purchased vests and hard hats to date. Joe DeHoyos stated that there is need for 2 detour signs. Joe Ortega suggested that the two arrow signs be taken to sign business and have "DETOUR" added. Ernie reminded the BOD that the sawhorses and "Road Closed" signs that are used actually are personal property of Joe Ortega.

**MOTION:** Ernie DeWinne made motion to have the WSC purchase the sawhorses and "Road Closed" signs from Joe Ortega for \$100.00. Bonnie Tidball seconded the motion and motion unanimously passed.

-Harry Maxwell had been asked by BOD to check out the flexible "Men Working Ahead" sign for repair. He located a company in San Antonio who say they can evaluate the sign, possibly repair it. If unable to be repaired, they can sell us a new one.

**MOTION:** Ernie DeWinne made a motion to approve Harry Maxwell pursue the repair/replacement of the sign.

### **SAFETY ISSUES:**

-Joe DeHoyos brought up need for additional help for staff when working in the roadways, e.g. flaggers. BOD unanimous in support of this need. Discussion by BOD re: how best to accomplish this. Suggestion that either BOD members can come out and assist; or, in the unlikely event that no BOD member is available, Joe Ortega is authorized to hire individuals known to the association (Park Attendants, etc.) to assist in this function.

-Bonnie Tidball asked Joe Ortega and BOD members what additional safety equipment is needed. Bonnie agreed to order: 3 AB&C 3.5 lb. fire extinguishers, 4 Slow/Stop flags, 2 walkie-talkies. Bonnie Tidball will order these items on Amazon for WSC.

### **NEW BUSINESS:**

#### **MAPPING OF UNITS:**

-BOD discussed how to accomplish the mapping. BOD approved Joe DeHoyos will go into San Antonio to get mylar sheets to map the streets with all the water mains, valves, locations.

#### **DISCUSSION OF CCR REPORT WITH CUSTOMERS:**

-Ernie DeWinne received email re: Charline Greenhill stated we need to have this topic on the agenda to allow customers to attend meeting if they wanted to discuss the Consumer Confidence Report with the BOD. No customers have shown interest to date. Karen Antill suggested that the topic be placed on the agenda one more time to ensure customers have had adequate opportunity. BOD agreed unanimously.

#### **ACIDIZING OF WELL #5:**

Steve Malone and Ernie DeWinne discussed price differences of acidizing the new well between Aquatech and Premier Hydro. Ernie DeWinne presented a worksheet breakdown showing the differences in the two companies' offerings.

The BOD reviewed the two bids received for acidizing:

Aquatech @ \$35,760.94

Premier Hydro @ \$46,500.00

Awaiting a bid from a third company, Advanced Well Technologies, from Schertz, TX. Project Manager will be out Monday AM to look at situation and give BOD a ballpark idea of a price.

Bonnie Tidball stated that there seem to be too many people on point with the company, and requested that one person be assigned to interface with the company. The BOD discussed and decided that Bonnie Tidball take lead as contact person, with Steve Malone as alternate for the completion of the well project #3 as the BRRWSC project manager.

BOD discussed the various issues with the process. Joe Ortega will talk to Reed regarding the acidizing. Decision made to explore a new company and get a bid for acidizing, and call a special BOD meeting when the new bid comes in.

#### **DISCUSSION OF VA & ER PLAN REQUIRED BY USDA:**

-Bonnie Tidball stated that there was discussion about talking about this issue, but that she did not recall any conversation about the plan. Ernie DeWinne stated that it was talked about at the time of the closing of the loan, but never followed up on. Deanne at USDA in Fredericksburg has granted an 11 day extension to get the plan done. Discussion about whether the proper door was put in. Joe DeHoyos stated that he has worked with Charlene Greenhill on the vulnerability assessment paperwork, and a bit on the emergency response plan. Should be able to be wrapped up and sent to them next week when Charlene is back. Ernie DeWinne suggested that once report is completed, Karen Antill can scan it and send to all BOD members for review before sending to USDA. Bonnie Tidball stated that she will work with Charlene Greenhill on completing the reports. One issue that needs to be addressed would be to have BRRWSC employees have photo ID badges. Additionally, outside companies should not have coded access to our property using our employees' access codes. Joe Ortega indicated that separate lock code access could be provided for outside contractors.

#### **DROUGHT RESTRICTIONS:**

-Discussion held re: the fact that we currently are at voluntarily, Stage 2. BOD discussed implications of new well on water restrictions/ emergencies. Ernie DeWinne suggested that the BOD needs to look into developing emergency plans for a water outage. Possibly work out a cooperative agreement with Bridlegate. Possibly invest in an emergency generator, for power to the pumps in event of power outage. Steve Malone suggested that BOD spend the money to wire for a generator, and then would allow company to rent a generator if needed. Brief discussion held, with decision to discuss at a future meeting.

#### **CUSTOMER NON-COMPLIANCE ISSUE:**

-House at corner of Settlers Lane & Heinen has issue with aerobic septic system spraying on fence and out into the easement. Resident was told several weeks ago to fix the drainage problem, and still is not in compliance. Action to be taken is BOD will send letter advising customer to comply with regulations; and if not fixed in ten days, Board of Health will be notified.

#### **CONDO TANK REPAIR ISSUE:**

-Joe Ortega received information re: scuba diver to go into tank and patch the leak. BOD discussed options for repair.

**MOTION:** Ernie DeWinne made a motion to spend approx. \$4200 on repair of tank at condo. Harry Maxwell seconded the motion, motion was unanimously passed.

#### **AVAILABLE CASH:**

-Ernie DeWinne advised the BOD that the WSC has adequate money available, for the projects that are on tap, as well as to go with Premier Hydro for acidizing, and for other maintenance items as needed.

**MINUTES ISSUE:**

-Ernie DeWinne brought up a concern that, due to the volume of work in the office, turn-around time for meeting minutes is often not optimal. He and Karen Antill have discussed this issue and determined that a way to address this issue would be to hire Barbara Maxwell, who covers for Karen in the office, to prepare the minutes after each meeting. Ernie DeWinne also suggested that it may not hurt to have Barbara attend the meetings, if her schedule allows it.

**MOTION:** Ernie DeWinne made a motion to hire Barbara Maxwell to complete the BOD monthly meeting minutes, and in addition, to pay her to attend the BOD meetings as her schedule allows. Joe DeHoyos seconded the motion. The BOD voted unanimously to pass the motion.

**MOTION:** Ernie DeWinne made a motion to adjourn the meeting to Executive session. Harry Maxwell seconded the motion. The Board voted unanimously, and the meeting was adjourned at 3:45 PM.

BRRWSC President ó Bonnie Tidball \_\_\_\_\_

BRRWSC Secretary/Treasurer ó Ernie DeWinne \_\_\_\_\_