

RIVER ACRES WATER SUPPLY CORPORATION

MINUTES OF

SPECIAL CALLED MEETING

FEBRUARY 15, 2020

**THE STATE OF TEXAS §
§
COUNTY OF NUECES §**

On the 15th day of February, 2020, the Board of Directors of the River Acres Water Supply Corporation ("RAWS") convened at 2:06 P.M. in a Special Called Meeting at the Corporation's Office, 15601 Northwest Blvd., Suite H, Robstown, Texas, there being present and in attendance the following, to wit:

President	
Vice-President	Kyle Clark
Secretary	Kathy Vinson
Director	Michael Olszewski
Director	Chuck Tenpenney
Director	Ronald Hellberg
Director	Candy Crisman Lopez

Staff:	Field Manager	John D. Herrera
	Attorney	Charles W. Zahn, Jr.

Members Absent: Darrell Dusek

CALL TO ORDER

1. A quorum being present, the meeting was called to order at the scheduled hour by the presiding officer, Mr. Kyle Clark, pursuant to posted notice.

CONVENE IN WORKSHOP SESSION

2. The presiding officer recessed the 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.

RECONVENE IN OPEN SESSION

- 3. The Board of Directors reconvened in open session. No action was taken as a result of the discussions in the workshop session.

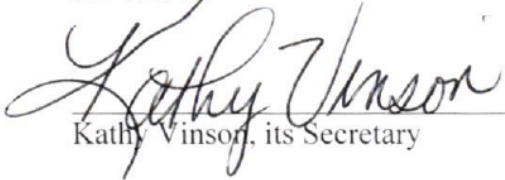
ADJOURN

- 4. As there was no further business to come before the Board of Directors, a motion was made by Ron Hellberg, seconded Mike Olszewski and approved to adjourn at 5:20 p.m. on the same day as the commencement thereof.

RIVER ACERS WATER SUPPLY CORPORATION

By 
Kyle Clark, its Vice-President

ATTEST


Kathy Vinson, its Secretary