

BANDERA RIVER RANCH WATER SUPPLY CORPORATION
161 Broken Spur Cir, Bandera TX 78003
BOARD MEETING

November 13, 2025 , 6:00 P.M.

DIRECTORS PRESENT WERE: Vera Mendoza, Tom Cook, Steve Sander and Dave Kelley

OTHERS IN ATTENDANCE WERE: Gary Albrecht, Randy Dougherty, Joan Hutchinson, Gloria Meijia and Eddie Meijia

There being a quorum present, the meeting was called to order by Board President Vera M. at 6:02 P.M. November 13, 2025.

MINUTES: The minutes from the October 9, 2025 meeting were read.

MOTION: Steve S. moved that the minutes be accepted. Dave K. seconded. The motion was passed.

PRESIDENT'S REPORT: [Vera M.]

- Spoke with Josh Wagner from the CPA office
- Completed insurance paperwork with AIA
- Worked on TCEQ items
- Completed the rate increase letter
- Finalized agreement with BEC for phone and associated services
- Updated the website
- Maintained customer contact via Call Multiplier

TREASURER'S REPORT: [Tom C.]

- Statement of Cash Flows indicates that our cash position has increased this period by \$5,638.11. For the year we are still down some \$12k.
- Profit and Loss Budget vs Actual shows our net income (NI) of \$5,415. This is around \$500 below our budgeted NI. The reason for this is that our total expenses are \$1,350 over budget. That is attributable to our Class C operator costing us \$1,375 more than the budgeted amount. This is what we have been seeing the entire year and next year's budget will accommodate that. Our total income was over budget due to the fact that we booked two months of rent for the cell tower and we sold more water than we had anticipated.
- Looking at the balance sheet previous year comparison, we can see that, once again, we have one-half a million dollars in cash. We can also see that our current liabilities are only \$20,711. So, we have adequate reserves to continue operations for the foreseeable future. [Vera M.] What caused our liabilities from last year to this year? [Tom C.] Well, if you recall, last month our current liabilities were only about \$4,000. If we look up to the accounts payable line we see that there is an amount of \$16,856 which coincides with our activities of October 28 - 29 when we agreed to the new insurance contract. So, our insurance is what has increased that liability.

MOTION: Dave K. moved to approve the treasurer's report. Steve S. seconded. Motion approved.

OPERATIONS REPORTS:

Class C Licensed Operator/Field Operations: [Steve S.]

- We had no major repairs this last month. We had a reported leak on Kings Ranch which

- turned out to be a hose left on filling a water trough.
- We finalized the location of the Firewheel meter and we have one meter pending approval.

Production: (in gallons)	
Lantana	766,040
Riverview	246,282
Oak Bridge	378,761
Perennial	85,029

- Completed maintenance at Lantana and Oak Bridge plants.

Office Operations: [Jeff Bolte]

- The past due list is down significantly. We have four, one of whom will be coming in to pay tomorrow.
- The new budget looks good.
- We need to get the leak and flushing amounts reported to the office before the first of the month when the reports run.
- He would like the IT service to be someone close by.
- Recommend that we start moving surplus cash out of the checking account into the money market account.

[Vera M.]

- We will be updating the website with winter hours to get Jeff home before dark.
- Disconnection notices were sent out. We did not have to execute any disconnections.

Unfinished Business:

a. Infrastructure & property acquisition [Steve S.]

New tank – Our Class C operator working with Mr Sander has reached out to the builders who put in our existing tanks. Once we have responses from them as to the requirements to meet our needs we will seek engineering guidance in order to move forward with installing a new tank. We should have cost estimates by next meeting or January.

Office space – We are looking at doing a partial build out of an office space to reduce the immediate cost. We are considering a 40' x 60' x 16' building which would give us storage space upstairs. We could get the foundation poured for, typically \$35k. Bundled with the building the cost would be \$23,400. Bundling the foundation and building we could pay \$63,749 for a building which would typically cost \$82,932. Or, we could build half that building for about \$32k. This is an option worth considering once we have the priority of the new tank handled.

Survey – we will complete the survey which was previously approved.

- b. IT support** [Vera M.] To be reported in December
- c. BEC services** – We are using BEC as of November 5, 2025.
- d. TCEQ update** – We have one issue due 6/22/26 and another due 9/11/26. We have the EPP for Bandera Homestead Condominiums ready to go. It is due 11/19/25.
- e. 2026 budget** – [Tom C.] The 2026 budget including the new rates is projecting a net

income of \$86,825.75 for the year. This is based on actual expenses from the current year and projects infrastructure improvements to keep pace with growing demand. It will not provide an answer to all the problems we may encounter. It is, however, a good faith effort to project the expenses and revenues of the corporation.

MOTION: Steve S. made a motion to approve the 2026 budget as presented. Dave K. seconded the motion. It was approved without dissent.

New Business:

- a. **CPA update** – [Vera M.] Josh Wagner (with Dower and Associates) provided their reconciliation and data review plan update. We still have questions about a reconciling entry from October of 2023 for \$21k. They say they have done account recons up to April 2025. Jeff says they have only reconciled up to December 31, 2024. We are supposed to go online with Quickbooks Online in December. Jeff has requested that the CPA sends out a rep to do the conversion, train Jeff and explain the reconciliation while they are onsite. Josh explained that they had found no major anomalies or fraud in reviewing information we provided from 2012 to 2025. They have made system recommendations which we have begun implementing and continue to do so going forward. Dower and Assoc recommends continued review of accounts receivable. Jeff feels that we have reduced our receivables to the point where enhanced attention to them is not warranted. We were provided with a document retention guide to aid us in managing document storage. No formal opinion will be provided as this is not an audit. We will be bringing them in for continued training for the new Quickbooks. We have received a bill from them for \$795 for the filing of our 990s.
- b. **Tariff notice of rate of increase** – The proposed letter of increase was read and the abbreviation TRWA was recommended to be spelled out as Texas Rural Water Association.

MOTION: Steve S. moved to approve the letter. Tom C. seconded. The letter was approved as amended.

Member Comments: Mr Mejia asked why Tom C. blamed Steve S. for blowing up the pump. It was purely a joke.

Executive Session:

Entered at 7:45 P.M. Exited at 8:08P.M. we discussed personnel items and no motions were made.

Adjournment:

MOTION:

Steve S. moved to adjourn. Dave K. seconded. Unanimous agreement to adjourn at 8:08 P.M.. The next regular board meeting will be held on Thursday, December 11, 2025 at 6:00 P.M.

BRRWSC President,

Vera Mendoza_____

BRRWSC Treasurer/Secretary,

Martin (Tom) Cook_____