

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION
BOARD MEETING
JULY 9, 2020 2:00 PM**

DIRECTORS PRESENT WERE:

Bonnie Tidball Ernie DeWinne Billy Wilson Rod Goff

OTHERS IN ATTENDANCE WERE:

Joe Ortega Karen Antill Charlene Greenhill Walter Greenhill Ron Beadles

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM, July 9, 2020.

MINUTES: Directors read the Minutes of the previous meeting of June 11, 2020.

MOTION: Ernie DeWinne made a motion to accept the Minutes of the meeting of June 11, 2020. Billy Wilson seconded the motion. The Board voted unanimously to accept the Minutes, and the motion passed.

Bonnie Tidball advised that Steve Malone sent in his letter of resignation and has offered to still help with contacting the BVFD regarding the testing of the system and to help with contacting customers regarding their leaks when needed. The Board thanked him for his service.

TREASURER'S REPORT: Ernie DeWinne presented the financial reports of June 2020 to the Board, noting that the WSC continues to be in good condition, financially. The Board and guests reviewed. Ernie reported that Texas Hill Country Bank is consolidating with the Bank of San Antonio. Ernie advised that he would like to open an account with either Hondo Bank or Bandera Bank to transfer money and open a 6-month CD and a Money Market account to make sure we stay under the \$250,000.00 insured limit with any bank. The Board discussed and would like to go with Bandera Bank. Ernie advised that he will set up a 6-month CD for \$100,000.00 and put the rest in a Money Market account at Bandera Bank. Ernie advised that the President Bonnie Tidball, Vice President Billy Wilson, and Treasurer Ernie DeWinne will be signatures on the account, and two signatures would be required for any checks signed for these accounts.

MOTION: Ernie DeWinne made a motion to adopt a resolution to move at least \$150,000.00 to Bandera Bank, set up a 6-month CD and open a Money Market account with President Bonnie Tidball, Vice President Billy Wilson, and Treasurer Ernie DeWinne with be signatures on the account. Billy Wilson seconded the motion. The Board voted unanimously, and the motion passed.

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 got rid of the pressure tanks and cleaned up the pump house at the Condo well. Joe reported that the yearly meter calibrations were completed today. Joe reported that he has set up panels for well #6, working on trenching and laying pipes. Joe advised that he has thirteen (13) new taps to put it and will do one (1) tomorrow and the rest next week. Joe advised that the biggest thing will be cutting the roads and will need some people to help direct traffic while he is working. Ernie went over the well report and said that we are at 89% pumping, which TCEQ guidelines call for 115%, so we are well within the Stage II watering restriction guidelines, and should be able to put well #5 back in line soon.

Office Operations: Karen Antill reported that it has been business as usual. Karen advised that Kamstrup has finally changed their software so we can now print reports, and is still trying to work with them on getting an info code for meters that have water running through them every hour for days, so we can see the unnecessary water loss and contact our customers sooner.

Class C Licensed Operator: Charlene Greenhill advised that she sent out the DLQR that is due every quarter and was advised to start sending everything out return receipt mail because of all the government offices being slow and the mail being lost. Charlene advised that she has not heard anything from the TCEQ investigation, just that nothing is missing. Charlene advised

that she has not heard anything regarding the CCR that was sent in and put on our website. Charlene advised that she is doing a water loss spreadsheet that shows water loss quarterly so she will have the year-end figures that are accurate, and not estimated. Charlene advised that she needs the water loss from leak repairs from Joe each month. Charlene asked for the water loss from leak repairs for February and March, Karen advised that there was no water loss from repairs for February and March and will write her a report stating that.

ITEMS FOR DISCUSSION AND BOARD ACTION:

OLD BUSINESS:

- A. Rainwater collection systems/programs – Rod Goff reported that he spoke with a company that is supposed to get back with him for some ideas and suggestions for a program to offer our residents, he hopes to have something by the next board meeting. TABLED.
- B. Discuss and review water use restrictions and stages – The Board discussed and will continue with the Stage II Voluntary Use Restrictions. The Board will continue to review the wells pumping report and well #6 timeline and make any changes necessary.
- C. Discuss fire hydrants and possible testing with VFD. No new information currently, Steve Malone advised that he still would try to contact the BVFD regarding the testing of the system
- D. Update on well #6 progress, and discuss what portions to be completed by BRRWSC, along with the timeline for ordering materials. - Bonnie Tidball advised that she spoke to Waterboyz and has not paid the final bill on the well because they have yet to install the pump to complete the project. The Board discussed and will write them a check for \$7,000.00 in good faith and pay the remainder of the balance when the contract is completed. Bonnie advised that we still owe them for the collars when they are finished. Charlene will email Bonnie a checklist form that she got from an engineer to check off items before the project is completed. Joe advised that all materials have been ordered and has laid about half of the pipe with sand covering it and has about 120 feet left to do. Joe is waiting on the electrician to run the wire for the new well in the trench. The Board discussed and will wait at least a year and a half before acidizing well #6 if needed.
- E. Discuss and take action on plant #1 electrical upgrades – Joe Ortega advised that the electrician is waiting to get all the parts for the electrical upgrade to plant #1 before he starts so the well will only be out of service for one (1) day.

NEW BUSINESS:

- A. Approve Board Resolution to change bank account signature cards – Ernie DeWinne advised that the signature cards need to be updated at Texas Hill Country Bank; take off Steve Malone and Harry Maxwell and add Billy Wilson to the signature cards. Ernie advised that he will contact the board when it's time to go sign the signature cards, and advised Billy that he will need to bring in two (2) forms of identification.

MOTION: Ernie DeWinne made a motion to approve a resolution to remove Steve Malone and Harry Maxwell, and add Billy Wilson to the signature cards at Texas Hill County Bank. Rod Goff seconded the motion – The Board voted unanimously, and the motion passed.

- B. Discuss the use of BRRWSC equipment for road repairs - Ernie DeWinne advised that he is on the Road Committee for the DRROA and there are a few areas that need some base added and compacted to reconstruct the road. Ernie asked the Board if the DRROA could use the BRRWSC equipment to do road work in the subdivision where needed. The Board discussed and agreed to approve lending the DRROA our equipment on a case by case basis.

MOTION: Ernie DeWinne made a motion to approve lending of BRRWSC equipment to the DRROA on a case by case basis for road work. Billy Wilson seconded the motion. – The Board voted unanimously, and the motion passed.

- C. Discuss requiring RFP's any time we want more than one bid - Bonnie Tidball advised that one contractor felt that there was miscommunication on the road project at well #6. The Board discussed and Billy will do research and write up a RFP to be used on all projects that are \$2,000.00 or more, and to be able to use it on smaller projects if needed. **MOTION:** Ernie DeWinne made a motion to establish an RFP process for projects over \$2,000.00, and could be implemented for smaller projects if needed. Rod Goff seconded the motion. – The Board voted unanimously, and the motion passed.

- D. Discuss penalty for customers that do not repair after they have been notified of their leak – The Board discussed and Bonnie will call the TRWA to find out if it is legal to put an item in the tariff that allows the BRRWSC to give out a violation fine or put a low flow device on a customer that doesn't fix a leak that we see on our software in a timely manner.

- E. Discuss fees involved with moving customer meter boxes – Bonnie advised that a customer requested that she wants her meter and AT&T box relocated so she can put in a new driveway. The Board discussed and first they need to get AT&T to move their box before we can move the meter. The Board discussed relocation fees; the Board agreed to charge the \$850.00 tap fee plus \$50.00 for each foot that the meter is moved, and the reconnect from the meter to the house is the homeowner's responsibility. Karen will call the customer and let her know that she needs to contact AT&T to move their box before we can relocate the meter with the appropriate fees. Rod will update the tariff to show the change of the fee of \$850.00 plus \$50.00 for each foot the meter is moved.

MOTION: Billy Wilson made a motion to revise the tariff to show the change of the fee of \$850.00 plus \$50 per foot. Rod Goff seconded the motion. – The Board voted unanimously, and motion passed.

Joe Ortega will order ten (10) more meters from Kamstrup with the BRRWSC logo.

Charlene advised that she has never done lead and copper samples or the forms, she thinks she has the form on her computer and will fill it out once Joe does the samples. Charlene advised that lead and copper samples are due between June 1st and September 30th but will get them done this month.

MEMBERSHIP COMMENTS:

ADJOURNMENT:

Motion: Ernie DeWinne made a motion to adjourn into Executive Session at 3:17 p.m. to address employee matters. Billy Wilson seconded the motion. – The Board voted unanimously, and the motion passed, and the Board adjourned into Executive Session.

The meeting was reconvened at 3:39 pm.

ADJOURNMENT: There being no further comments, Billy Wilson made a motion to adjourn the meeting, seconded by Rod Goff. The BOD voted unanimously to adjourn the meeting at 3:40 PM.

The next BOD meeting will be held on August 13, 2020

BRRWSC PRESIDENT, BONNIE TIDBALL _____

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE _____