

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

December 11, 2025 6:00P.M.

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

OTHERS IN ATTENDANCE WERE: Gary Albrecht, Nancy Butler and Joan Hutchinson

There being a quorum present, the meeting was called to order by Board President Vera M. on December 11, 2025 at 18:02.

Due to members meeting remotely the order of the agenda has been changed.

OPERATIONS REPORTS:

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

Repair update

Installed new battery in the service truck.

Production: (in gallons)	
Lantana	690,381
Riverview	247,889
Oak Bridge	383,408
Perennial	67,984

Infrastructure & Property Acquisition (From Unfinished Business)

Estimate on new tank \$95,588, concrete foundation for the tank probably 115% of the cost of the tank. But we can't actually get a quote on the concrete without the engineering specs on the tank.

MOTION: Tom C. moved that we spend up to \$100,000 on the tank proposal Steve S. presented. Vera M. asked where we were going to get the money to do this. Tom C. stated that we have over \$230,000 in CDs. Vera M. wanted the record to state that one of the purposes of the rate increase was to allow system expansion as it was clearly stated in the letter to BRRWSC customers last month. Dave K. **seconded the motion.** Steve S. pointed out that he will get the engineering study results (concrete specs) before proceeding with payments for construction. The motion passed.

Dave K. will follow up on site survey for the Oak Bridge property.

PRESIDENT'S REPORT: [Vera M.]

- Emailed CPA regarding Q4 2022 941 filing and the \$21,000 reconciling entry from October 2023. The CPA's office acknowledged receipt but has not addressed the issues.
- Completed work with AIA regarding 2026 insurance policy.
- Emergency Preparedness Plan was submitted to TCEQ by Jason Smith.
- Still have two pending TCEQ issue one due June 26, 2026 for a miscategorized well.

The other concerning a mixup in the filing of a coliform monitoring test which is due September 11, 2026.

- Rate increase letters went out November 20, 2026. (Thank you Gary Albrecht for your assistance.)
- Called Vonage to request service cancellation. We are online with BEC phone service. Still working out the kinks.
- Finalized the Renter agreement for addition to the Tariff.
- Finalized election timeline.
- Corrected link on the website which still had the old tariff.

TREASURER'S REPORT: [Tom C.]

- Statement of Cash Flows shows an increase in our cash balance of \$8,564.49. This leaves down some \$3,500 for the year.
- Profit and Loss Budget vs Actual shows net income of \$6,799.48. Curious not is that the budgeted income for this period was only \$439.25. This is curious and tied to a budgeted expense of \$5,139.00 in account 55000 - Other Types of Expenses - Other. I don't know why this would be budgeted here. It doesn't really impact our operations. It is just curious, and I can't explain what this is.
- Balance sheet our current assets are \$570,169.02. Current liabilities are \$20,771.00. We are in an excellent position to continue operations for the foreseeable future. We have two CDs in our current assets one for just less than \$119k and the other for just over \$111k. Additionally, we have a money market account with \$108k. These are all available to pay for the new tank installation.

Motion: Dave K. moved to accept the treasurer's report. Tom C. seconded. The motion passed.

Office Operations: [Jeff Bolte]

- The CPA firm has not taken the action they said they would with regard to transitioning us to Quickbooks Online. This should have been completed by now. Jeff will explore additional options for bookkeeping software.
- Past dues accounts have been reduced from 1,062 to 225.
- This last month we had three property sales where we are unable to locate the paper files for the accounts. This isn't a high priority.
- We are dealing with discrepancies in the general ledger, and these discrepancies keep us from completing the bank reconciliations. We are struggling to get through February 2025 because of the large amounts of deposits made when Vera found the mass of undeposited funds at that time. We hope to have that resolved for year-end-closing.
- The IRS sent us a notice regarding our form 941 from Q4 '22.
- The IRS also sent a notice about owing \$1,000 for 2024. We provided documentation showing that this had already been paid.

Unfinished Business:

Technology Services: Vera will contact vendors and find out if they have bookkeeping software recommendations.

TCEQ update two letters already discussed in the president's report section.

2026 Budget Vera M. asked that we add money to the budget next year's dinner.

MOTION: Tom C. moved that we add \$1,000 to the 2026 budget for a volunteer appreciation/annual dinner (to be added to account 55000). Dave K. seconded. The motion passed.

New Business:

Annual meeting approval date/annual meeting timeline [Vera M.] Initially April 4, 2026 seemed

to be the date consistent with previous years, but that is the day before Easter this year. April 18, 2026 was proposed as an alternative.

MOTION: Tom C. made the motion that the election date be set for April 18, 2026 and the timeline for associated actions be set IAW the requirements of the bylaws. Dave K. seconded. The motion passed.

New Renter's Authorization Form: [Vera M.] This change was recommended by our legal advisors. The idea being to clarify that the owner is ultimately responsible for charges if the renter does not pay. We may get Jeff B. qualified as a notary public to perform required notarizations of this form. This will be added to the tariff change control page.

MOTION: Tom C. moved that we approve the Renter's Authorization for inclusion in the tariff documents. Dave K. seconded. The motion passed.

Membership Comments: Joan H. asked a question about existing renters and the new form. Vera M. explained that this form would affect only new renters.

Nancy B. asked about the water usage.

Vera M. handed out the local drought map and went on to explain that our water system's issues are the result of storage limitations not water availability problems. She went on to give a history of the consultation with TRWA so we could increase our rates to allow us to increase system capacity; and, hopefully get our system out of stage four restrictions. Our water usage is actually down for the month, as it is winter with normally lower water usage. Going on to explain the resolution 25-1 (which must be reauthorized every 90 days) which helps us manage new water demand as we are nearly at the TCEQ mandated capacity.

Nancy B. asked if the new tank should take us out of stage four?

Vera M. Yes, and it will also allow more building which will increase demand which points back to the need for the rate increase to expand the system capacity to allow for the increased demand.

Executive Session:

Entered at 7:36 Exited at 7:50 we discussed legal business and personnel items and no motions were made.

Adjournment:

MOTION:

Tom C. moved to adjourn. Dave K. seconded. Unanimous agreement to adjourn at 7:50. The next regular board meeting will be held on Thursday, January 8, 2026 at 6:00 P.M.

BRRWSC President,

Vera Mendoza_____

BRRWSC Treasurer/Secretary,

Martin (Tom) Cook_____