

BANDERA RIVER RANCH WATER SUPPLY CORPORATION
161 Broken Spur Cir, Bandera TX 78003
BOARD MEETING
May 8th, 2025, 6pm

DIRECTORS PRESENT WERE:

Vera M., Steve S., Dave K.

OTHERS IN ATTENDANCE WERE: Jeff Bolte, Randy Dougherty, Tammy Altavater, Joan Hutchinson, Gary Albrecht

There being a quorum present, the meeting was called to order by Board President Vera M. at 6:04 PM, May 8th, 2025.

MINUTES: Directors read the Minutes of the previous meeting of March 13th, 2025.

MOTION: Dave K. made a motion to accept the Minutes of the meeting of March 13th, 2025, and Steve S. seconded the motion. The Board voted unanimously to accept the Minutes, and the motion passed.

PRESIDENT'S REPORT:

Vera M. updated members on the tasks she worked on and/or completed for the month of April:

- Throughout the month, Steve Sander, Jason Smith and myself continued to finalize all required documentation needed to clear Docket 2023 and Docket 2024 off the books.
 - a. 2023 Docket went from 13 violations to 1 pending remaining violations
 - b. 2024 Docket from 3 violations to 0 remaining violations
- Odessa Pumps & Equipment, Inc. reimbursement was finally received. \$5516.76 minus \$1,000 deductible.
- Our old credit card was canceled and a new credit card was established through Texas Partners Bank. The application was completed and submitted..
- An LCRR Notice was put out to members as a requirement for TCEQ and posted it at all mail centers, the office and website.
- Kept the website updated and have changed over from Just Host to Blue Host.
- Provided Texas Partners Bank with minutes and corporate resolution to get our Bank Signature Cards updated.
- Communicated with the Brad Dower CPA offices to get an update and summary of BRRWSC accounting and will need to set up a meeting for Lorina to come in, and provided our Tax 990 log in to Dower offices to meet our May 15th 990 tax filing deadline.
- Communicated throughout the month with our members by providing periodic updates using Call Multiplier and the BRRWSC Website

TREASURER'S REPORT: Jeff B. prepared a Profit & Loss sheet. The income is up from \$6,000 from last year, some of it from late fees. Our profit is up \$25,000.00. He is still awaiting an amortization schedule from USDA. Utilities are down from \$4,400.00 to \$1,800.00 from last year. He prepared a Balance Sheet. Our operating account/cash is up by \$60,000.00. In comparison to last year, we are doing better. Accounts receivable is still in the works and working on accuracy. He has collected a few thousand in delinquency fines. Loan balances have not been adjusted for payments yet. Member fees are up this year and he has collected \$3500 this past month. He reviewed the Profit and Loss Budget vs Actual from January to April.

MOTION: Steve S. made a motion to accept the Treasurer's Report and Dave K. seconded the motion. The board voted unanimously to accept the Treasurer's Report, and the motion passed

OPERATIONS REPORTS:

Class C Licensed Operator/Field Operations:

Steve S. reported that usage is down. Numbers will be reported at a later date. He is pleased that no major issues have occurred for the month of April which has allowed them to get caught up on some unfinished work. There are two pending meters both on Old Camp road by two separate builders. Operations has worked diligently with the board and TCEQ in getting Docket 2023 violations cleared. All parts are in for the Oak Bridge repair, and we have received the reimbursement claim. An LCRR notice was posted as per required by TCEQ. BRRWSC submitted the required paperwork on time in September of 2024 but due to the state changing their format and software, it prevented many water boards statewide from uploading their required files on time. After 8 attempts in submitting the LCRR file, BRRWSC was able to receive assistance in getting the file uploaded to TCEQ's website but TCEQ still categorized it as a violation which is why the water board posted the notice.

Office Operations: Mr. Bolte continues to develop his proficiency in most of the required programs needed to run BRRWSC efficiently. He is working well with PSN to receive customer payments, RVS which carries the primary data base for our customers, and he works well with Quickbooks, except that things were not posted properly and he is working to correct the inaccuracies in the QB program. He is still learning about our KAMPSTRUP Meter reading system and will still need training on it. It basically provides a summary of our meters and meter coordinates. He expressed concern for an elderly customer that is struggling with paying her bill due to an unusual spike in water usage. He requested an abatement for Tara Hernandez at 118 Heinen. This spike was unusual in July and December of 2024. Based on the printout of the water usage sheet provided by Mr. Bolte, the board agreed to provide an abatement for the customer.

MOTION: Steve S. made a motion to provide Mrs. Hernandez an abatement based on a four month average if operations finds that the customer is not at fault. Dave K. seconded the motion. The Board voted unanimously to provide the customer an abatement if necessary, and the motion passed.

Unfinished Business:

- a. TCEQ Update – Vera M. reported that multiple emails of all our documentation according to tracking #'s are being sent for approval before final mailer goes out. 2023 Docket - 1 remaining violation. 2024 Docket - 0 remaining violations
- b. BRRWSC Tariff Review Committee – Vera M. reported that Steve S. and possibly Rod Goff would continue to review the proposed Tariff provided to the board through our corporation lawyer. This newly proposed Tariff is compatible with a water supply corporation and not an investment company. Our rates would need to be added to the new document and have anything that is not pertinent to our corporation removed. The committee will review during the month of May and possibly be ready to adopt by June or July.

CPA/IRS Update – Vera M. requested a summary to date from Brad Dower, CPA Dower & Associates offices. The Accounting Review Summary was provided by Lorina Munoz, CPA and the report was as follows:

THCB Operating Account - This account had not been reconciled since July 31, 2023. Upon initiating the reconciliation process, several transactions had not been cleared and some transactions were manually

added to the books. While reconciling October 2023, it was observed that no deposits were recorded for the month.

Money Market Investment - This account has never been reconciled. Transactions dating back to 2014 were reviewed and cleared up for reconciliation. No 2024 transactions were entered;

Bandera Bank CD - This account had also never been reconciled. Reconciliation was not completed. The last recorded transaction was an interest deposit on April 14, 2023.

Bandera Bank MN - No reconciliation had been done for this account. The last transaction entered was on April 14, 2023.

USDA - No reconciliation had been performed on this account. The most recent transaction was on December 14, 2023, involving interest and transfers. As with the others, these were excluded from reconciliation since the account is maintained independently.

Capital One Credit Card - This credit card account is not currently reflected in the accounting system. Transactions are being entered into as bills and paid via the operating account, rather than tracking the card as a liability. Not sure who is in charge of keeping track of the charges on this account.

Recommendations:

- Schedule an on-site visit to reconcile all accounts with complete documentation and records.

- Add the Capital One credit card as a liability to the chart of accounts to ensure accurate financial tracking.

Update accounting software to the latest version of QuickBooks Online, including the payroll module, to improve efficiency and integration.

Vera M. will have the office manager set up the on-site meeting that will work with everyone's schedule.

New Business:

a. AIA Insurance Claim update – BRRWSC received the insurance claim check for \$5,516.76 minus the \$1000.00 deductible. The bill will be more than what we requested to be covered because extra parts were ordered as back up.

c. Property Acquisition – Steve S. presented a plot layout of the land we are requesting from DRROA in exchange for the park and mail center owned by BRRWSC. The land is located near the Oak Bridge Plant and is chosen for its central location. BRRWSC is looking for a .6 acre swap of plat 187726 (DRROA owned) for .6 acre swap of plat 167103 (BRRWSC owned/park and mail center) to expand BRRWSC's infrastructure. We would consider a 2400 square foot facility (50% office/50% storage). We would need board approval to go forward with the exchange and split the cost of the survey and quick deed process with DRROA.

MOTION: Steve S. made a motion to swap .6 acre of plat 187726 (DRROA owned) for .6 acre of plat 167103 (BRRWSC owned/park and mail center) and proceed to split the cost for a legal and proper survey and for the quick deed process with DRROA.

Dave K. seconded the motion. The Board voted unanimously to approve this property acquisition, and the motion passed.

Steve S. and Vera M. met with members of the DRROA board on May 7th and agreed to split the cost of no more than \$500.00 to build a wall to divide the working office space upstairs.

MOTION: Steve S. made a motion to split the cost of no more than \$500.00 to do a shared cost for the construction of a wall to divide the working space upstairs. Dave K. seconded the motion. The Board voted unanimously to allow the building of a wall upstairs, and the

motion passed.

- d. Accounts Update – The application for the new credit card has been completed with Texas Partners Bank. Vera M. provided Texas Partners Bank with minutes and corporate resolution to get our Bank Signature Cards updated. She will update the Bandera Bank signature cards updated upon her return from vacation.

Adjourn to Executive Session - Board Members went into executive session 8:06pm. The Board came out of executive at session at 8:24pm and stated that they discussed director items and personnel items.

8. Membership comments

ADJOURNMENT: Dave K. made a motion to adjourn the meeting at 8:25pm and Steve S. seconded. The board voted to approve the motion, and the motion passed unanimously.

The next regular Board meeting will be held on Thursday, June 12th, 2025 at 6 p.m.

BRRWSC PRESIDENT,

Vera Mendoza _____

BRRWSC Treasurer/Secretary,

Martin Tom Cook _____