

RIVER ACRES WATER SUPPLY CORPORATION
15602 NORTHWEST BLVD., SUITE H
ROBSTOWN, TEXAS 78380
361-387-2614

February 10, 2020

***** **NOTICE** *****

NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE RIVER ACRES WATER SUPPLY CORPORATION WILL MEET AT 2:00 P.M., SATURDAYS, FEBRUARY 15, 2020 AT 15602 NORTHWEST BLVD., SUITE H, ROBSTOWN, NUECES COUNTY, TEXAS IN A **SPECIAL** CALLED MEETING TO DISCUSS THE FOLLOWING BUSINESS:


1. Certification of Quorum and Call to Order
2. Recess Open Meeting and Convene in Workshop Session to discuss the following items:
 - 2.a. Determine duties of the Office Manager.
 - 2.b. The job description for a Field Technician.
 - 2.c. The Personnel Policy for the Corporation.
 - 2.d. The Director's Orientation Check List and an updated Director's Binder.
 - 2.e. The pros and cons for extension of office hours and remaining open through lunch and the job description for the personnel during the extended hours.
 - 2.f. The extension of hours for office manager, the pros and cons of an office assistant and their hours and duties and salary, and a possible field tech and their duties and salary.
 - 2.g. 2019 financials.
 - 2.h. Committees and how they can help the board and corporation and identify some potential committees
 - 2.i. Holding a town hall meeting.
 - 2.j. Overtime pay for hourly employees.

- 2.k. How can we better organize the office.
- 2.l. Credit card for office expenses.
- 2.m. Issuing or signing checks for anything (pay for outside help, reimbursements, etc) only with proper documentation and what is considered proper documentation.
- 2.n. Issues with office manager and directors. Discuss proper protocols and professionalism.
- 2.o. The correct way to take minutes of meetings of the Board of Directors.
- 2.q. Forming a Bylaws committee and the make-up of the committee.
- 2.r. Hiring a financial advisory for the Corporation.
- 3. Reconvene in Open Session.
- 4. Adjourn.

I, the undersigned authority, hereby certify that the above Notice of Meeting of the governing body of the above-named political subdivision is a correct copy of the Notice and that I posted the Notice on the bulletin board for public notices in the political subdivision's administrative office located at 15602 Northwest Blvd., Suite H, Robstown, Texas, on the 11th day of February, 2020 at 1:30 p.m. and on our district's website www.rawscorp.com.

Dated this the 11th day of February, 2020.

RIVER ACRES WATER SUPPLY CORPORATION

By 

**Debra Richter
Office Manager**