

RIVER ACRES WATER SUPPLY CORPORATION

**MINUTES OF
REGULAR MEETING**

JANUARY 19, 2021

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

On the 19th day of January, 2021, the Board of Directors of the River Acres Water Supply Corporation convened at 5:30 P.M. in a Regular Meeting at the Corporation's Office, 15602 Northwest Blvd., Suite H, Robstown, Texas, there being present and in attendance the following, to wit:

President	David Wishard
Vice-President	John Fernan
Secretary	Janine Pruski
Director	Roy George
Director	Jeff Holley
Director	Ron Hellberg

Staff:	Office Manager	Brenda Zimmerman
	Office Manager	Kaylee Reed
	Attorney	Charles W. Zahn, Jr. (Via Teleconference)

Members
Absent: None

CALL TO ORDER

1. A quorum being present, the meeting was called to order by the presiding officer, Mr. Wishard, pursuant to posted notice.

RECOGNITION OF GUESTS

2. The presiding officer, Mr. Wishard introduced the following guests: Mr. Marcos Alaniz and Mr. Hector Benavides, of the Nueces County Water Control and Improvement District No. 3. Mr. Paul Pilarczyk, engineer for the Corporation was also present.

PUBLIC COMMENT

3. There was public comment from Rene Hellberg received by the Board of Directors.

MINUTES

4. Upon motion by David Wishard and second by Ron Hellberg the Minutes of the January 5, 2021 Regular Meeting of the Board of Directors were approved as corrected.

UPDATE BY NUECES COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 3

5. Marcos Alaniz with the Nueces County Water Control and Improvement District No. 3, (the "District") provided an update on the District managing the field operations for RAWs. There were no after-hours incidents since the last meeting of the Board of Directors. There was one day-time leak.

The flushing of the new lines by Persons is to begin on January 20, 2021.

The District is on schedule to clean the existing water storage tank.

RAWs is reintroducing fresh water into the line in the 2nd phase of the capital project and this phase should be put into service within the next 2-3 weeks.

Mr. Alaniz advised the Board of Directors that all the old meters that had been replaced in the meter project were at the District's offices. He stated that he had received a bid for the meters of \$4.00 for a ¾ inch meter, \$10.00 for a 1-inch meter, \$10.00 for a 2-inch meter and \$20 for meters more than 2 inches.

Mr. Alaniz recommended that RAWs purchase a metal detector at a cost of \$999.00.

Mr. Alaniz stated that he had reviewed the Drought Contingency Plan proposed for adoption by the Board of Directors and recommended its approval.

Mr. Alaniz then advised that engineering for the CR 75 3-inch water line is being developed by Paul Pilarczyk, engineer for the Corporation.

AFTER-HOURS CALLS

6. Marcos Alaniz advised the Board of Directors that there were no after-hours incidents since the last meeting of the Board of Directors.

ENGINEER'S REPORT

7. Paul Pilarczyk, engineer for the Corporation, provided an update on capital construction projects for the Corporation. He advised the Board of Directors that the line in Quail Valley should be complete in March.

Mr. Pilarczyk advised the Board of Directors that 5125 has been slow to respond to punch list items but that they should complete them sometime this week. He also said that Persons is completing their portion of the project punch list.

Mr. Pilarczyk said that he is working on developing engineering drawings, advertising for bids and bidding the County Road 75 3-inch water line project. He estimated that the engineering fees will be approximately \$30,000.

The contractors are in the process of pressuring up the new water lines but need angle stops, at an estimated cost of \$9,000.00 to complete the tests.

Mr. Pilarczyk stated that he had developed a Water Conservation Plan for RAWS but that it needed to be reviewed for conformity to the Drought Contingency Plan before submitting it to Texas Commission of Environmental Quality.

ELECTION PROCEDURES FOR THE APRIL, 2021 ELECTION

11. Janine Pruski and Pam Smith with the Election Committee for the Corporation presented the Election Procedures for the April, 2021 Board of Directors election. After discussion, upon motion by Janine Pruski and second by John Fernan, the Election Procedures for Member Elections for the April, 2021 Election were approved.

ELECTION COMMITTEE FOR THE APRIL, 2021 BOARD OF DIRECTORS ELECTION

12. Janine Pruski, Election Committee Chair, advised the Board of Directors that the Election Committee is made up of 3 members, Janine Pruski, Pam Smith, and Jeff Holley. She advised the Board of Directors that the two alternates approve at the last meeting need to be appointed.

BRENDA ZIMMERMAN UPDATE

8. Brenda Zimmerman, Office Co-Manager, provided an update to the Board of Directors as follows:
- a. Meter reading is going well.
 - b. They are still organizing and filing RAWS records.
 - e. She is working on the membership list for the upcoming election.

KAYLEE REED UPDATE

9. Kaylee Reed, Office Co-Manager, provided an update to the Board of Directors as follows:
- a. There are 68 past due accounts totaling \$32,627.02 that have received past due cards this month.
 - b. New billing cards will save RAWS about \$0.10 in shipping vs. paper statements. Billing cards will begin in March 2021 billing cycle.
 - c. Still waiting on Neptune360 to sequence RAWS into their program as users to begin installation and training on that software for the meter reads.
 - d. RAWS is now listed on the office sign for the RAWS office building.
 - e. They are still organizing and filing RAWS records.
 - f. Two additional licenses for QuickBooks were purchased to download QB on every office computer

DROUGHT CONTINGENCY PLAN

10. Charles W. Zahn, Jr., attorney for the Corporation, advised the Board of Directors that he had prepared a Drought Contingency Plan for the Corporation and that it had been reviewed and approved by the District. Upon motion by Ron Hellberg and second by John Fernan the Board of Directors approved the Drought Contingency Plan.

RATES AND TARIFF SCHEDULE

13. Kaylee Reed provided a revised rate and tariff schedule to the Board of Directors for its consideration, stating that it tracked the rate and tariff schedule of the District. After discussion, upon motion by John Fernan and second by Jeff Holley, the Board of Directors approved the rate and tariff schedule for the 2021 fiscal year with the inclusion of a provision that the rate and tariff schedule is subject to the Drought Contingency Plan of RAWs.

UPDATE TO THE CORPORATION'S BYLAWS

14. Director Ron Hellberg provided a proposed update to the Corporations' Bylaws to the Board of Directors for its consideration. Upon motion by Roy George and second by John Fernan the consideration of the proposed update to the Corporations' Bylaws was tabled.

UPDATE ON NEW BOARD MEMBER ORIENTATION

15. Director Ron Hellberg provided a proposed update to the Corporations' New Board Member Orientation to the Board of Directors for its consideration. Upon motion by Janine Pruski and second by Jeff Holley, the consideration of the proposed update to the Corporations' New Member Orientation was tabled.

DISCUSSION AND ACTION ON WATER LOSSES

16. Kaylee Reed advised the Board of Directors on water losses. NCWCID#3 is in the process of pricing meters for auto flushers. After discussion, upon motion by John Fernan and second by Janine Pruski consideration of action on water losses was tabled.

DIRECTORS' REPORT

17. Kaylee Reed provided the Board of Directors with the Directors' Report. Kaylee explained that the Receivables in the Director's Report and QuickBooks are not matching up and she will be investigating further. After discussion, no action was taken by the Board of Directors.

BILLING ADJUSTMENTS OVER \$250.00 FOR DECEMBER 2020

18. Brenda Zimmerman indicated to the Board of Directors that billing adjustments in December were made to correct the wrong co-ordinates of the meter for the fire department, to correct a meter that was manually read wrong and to take a non-existing account off of the books and place it in the proper account.

YEAR-TO-DATE-MONTH-TO-MONTH SPREADSHEET THROUGH DECEMBER, 2020

19. David Wishard and Kaylee Reed reviewed the year-to-date-month-to-month spreadsheets through December, 2020 with the Board of Directors.


DIRECTOR COMMENTS

20. Mr. Wishard asked for comments from the Directors.


ADJOURN

21. As there was no further business to come before the Board of Directors, a motion was made by Jeff Holley and seconded by John Fernan and approved to adjourn.

RIVER ACERS WATER SUPPLY CORPORATION

By 
David Wishard, its President

ATTEST:


Janine Pruski,, its Secretary

