

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION
BOARD MEETING
MARCH 8, 2018 2:00 PM**

DIRECTORS PRESENT WERE:

Bonnie Tidball Harry Maxwell Ernie DeWinne Steve Malone

OTHERS IN ATTENDANCE:

Joe Ortega Karen Antill Jennifer DeWinne Rod Groff

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM, March 8, 2018.

MINUTES: Directors read the Minutes of the Meeting of February 8th, 2018.

MOTION: Ernie DeWinne made a motion to accept the Minutes of the February 8th meeting, as presented. Harry Maxwell seconded the motion. The Board voted unanimously, and the motion passed.

TREASURER'S REPORT: Ernie DeWinne presented the reports of February 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 Worked on Plant 3; have finally gotten well finished, lines were flushed, everything is working well, and left everything under pressure. Went ahead and cleaned up the site which took a day and a half. We had to rent a dump trailer to haul away the debris. Repaired a service leak at Unit 5, and put in a new tap at Unit 3. Worked on the new driveway at Unit 2, adding bricks with sand between, and generally cleaned up the area. Joe also met with 3 contractors re: the bid on the fence for Plant #3 – presently awaiting bids to come in. Still have one new tap to install, and need to clean up the area across from Plant #3 and hook up a line to the existing home on Oak Bridge Circle. Also, still need to complete rework of driveway on Park Road, where water is being held on driveway.

Office Operations: Karen Antill reported that she is going to send out disconnect notices on the 19th with disconnect on March 29th. Otherwise all is "business as usual".

Class C Licensed Operator: Karen Antill reported for Charlene Greenhill who was not able to attend the meeting due to illness. Karen reported that Charlene turned in the Water Use Report on the 20th; when that is approved she will start on the water Audit, which is due May 1st.

ITEMS FOR DISCUSSION AND BOARD ACTION:

OLD BUSINESS:

- A. Update on Plant #3 and Discuss BRRWSC portion of Plant#3 project timeline – Still need to install fencing and base material for driveway; discussion regarding using some plantings to dress up the area. Ernie also discussed the closing documents from Steve Bell which need to be signed off. Need to get HOA to sign off as well as WSC, and then notarize and file at the Courthouse. Bonnie Tidball and Ernie DeWinne will attend HOA meeting to address this.
- B. Condo project update – slab portion and well #1 slab – TABLED.

- C. Update on mapping of mains and valves for distribution system – Steve Malone asked to take a copy of one section to see what needs to be done and then start with one section, working with Joe DeHoyos to work on this task.
- D. Discuss condo tank repair/purchase options – Board leaning toward decision to go with fiberglass tank, pending life expectancy data and other information which will be provided by Engineer. Will need to obtain 3 bids, in accordance with USDA requirements.
- E. Employee benefits – retirement plan – TABLED

- F. Revisit driveway water main policy –Ernie DeWinne reported that he believes that the ACC has approved the policy proposed. He will confirm with ACC Chair Mike Arguelles, and then forward paperwork to Bonnie Tidball for the WSC file. Harry Maxwell asked who would be doing the actual work of the pavers. Ernie DeWinne stated that Joe Ortega, Tony, and he (Ernie) will be doing the work.

NEW BUSINESS:

- A. Approve resolution to update THCB signature card. Ernie DeWinne read the motion to accept.
MOTION: Ernie DeWinne made a motion to approve a resolution for new THCB signature cards. Steve Malone seconded the motion and the Board voted unanimously to approve the resolution.
- B. Discuss additional water quality test for well #5 – the Board discussed the idea of taking additional water samples to test the water again in Well #5 re: iron levels.
MOTION: Ernie DeWinne made a motion to have additional samples tested on Well #5. Steve Malone seconded the motion. The Board voted unanimously to approve the motion.
- C. Discuss Engineering fees for fire hydrant analysis - Ernie DeWinne requested that the Board contract with the engineer for analysis of the hydrants for standard use.

MOTION: Steve Malone made a motion to authorize Ernie DeWinne to hire Bob Thonhoff to analyze the fire hydrants capability, at a fee of \$2500. Harry Maxwell seconded the motion. The Board voted unanimously to approve the motion.

- D. Discussion of acceptance of credit cards for payments of BRRWSC bills – Board discussed the possibility of updating billing to allow customers to pay with a personal credit card. Board discussed that there would be a one-time set-up charge of \$825, a one-time fee to set up e-billing of \$149, a monthly charge of \$25 for the e-billing, and an annual security compliance fee of \$89. The customer goes online and sets up their account with the company, not with WSC. There is a customer charge of \$2.00 per transaction. The system can also allow you to send a message with the bill.

MOTION: Ernie DeWinne made a motion to establish an option of credit card payment with Payment Services Network. Steve Malone seconded the motion. The Board voted unanimously to approve the motion.

- E. Harry Maxwell reported to the Board that he received a Vonage gift card for \$100.00 when he signed up the WSC new telephone system. He will sit with Karen next week to have the WSC place an order on Amazon.com for WSC supplies, so that the card is used up before it expires. He asked the Board to give Karen a list of items that the BRRWSC needs.
- F. Bonnie Tidball asked Karen Antill to review plans for the upcoming Annual Meeting on Saturday, April 7 at 10 AM. Karen reported that it will be basically the same set-up as last year. Joe Ortega said he would purchase the donuts, as he did last year. Ernie DeWinne stated that the Auditor has an appointment conflict and asked to be placed first on the agenda.
- G. Upcoming Annual Meeting of BRRWSC – Board discussed the fact that the candidates for election are currently on the Board and running unopposed this year, making an election unnecessary.

MOTION: Ernie DeWinne made a motion to pass a resolution to suspend the election process this year, as the candidates are presently on the Board and running unopposed for re-election. Harry Maxwell seconded the motion. The Board voted unanimously to pass the motion.

MEMBERSHIP COMMENTS:

- A resident asked about painting of the pumphouse at new well site. Board responded that building will be painted at end of process. Resident also stated that there was some excess concrete “spilled” near the door, looking sloppy. Bonnie Tidball asked Joe Ortega to address the points made.

-Another member stated that he thought the credit card option is rather expensive.

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. Steve Malone seconded the motion. The BOD unanimously voted to adjourn at 3:05 PM.

BRRWSC PRESIDENT, BONNIE TIDBALL _____

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE _____