

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION
BOARD MEETING
MAY 10, 2018 2:00 PM**

DIRECTORS PRESENT WERE:

Bonnie Tidball Harry Maxwell Ernie DeWinne Steve Malone Wayne Mauldin

OTHERS IN ATTENDANCE:

Mr. Fulghum Joe Ortega Karen Antill Ron Beadles

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 PM, May 10, 2018.

MINUTES: Directors read the Minutes of the Meeting of April 12th, 2018.

MOTION: Ernie DeWinne made a motion to accept the Minutes of the April 12th meeting, 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 April 2018. The Board and guests reviewed.

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

OPERATIONS REPORTS:

Field Operations: Joe Ortega reported that the new fence was less than the required 8 feet tall in one area, and has been corrected. Two water main breaks were repaired. He reported that now that there are valves in place to isolate the problem section, repairs can be made with minimal service interruption. He reported that he ordered two regulators – one for well #1, and a spare to have on hand. Joe also reported that there is a lot of mowing to be done on the property.

Office Operations: Karen Antill reported that office has been very busy, but otherwise, all is "business as usual". Disconnect notices will go out 5/18. Karen also advised the Board that she will be taking a vacation day on 5/21 and attending a class on 6/7 and 6/8, with Barbara Maxwell covering the office for those periods. Bonnie Tidball also advised the BOD that she had authorized Karen to stay in a hotel for the conference in San Antonio.

Class C Licensed Operator: Karen Antill reported that Charlene Greenhill was delayed and will be late for the meeting.

ITEMS FOR DISCUSSION AND BOARD ACTION:

OLD BUSINESS:

A. Update on Plant #3 and Discuss BRRWSC portion of Plant #3 project timeline - driveway and parking lot – Ernie DeWinne reported that Joe and he had noticed during the last heavy rain that there was standing water on the park side, near the well platform slab. A drainage ditch will be added in the area of the well to redirect the water. Ernie DeWinne asked new resident, Mr. Fulghum, to tell the BOD what his capabilities are to help in roadwork. Might be useful in finalizing driveway repairs. The BOD asked Mr. Fulghum to give them a proposal to do this work, for review at next meeting. Ernie will follow-up on the progress of the TCEQ application. Bonnie Tidball brought up the need to paint the brick at the new well. BOD agreed that green would be good color. Ernie DeWinne brought up issue of plantings to shield the well plant from view.

B. Discuss condo tank repair/purchase options – Steve Malone reported that he has been in touch with Engineer, Bob Thonoff. He would advise BOD, but would, of course charge for his service. Ernie DeWinne suggested that part of this work could be done by the WSC staff. BOD discussed options of doing some work internally. Need to get some bids on the tank. Need to verify whether pressure tank has been approved by TCEQ. May be able to do the work internally if USDA not involved.

Motion: Ernie made a motion that WSC do 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.

Motion: Ernie DeWinne made a motion to begin the process of completing the storage tank project. Wayne Mauldin seconded the motion. The BOD voted unanimously to pass the motion.

C. Fire hydrant project – no new action at this time.

D. Credit card contract update – Ernie DeWinne reported to the BOD that the contract was signed, and the first training session is scheduled for this Friday, which Karen, Barbara and Ernie will attend. Karen reviewed the general process with the BOD. Information to be sent out with this next month's billing.

NEW BUSINESS:

- A. Travel policy – Ernie DeWinne discussed past history of BOD travel policies. He proposed that BOD establish a policy for business travel related to water company. BOD discussed various aspects of the policy. Harry Maxwell volunteered to draft the travel policy for BOD review.

Motion: Ernie DeWinne made a motion to establish a policy to allow Board members and employees to be reimbursed for travel to conferences within the state of Texas. Steve Malone seconded the motion. The BOD voted unanimously to pass the motion.

- B. Company truck usage policy – Ernie DeWinne reviewed the background of this topic for the BOD, regarding after-hours usage of the company truck. The BOD agreed that Joe should have the truck at home at night, due to issue of after-hours emergencies. The BOD discussed possible ways in which the BOD can be more aware of the after-hours usage, (which are generally emergency calls) so that the BOD members can be more responsive to resident queries when they occur. Joe reviewed with the BOD that his timesheets reflect any after-hours emergency work and details of truck usage is there. The BOD decided that there no need for a specific policy at this time.

- C. THCB loan payoff – Ernie DeWinne reviewed the balance of the loan, what funds are included and not included, and the fact that the payoff of the loan was a recommendation of the WSC Auditor. BOD discussed, and Ernie DeWinne made a motion that the BOD pass a resolution authorizing Ernie DeWinne to pay off the THCB loan of \$35,773, at 10 AM tomorrow, May 11, 2018. Motion was seconded by Harry Maxwell, and BOD voted unanimously to pass the resolution.

- D. Corporate Seal – Ernie DeWinne gave the BOD a history of past requests the BOD has received for a Corporate Seal; he looked into the cost and found that it not cost-prohibitive to obtain one. Seal would be a simple embossing type stamp. Bonnie Tidball asked also about company letterhead for official correspondence. BOD discussed. Bonnie Tidball agreed to work with someone on designing the letterhead. Ernie DeWinne agreed to work on the Corporate Seal.

- E. Jumping Jack Compactor – Steve Malone asked Joe Ortega to inform the BOD of the need for this machine. BOD discussed usage, cost of purchase, pros and cons of purchase. BOD suggested that Company continue to rent one as needed, rather than purchase one.

- F. Bonnie Tidball discussed a letter sent to homeowner about tanks and equipment on easement over a water main. Bonnie reported that the homeowner addressed the situation. Bonnie Tidball also reported to the BOD that the WSC filing upstairs needs to be straightened out and put away. The issue needs to be addressed with Charlene.

Bonnie also reported to the BOD that Joe Ortega is interested in having the Maintenance Dept. obtain summer-weight T-shirts for the warmer weather uniform. Bonnie made a motion to purchase 5 T-shirts for each man; Harry Maxwell seconded the motion; the BOD voted unanimously to pass the motion. Bonnie stated that Joe will choose the color and place the order.

MEMBERSHIP COMMENTS:

Bonnie Tidball asked if there were any membership comments. Hearing none, she thanks those present for attending the meeting and stated that she hoped they would continue to attend future meetings.

Bonnie Tidball asked the BOD if there was anything else they needed to bring up/ discuss. Harry Maxwell brought up the issue of the frequently- tabled topic of Employee benefits/ retirement plan. He asked whether it might be best to plan a separate meeting for the BOD to begin to address this issue. He suggested that the WSC and HOA Boards appoint some people to work on a joint committee to begin to address the issue. Ron Beadles, President of the HOA BOD, and Ernie DeWinne agreed to meet to begin to develop the plan.

Having no further business to discuss, Bonnie Tidball asked for a motion to adjourn the meeting. Steve Malone made a motion to adjourn the meeting. Wayne Mauldin seconded the motion. The BOD unanimously voted to adjourn at 3:45 PM.

BRRWSC PRESIDENT, BONNIE TIDBALL _____

BRRWSC SECRETARY/TREASURER, ERNIE DEWINNE_____