

**BANDERA RIVER RANCH WATER SUPPLY CORPORATION**  
**161 Broken Spur Cir, Bandera TX 78003**  
**BOARD MEETING**  
**March 13<sup>th</sup>, 2025, 6pm**

**DIRECTORS PRESENT WERE:**

Vera M., Steve S., Rod G., Dave K.

**OTHERS IN ATTENDANCE WERE:** Jeff Bolte, Tom and Patty May, Randy Dougherty, Nancy Butler, Joan Hutchinson, Gary Albrecht, Tom Cook, Brad Dower, Ernie DeWinne

There being a quorum present, the meeting was called to order by Board President Vera M. at 6:00 PM, March 13<sup>th</sup>, 2025.

**MINUTES:** Directors read the Minutes of the previous meeting of February 20<sup>th</sup>, 2025.

**MOTION:** Rod G. made a motion to accept the Minutes of the meeting of February 20<sup>th</sup>, 2025, and Dave K. 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 has worked on and/or completed for the month of February:  
During the month of February:

- Advertised and hired with the help and approval of Board, the new Bookkeeper/Office Manager Mr. Jeff Bolte. His first day was 02/25/25
- Sent a courtesy email to the HOA on 02/24/25, informing them of our most recent updates to our office hours and new employee.
- Coordinated all necessary training for our new employee which included training for ACH remote deposits with the bank, our postage meter machine, as well as our utility billing system; training will be ongoing and will include our meter reading system.
- With the help of the new office manager, completed outstanding payments to vendors, including to TCEQ and our 2024 Premium Payment to AIA Insurance.
- A TCEQ Meeting was scheduled 02/26/25 with License C Operator, Jason Smith to finalize all required documentation required for Docket 2023 and Docket 2024. All documentation will be emailed first to case manager before final send.
- A meeting was scheduled with CPA Brad Dower on 02/27/25 to receive a current update on our company's review, as well as to discuss outstanding fines to the IRS. BRRWSC documentation was finally couriered over 02/28/25 to his office for the review to begin. Mr. Bolte also attended the meeting.
- Continued to communicate throughout the month with members by providing periodic updates to the BRRWSC current office hours and new employee using Call Multiplier.
- Completed the 2025 Election packets to members in preparation for the Annual Meeting April 5<sup>th</sup>, 2025.

**TREASURER'S REPORT:** Jeff B. prepared a Balance Sheet and Profit & Loss sheet. He stated that the January P & L does not exist in our computers. The income is not in there. The amount that he collected for February was \$26,757.71. The Balance sheet is pretty accurate. The Cash accounts are correct, although he cannot find a Bank Reconciliation in QuickBooks and it has not been done since June of 2023. Based on his findings, Mr. Bolte stated that he is unsure how BRRWSC would know where they stand financially. He stated that he would need the bank statements from July of 2023 to bring all the reconciliations forward.

**MOTION:** Rod G. made a motion to table the Treasurer's Report until we can get a more accurate report and hold a special meeting if necessary before the Annual Meeting. Dave K. seconded the motion. The board voted unanimously to table the Treasurer's Report, and the motion passed

#### **OPERATIONS REPORTS:**

##### **Class C Licensed Operator/Field Operations:**

Water Usage for the BRRWSC water systems are as follows:

##### **River View:**

325,915 gal

##### **Lantana:**

974,648 gal

##### **Oak Bridge:**

24,146 gal

##### **Perennial:**

64,181 gal

Steve S. reported that he will double check Oak Bridge because the numbers do not appear to be accurate. Repairs were done on River Ranch and Indian Paintbrush. Additionally, they have been working diligently in compiling all the required paperwork for TCEQ. Road and easement work. A leak repair currently is occurring on Fawn and River Ranch. A service entrance that was leaking and the corporation stop was buried. The pump update from Odessa Pumps that will be sent to the insurance adjuster. There have been some anomalies with our meters that they are trying to figure out why some customers are reporting unusual high usage but have no leaks. There have been cleanups at all three well sites. Meter installations occurred at two sites; Old Camp and one other. Mr. Sander reviewed RESOLUTION NO. 25 – 1 with the board and that the resolution would be reviewed every 180 days in delaying installation of meters not denying, once our wells reach capacity according to TCEQ storage capacity requirements. According to TCEQ, we have to have so many gallons per minute, per household of storage. We are producing an adequate amount of water per household but Steve S. emphasized that our infrastructure needs to increase our water storage capacity. Vera M. stated that they were awaiting the signature from the lawyer and will be posted visibly on the BRRWSC website. As a courtesy, Ms. Mendoza can send the Resolution to DRROA but has little to no emails from there board.

**Office Operations:** Mr. Bolte provided an Aged Receivables document showing an audit history to the board totaling \$5,390.75 of owed due from water bills gone unpaid. Board members noted that they had never seen this document and no known notices had ever been sent out to the customers of unpaid bills. His priority is basically getting the billing done and posting payments on time. He is working diligently on cleaning up QuickBooks. He is in the process of learning RVS and PSN and learning to remove all unnecessary late fees from our customer accounts; around \$325.00 has been refunded. The computer is running slow. He will continue to work on catching up with 2 years of missing Bank Reconciliations.

## Unfinished Business:

- a. TCEQ Update – Vera M. reported that they were awaiting the Backflow Prevention forms. A March 4<sup>th</sup> conference call occurred with TCEQ case manager Mason DeMassi. She stated that May 11<sup>th</sup> is the final due date. Multiple emails of all our documentation according to tracking # are being sent for approval before final mailer goes out. 2023 Docket - 5 remaining violations. 2024 Docket - 1 remaining violation; TCEQ was probably back logged in inputting our documentation
- b. 2025 BRRWSC Annual Meeting April 5<sup>th</sup> Update – Vera M. informed the board that packets included an Invitational Letter and the 10am Annual Meeting Agenda, 11am New Board Meeting Agenda. Steve reserved the pavilion and will also be Elections Auditor, will need a volunteer if necessary. We need to assign volunteers for a Friday prep and set up on Saturday morning; Dave Kelley will do food and drink shopping using our company debit card. We need people to stay and help break down after event.
- c. BRRWSC Infrastructure Update - BRRWSC Infrastructure – Steve S. provided an update on the Odessa pump order. The complete pump was ordered and \$6,516.76 is what will be billed to the insurance. Under operating costs, a bare shaft was also ordered for \$2,670.28 in case there were to be a failure. Steve S. segued into the topic of possibly developing permanent office and storage space for BRRWSC at the property adjacent to the Oak Bridge site on the available property of .61 acres. We would ask ACC for waivers to building requirements. He informed the board that he did contact the DRROA president and he requested an email providing details. The board supported moving forward with the inquiry and Steve S. will ask to request to operate as a business and the acquisition of the property. Vera M. also raised the question of where they would get funding for the project.
- d. BRRWSC Tariff Review Committee – Vera M. reported that Steve S. and 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 May and possibly be ready to adopt by June.

## New Business

- e. CPA/IRS Update – Vera M. gave a report before giving Brad Dower the floor. She stated that on 02/27/25, we signed a Power of Attorney which is a requirement in order to allow our CPA to make inquiries to the IRS on BRRWSC's behalf. She presented him with several IRS documents which included failure to file taxes correctly and covered unpaid taxes from 2023 - 2024; with a February 4<sup>th</sup>, 2025 notice threatening to levy our property or rights to property Totaling: \$3,126.84. For the record, these documents were not addressed in a timely matter by our former employee nor the former treasurer/secretary. We were also informed by our former Treasurer/Secretary during the February 20<sup>th</sup> meeting that our current CPA was unresponsive. However, in the span of one week, I was able to speak to Brad Dower, Tanner Robertson and Josh Wagner (provide accounting services and training if necessary) and was able to set a

meeting with Mr. Dower the following week. My phone calls were returned and I had lengthy conversations with each person. Since acquiring the services of Mr. Dower, no meeting was ever set up in 2024 with his office to discuss a plan forward for BRRWSC. Mr. Dower informed the board that they do not “babysit” clients and the reason the never began the review was because they never received the required documentation to begin. The IRS has still not processed our POA but that it should be happening soon. He stated that our 940 Reports were supposed to be filed by our previous office manager but was not filing in a timely manner. 940 & 941 for our payroll reports need to be filed quarterly and they were not being done. He recommended using a payroll service called GUSTO. They file quarterly reports with federal and state, handles all of our payroll compliance and 1099 contractor compliance paperwork for the end of the year. Cost is \$50 plus \$6.00 per employee or contractor. This service helps keep our company in compliance and avoid thousands of dollars in penalties. Some of our systems are outdated. He informed us that QuickBooks desktop is no longer supported. QuickBooks Intuit is no longer supported. QuickBooks online for \$100.00 per year would be best. It automatically imports from other systems, possibly our billing system. They have received all our records and he provided the board with their internal document laying out a game plan and hopefully completing a Review in 2 – 4 months. According to Mr. Dower, our books haven’t been reconciled in 10 years. Audit logs out of QuickBooks were reconciled or unreconciled. Management interviews will occur. Ms. Mendoza informed Mr. Dower that the board was told in 2024 by our Secretary/Treasurer that we would be going through a 7 - 10 year audit. Mr. Dower explained that only a Review would be necessary if you are not publicly traded. A review means that they would not issue an opinion. There was a clean opinion in 2022 but cannot verify how they got the opinion. Ms. Mendoza informed the board that the documentation she compiled in April of 2024 was never sent to his office and the power of attorney should all have been completed over a year ago.

- f. 2025 Budget Proposal – Vera M. recommended forming a Budget Committee to begin putting together a budget for 2025.  
**MOTION:** Rod G. made a motion to form a Budget Committee and Dave K. seconded the motion. The Board voted unanimously to establish a Budget Committee, and the motion passed.

Adjourn to Executive Session - Board Members went into executive session 8:03pm. The Board came out of executive at session at 8:19pm and stated that they discussed director items and personnel items.

## **8. Membership comments**

**ADJOURNMENT:** Steve S. made a motion to adjourn the meeting at 8:19pm and Rod G. seconded. The board voted to approve the motion, and the motion passed unanimously.

The next regular Board meeting will be held on Thursday, May 8<sup>th</sup>, 2025 at 6 p.m.

BRRWSC PRESIDENT,

Vera Mendoza \_\_\_\_\_

BRRWSC VICE PRESIDENT,

Steve Sander \_\_\_\_\_