

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION**  
**BOARD MEETING**  
**November 9, 2017 2:00 P.M.**

**DIRECTORS PRESENT WERE:**

Bonnie Tidball    Harry Maxwell    Ernie DeWinne    Steve Malone

**OTHERS IN ATTENDANCE:**

Charlene Greenhill    Joe Ortega    Karen Antill    John Schuetze    Jennifer DeWinne

Ed Ringgold

There being a quorum present, the meeting was called to order by President Bonnie Tidball at 2:00 P.M. November 9, 2017.

**MINUTES:** Directors read the Minutes of the meetings of October 12, 2017.

**MOTION:** Ernie DeWinne made a motion to accept the Minutes of the October 12<sup>th</sup> meeting, as presented. Harry Maxwell seconded the motion. The Board voted unanimously, and the motion passed.

**TREASURER'S REPORT:** Ernie DeWinne presented the October 2017 reports.

Balance sheet ó Total cash this month is equivalent to last month and last year. Had two big months in receivables. Supplies continue to go down. In November we make adjustments for supplies.

Accounts payable has continued to be consistent. Construction in progress has not changed since last month. November will be the last month of draw-down of supplies for this budget year.

Loans ó the increase is related to the payment to Hoover.

Net Income - we expensed the second repair on the tank, so this is why we don't show any profit. Ernie will discuss with the Auditor to see if a better way to do it. November and December will probably cover the repair, so we may show roughly an \$80,000 net income for the year.

Profit/Loss ó Had a wet end of the month in September, so sales are down a bit. Still within budget. Everything is consistent with budget. Interest re: Plant went up a bit this month. Electricity was almost at budget, so should be within budget, although a bit higher than last year at this time. Normal monthly draw-downs occurred.

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

**MEMBERSHIP COMMENTS:** Jennifer DeWinne asked if the comments segment could be moved towards the end of the meeting, to allow Members to comment content. Discussion among group, with decision to place Comments just before the meeting adjournment, going forward.

## **OPERATION REPORTS:**

**Field Operations:** Joe Ortega reported that there have been three service line leaks, one customer had a cement truck run over their line, and Joe turned off their water for them. Have had two driveway repairs done by Joe, Tony, and Ernie. Working on a third driveway repair where they had to cut the drive to replace the valve and move the cutoff to the original meter. The Condo well storage tank is still holding. Other than these projects, working on keeping the facilities clean.

**Office Operations:** Karen Antill reported that disconnect notices will be going out on the 17<sup>th</sup> for disconnect on the 27<sup>th</sup>. Karen told the BOD that she will be out next week for her surgery, with Barbara Maxwell covering the office during that time. She asked Ernie DeWinne whether he wanted to do the ACH early, before she is out on leave. Decision was that they would do it early.

**Class C Licensed Operator:** Karen Antill reported for Charlene Greenhill who was unable to attend the meeting. She reported that Charlene is working on the WSC files upstairs, organizing them so that everything related is filed appropriately. She is organizing both the pre-purchase files from years back, as well as the BRWSC files. Also have the accounting records from previous owners which will be needed by the Auditor. Also, there are 20+ years of records from previous owners that she is going through and preparing for the BOD to decide what they want to do with. Her suggestion is that BOD may want to dispose of them, as they are not necessary to keep. Suggesting that Joe Ortega look through them also once organized, to be sure there is nothing he sees as necessary to keep, before disposal. Bonnie Tidball also volunteered to assist in review.

## **ITEMS FOR DISCUSSION AND BOARD ACTION:**

### **OLD BUSINESS:**

- A. Update on Plant #3 Project and discuss BRRWSC portion of Plant #3 project timeline: Joe reported it is now three weeks since Reed removed the temporary well pump. Joe told BOD that he told Reed that we need the project completed ASAP. He told Reed that if there's anything he needs from the WSC, let us know, and he has not heard from Reed since that discussion. BOD discussed that project is already three weeks into the 90-day requested extension. BOD agreed that Monday they will find out what the issue is.
- B. Condo Project update ó slab portion and Well #1 slab: Project still on hold. Discussion re: moving the 5,000 gallon storage tank to the condos and replumbing it, in case the existing storage tank leaks again. Also discussed the idea of putting the new tank in an alternate location. Joe Ortega stated that he has contacts to help with the installation, if needed.
- C. Mapping of Mains & Valves - Steve reported that he is collecting the necessary info to complete the mapping, but believes that all projects need to be completed, and then he will proceed to work on the mapping. Issue tabled until projects completed.
- D. Condo tank repair and purchase option ó BOD reviewed the estimates received for repair and the estimate to replace with a new tank, and decided it would be more cost-effective to replace the tank rather than repair it. Discussed differences between bolted steel vs. welded steel vs. fiberglass tank options, as well as slab issues. Steve Malone agreed to contact the engineers to confirm cost differences in tanks.

**MOTION:** Ernie DeWinne made a motion to authorize Joe Ortega to move the 5,000 gallon tank to the condo location, install it and have it ready just in case there is an emergency. Harry Maxwell seconded the motion. All voted unanimously to approve, and the motion passed.

**NEW BUSINESS:**

A. Employee benefits /retirement plan:

a.) Retirement plan ó Ernie DeWinne spoke with Ron Beadles re: DRROA plan for providing a plan for the employees. Ernie will clarify if the WSC can do matching amounts into the same account for the employees.

b.) Employee Vacation policy ó Discussion of proposed new plan and plan currently in effect.

**MOTION:** Ernie DeWinne made a motion to allow roll-over of one week vacation at the end of the year for employees, and pay out the remainder of employee time. Harry Maxwell seconded the motion. All voted to approve, and the motion was passed.

B. Review & approve 2018 Budget: Ernie DeWinne presented the 2018 projected Operating Budget.

**MOTION:** Steve Malone made a motion to approve the 2018 Budget as presented. Harry Maxwell seconded the motion. The BOD voted unanimously to approve, and the motion passed.

C. Discuss and take action on Board vacancy and the Board will look for people interested.

D. Discuss and take action on the records retention policy: Charlene Greenhill reviewed what the guidelines are and stated that she is in process of organizing the old records. Ernie DeWinne asked her to prepare a written plan for going forward.

E. Discuss cutting driveways over water mains: Harry Maxwell stated that he wanted to discuss this issue with the BOD. He stated that he does not believe that it should be the responsibility of Joe or the Board members to repair the driveway cuts made for water mains, etc. He proposed that the WSC hire a company to make these repairs as needed. He proposed that the WSC get together with the DRROA Architectural Control committee to establish the guidelines. Ernie DeWinne had spoken with Mike Arguelles, who would like a policy drawn up. Ernie DeWinne agreed to draft the policy, and submit to ACC.

F. Discuss telephone lines: Harry reported that the telephone contract is coming due for renewal in November, and he looked into another less expensive option of changing from AT&T to Vonage once BEC internet is installed. He reviewed the features of the Vonage system.

**MOTION:** Ernie DeWinne made a motion to change telephone providers to Vonage. Steve Malone seconded the motion. BOD voted unanimously to accept the motion.

G. **MEMBERSHIP COMMENTS:** There were no comments from the Members present.

**MOTION**: With no further business to discuss, Bonnie Tidball asked for a motion to adjourn the meeting to Executive Session. Harry Maxwell made a motion to adjourn the meeting. Steve Malone seconded the motion. The Board voted unanimously, and the meeting was adjourned at 4:00 PM.

The next meeting of the BRRWSC will held December 14, 2017 at 2 PM.

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

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