BANDERA RIVER RANCH WATER SUPPLY CORPORATION
161 Broken Spur Cir, Bandera TX 78003
BOARD MEETING
January 16, 2025

DIRECTORS PRESENT WERE:

Vera M., Steve S., Dave K.

OTHERS IN ATTENDANCE WERE: Joan Hutchinson, Gary G. Albrecht, Nancy Butler, Ernie DeWinne, Susie Crews, Mona and William Orr, John Schuetze

There being a quorum present, the meeting was called to order by Board President Vera M. at 6:00 PM, January 16, 2025.

MINUTES: Directors read the Minutes of the previous meeting of December 12, 2024.
MOTION: Steve S. made a motion to accept the Minutes of the meeting of December 12, 2024, 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:

- Updated the BRRWSC Website and posted notifications to customers when needed
- Followed up with Don Davis from Network Adjusters and are still awaiting a response for the Filed the claim for 203 Oak Bridge and provided them with the Odessa Pumps & Equipment, Inc. Don Davis from Network Adjusters contacted us and awaiting response from Mutual Boiler Re (MBRE) the carrier for Equipment breakdown.
- Based on the approved timeline for the 2025 Elections, followed through with the BRRWSC Election Rules and Procedures in preparation of the April 5th 2025 Annual Meeting
- TCEQ Meeting Scheduled 01/13/25 VP of Operations and License C Operator to review the 7 pending from 2023/2024.
- Registered and got online Call Multiplier for BRRWSC Notifications
- Contacted and emailed Corporation Lawyer regarding changes to the BRRWSC Water Utility Tariff.

TREASURER'S REPORT: Carlos C. text that he would be unable to attend the meeting. Vera M. did try to contact him for a report via conference call but was unable to reach him. The board did review the report but could not make a determination on the accuracy of the report therefore decided to table the Treasurer's Report until the next board meeting.

OPERATIONS REPORTS:
Class C Licensed Operator/Field Operations:
Water Usage for the BRRWSC water systems are as follows:
River View:
350,118 gal
Lantana:
886,689 gal

Oak Bridge:
345,497gal
Perennial:
95,819 gal

A leak in December on River Ranch led to an entire section being replaced. Repairs tried to be made during work hours when usage is low. Coupling replacements are kept on hand and supplied by Ferguson with an estimated cost of two 4" couplers @$1,751.52 and two 6"couplers @ $2,258.58. Operations is upgrading with C900 fusible pvc which is better than what was in the ground previously. Also operations made the purchase for replacement of the pump at Oak Bridge facility and will just seek a reimbursement for the cost with the insurance to avoid any problems from that facility.

Office Operations:

A report was not provided, however, Vera M**.** covered what the Office Manager had worked on for the month which was billing and end of the month reports in RVS, payroll liabilities; processed ACH payments, vendor bills & payments, prepared and processed payroll. Updated payments, RVS, PSN, QB's, Emails, and addressed customer concerns.

Unfinished Business:

a. Under Water Well Inspection – *Action has been tabled on this item
b. TCEQ Update – Vera M. stated that they met Monday, 01/13/25 with VP of Operations Steve S. and License C Operator to review the 7 pending violations. Five remaining violations from dockets 2023 and two remaining violations from dockets 2024. They set a March 3rd timeline to provide the pending documentation which will includes a written statement, readings, and photos to be sent to TCEQ.
c. 2025 BRRWSC Election Update – Vera M. informed the board that Election Notices went out informing members of the date of the Annual Meeting and that a correction to the date was needed. The Election Notice also informed members of the two board positions that are up for elections which are Place #4 and Place #5. It also informed them of the February 19, 2025 applications due date. The timeline was also provided to the directors with a correction needed.

New Business:

a. CPA/IRS Update – The report was tabled until the next board meeting due to the Treasurer/Secretary not being attendance to provide update.
b. BRRWSC Operations/Infrastructure – Steve S. reported that the Oak Bridge operations made the purchase for replacement of the pump at Oak Bridge facility and will just seek a reimbursement for the cost with the insurance to avoid any problems from that facility. Operations worked to locate valves in the system which identified functioning and non-functioning valves which is a critical part of the infrastructure in shutting the water off during repairs. The second infrastructure item was with the growth of the community, Steve S. discussed possibly exploring expansion for the BRRWSC. Expansion for the water company would be to have their own facility which would include the purchase of a lot, possibly from the HOA, especially undesirable lots, storage facility, diesel storage (500ft away from water facility) and office space. ACC would need to be contacted for approval. Potential lots would include lots around the Oak Bridge facility. Vera M. stated that in

order to expand, a good understanding of where the corporation is financially is needed. This expansion depends on the cost of lots, building costs, and potential financing the BRRWSC can acquire. The third point made by Steve S. was that when there are more than two repairs in a section occur, the entire line as long some as long as 10’ and 20’ are being repaired to replace old infrastructure. Also, replacement of valves is needed to avoid heavy water loss during repairs. Being able to isolate water shut downs is important so that the entire system is not shut down during a repair. These valves were previously used to regulate pressure flow which deteriorates the interior of the valve nor were they cycled correctly which causes them to freeze up. A 3, 5, and 10 year plan is needed for our infrastructure based on cost and capital improvement. These costs would need to be budgeted into our company finances. The fourth piece would be increasing water storage capacity and infrastructure that we have to repair. Steve S. will come up with a potential cost estimates.

c. Legal – Vera M. contacted and worked with the corporation lawyer to draft changes to the BRRWSC Water Utility Tariff, along with wording for a Resolution.

d. Customer Membership Deposits – Vera M. wanted to verify that customer membership deposits were reflected correctly in our accounts. However, Treasurer/Secretary was not in attendance to verify, however, Treasurer’s Report did show Membership Dues reflected. This was a question brought up by our office manager.

e. BRRWSC Website – Vera M. informed the board that any changes to Tariff would need to be reflected on website.

Adjourn to Executive Session - Board Members went into executive session. The Board came out of executive at session at 7:58pm and stated that employee items were discussed.

ADJOURNMENT: Dave K. made a motion to adjourn the meeting at 8:00pm 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, March 13, 2025 at 6 p.m.

BRRWSC PRESIDENT,

Vera Mendoza ____

TREASURER/SECRETARY,

Carlos Cordell ____