

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION  
BOARD MEETING  
JUNE 14, 2018 2:00 PM**

**DIRECTORS PRESENT WERE:**

Bonnie Tidball    Harry Maxwell    Ernie DeWinne

**OTHERS IN ATTENDANCE:**

Rodrick Goff    Joe Ortega    Karen Antill    Charlene Greenhill    John Schuetze

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:02 PM, June 14, 2018.

**MINUTES:** Directors read the Minutes of the Meeting of May 10<sup>th</sup>, 2018 and Special Meeting of June 6<sup>th</sup>, 2018.

**MOTION:** Ernie DeWinne made a motion to accept the Minutes of the May 10<sup>th</sup> and June 6<sup>th</sup> meetings, as presented. Harry Maxwell seconded the motion. The Board voted unanimously, and the motion passed.

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

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

**OPERATIONS REPORTS:**

**Field Operations:** Joe Ortega reported there was a six-inch main leak this past week. Had to replace the valve. He also has been doing a lot of work on the foundation for the new pressure tank at the condos. He reviewed the water shut-off that occurred last week.

**Office Operations:** Karen Antill reported that office has been very busy, but otherwise, all is "business as usual." She reported to the Board about the office conference she attended. She also told the BOD about the group of water companies that hold quarterly meetings with speakers and the WSC BOD has been invited to attend. The meetings are no cost, just pay for your lunch. BOD discussed that group has helpful information and asked Karen to get the agendas/topics for the upcoming meetings.

**Class C Licensed Operator:** Charlene Greenhill reported that the water audit was due June 1<sup>st</sup> and CCR audit is due July 1<sup>st</sup>. Results will be put on the website and on the water bills. The next audit will be due in September. Charlene also reported to the BOD that she had been asked by a member whether the BOD had discussed water restrictions. Bonnie indicated that restrictions will be discussed later in the meeting.

**ITEMS FOR DISCUSSION AND BOARD ACTION:**

**OLD BUSINESS:**

A. Update on Plant #3 Project (pre-final inspection) and discussion of BRRWSC portion of Plant #3 project – Ernie DeWinne reported that they had met with Thonhoff to review/prepare for final inspection. Ernie asked whether Joe Ortega had met with Mr. Fulghum to review his proposal for the roadwork. Joe stated that Mr. Fulghum was going to leave his proposal in the mail drop, but as yet, it has not been received. BOD then discussed the painting of the brick at Plant #3. Bonnie Tidball will go to the plant and determine what color to get. Plantings will be decided on and completed in the very near future when it cools down some, and signage for fence around plant 5 has been completed. Joe Ortega asked if the BOD wanted to add the company logo to the plant. BOD discussed this, and agreed to have it added. Ernie reported that the operating permit should be received in approximately 2 weeks.

B. Condo Project pressure tank update – Joe Ortega reported that he has been working on the slab portion now. Ernie DeWinne reported that Bulldog has mailed out their proposal and submitted their shop drawings to Thonhoff for review. Ernie spoke with rep from Bulldog re: the payment process. Since BRRWSC is a new company to Bulldog, they require a 20% down payment to start the work. Once Engineers have approved the shop drawings, BRRWSC will sign the contract, and give Bulldog a check to start. Ernie asked Joe Ortega to check with G&D Steel to see if we can use their crane to set the tank. Joe also advised the BOD that when he is ready to pour the concrete he will need to hire one helper. BOD agreed.

**Motion:** Ernie made a motion that WSC approve the proposal for the engineering for the pressure tank project work internally, get advice from engineer re: pressure tank needed and order it; have Engineer review the bids; complete project internally, using subcontractors as needed. Joe given go-ahead to start on slab work. Harry Maxwell seconded motion. The BOD voted unanimously to pass the motion.

C. Update on new Condo storage tank project – Ernie DeWinne reported that the BOD has received the proposal for engineering services for the new storage tank. Awaiting TCEQ approval before getting quotes on fiberglass tank. Ernie also spoke with a company in Poteet re: current tank demolition and removal. He will draft a description of needs and submit to the company in Poteet so they can submit a bid. BOD discussed needs for crane to move and place the tank. Ernie will also get a bid on demolition work. Thonhoff is to send the BOD a list of companies available for the demolition work.

**Motion:** Ernie DeWinne made a motion to accept the proposal for engineering services; Harry Maxwell seconded the motion. The BOD voted unanimously to approve the proposal.

D. Employee Benefits – Ernie DeWinne discussed his investigation into the possibilities for a company contribution to retirement benefit. Would involve the employee opening an IRA and then having the BOD make a matching contribution up to 5% of the employee's earnings to that fund. Discussion of how to accomplish this as quickly as possible, with target start date of August 1, 2018.

**Motion:** Ernie DeWinne made a motion to set up IRA-SEP for employees as of August 1<sup>st</sup>, with a matching contribution of up to 5% of the employee's earnings. Harry Maxwell seconded the motion. The BOD passed the motion unanimously.

E. Fire hydrant project – Tabled.

F. Travel policy – Harry Maxwell presented a draft of the Board Travel Policy for Board business/education travel.

**Motion:** Harry Maxwell made a motion to accept the draft as the Travel Policy for BRRWSC Board members and staff. Ernie DeWinne seconded the motion. The BOD passed the motion unanimously.

- G. Corporate seal – Tabled until next month.
- H. Boxed Company Records on table on second floor – Charlene Greenhill reviewed records retention requirements for BRRWSC with the Board. She is in process of going through the record boxes upstairs and it was agreed that she will destroy those which are beyond required save dates.

**NEW BUSINESS:**

- A. Change meter reading date to the last day of the month – Ernie DeWinne and Karen Antill discussed the reasoning behind changing the meter reading date. Board discussed.

**Motion:** Ernie DeWinne made a motion to change the meter-reading date to the last day of the month. Harry Maxwell seconded the motion. The Board voted unanimously to change the date.

- B. Set up a test group to use credit card payment and reimburse the \$2.99 fee – Ernie DeWinne explained to the BOD that they want to ask some customers to act as a test group to try using a credit card to pay the bill to be sure that the process goes smoothly. Would like to reimburse these trial customers the \$2.99 fee they would incur. Board discussed. Board agreed to act as trial customers and recruit some other customers also to use the system. Once set up, WSC will notify customers of availability of process.
- C. Put disconnect date on post card - Board discussed possibility of including on the billing post card. Ernie DeWinne will check with legal counsel to see if this is acceptable to do. Karen Antill will check in with company about the implementation of robo-calling to remind people that they are about to be shut off. Karen will also check to see if this method can be used to let customers know if there is going to be a water outage.
- D. Review bid on Plant #3 – Tabled until next month.
- E. Copier upstairs – Joe Ortega reported that copier upstairs that he uses has broken down. Requesting a replacement.

**Motion:** Harry Maxwell made a motion to purchase a new printer-scanner-copier for under \$200 for upstairs. Ernie DeWinne seconded the motion. The BOD voted unanimously to approve the motion.

**MEMBERSHIP COMMENTS:**

Bonnie Tidball asked if there were any membership comments. Mr. Goff thanked the Board for their work. 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. Harry Maxwell made a motion to adjourn the meeting. Ernie DeWinne seconded the motion. The BOD unanimously voted to adjourn at 3:00 PM.

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

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