

RICARDO WATER SUPPLY CORPORATION
Regular Meeting Minutes
August 3, 2020
(This meeting was held remotely by phone and Zoom.)

Board Members Present:

Baldemar Garcia
Robert Zavala
Frank Escobedo
James Fischer
Robert Garza
Timothy Robertson

Board Members Absent:

Oliver Hinojosa

Staff Present:

Carola G. Serrato
Frances De Leon
Jo Ella Wagner

Guests Present:

None

1. Call to Order.

Board President Baldemar Garcia called the Regular Meeting of the Ricardo Water Supply Corporation Board of Directors to order at 5:30 p.m. A quorum was present.

2. Citizen comments.

Mr. Garcia opened the floor to citizen comments. No citizen comments were made.

3. Approval of Minutes.

Mr. Escobedo made a motion to approve the minutes of the June 16, 2020 Regular Meeting as presented. Mr. Garza seconded and the motion carried.

4. Treasurer's Report/Payment of Bills.

The following financial reports were presented for Board review and approval:

Treasurer's Report as of May 31, 2020

Account Activity for General Account for May 1, 2020 to May 31, 2020

Account Activity for Operations Account for May 1, 2020 to May 31, 2020

TEXPOOL Participant Statement for 05/01/2020 – 05/31/2020 for General Account

TEXPOOL Participant Statement for 05/01/2020 – 05/31/2020 for Membership Deposit Account

TEXPOOL Participant Statement for 05/01/2020 – 05/31/2020 for USDA Reserve Account

TexSTAR General Account Statement for 05/01/2020 – 05/31/2020

Treasurer's Report as of June 30, 2020

Account Activity for General Account for June 1, 2020 to June 30, 2020

Account Activity for Operations Account for June 1, 2020 to June 30, 2020

RWSC Regular Meeting Minutes

August 3, 2020

Page 2

TEXPOOL Participant Statement for 06/01/2020 – 06/30/2020 for General Account
TEXPOOL Participant Statement for 06/01/2020 – 06/30/2020 for Membership Deposit Account
TEXPOOL Participant Statement for 06/01/2020 – 06/30/2020 for USDA Reserve Account
TexSTAR General Account Statement for 06/01/2020 – 06/30/2020
RWSC Water Loss Computation – May 8, 2020 to June 9, 2020
RWSC Water Loss Computation – June 9, 2020 to July 8, 2020

The following bills were presented for payment:

STWA Invoice S20-088 May 2020 Water Usage, Water Cost and Handling Charge	\$29,270.82
STWA Invoice S20-089 May 2020 General and Administration	\$17,831.90
STWA Invoice S20-092 May 2020 Taps and Repairs	\$ 8,073.41
STWA Invoice S20-101 June 2020 Water Usage, Water Cost and Handling Charge	\$25,795.07
STWA Invoice S20-102 June 2020 General and Administration	\$18,786.45
STWA Invoice S20-105 June 2020 Taps and Repairs	\$ 6,695.19
STWA Invoice S20-107 Payroll expense for Part-time Employee for April, May and June 2020	\$ 1,749.64
STWA Invoice S20-108 Payroll expense for Stand By Pay for April 1, 2020 through June 24, 2020	\$ 367.71
STWA Invoice S20-109 Reimburse for Fiber optic phone service (03/19/20 through 06/19/20) and High Touch Technology support (04/01/20 through 06/30/20)	\$ 996.10

A motion was made by Mr. Zavala and seconded by Mr. Robertson to approve the Treasurer's Report and payment of the bills. The motion carried.

5. All matters pertaining to TxDOT Upgrades on US 77/I69 at CR 2120/FM 772 and from CR 2130 south to CR 2230.
 - Bridges Specialty Final Pay Estimate and Change Order – CR 2120 Crossing

Mr. Garcia commented that Commissioner Rosse has been waiting on Sammy Maldonado of LNV to contact him regarding the manhole that is to be adjusted. Ms. Serrato stated that she was

informed that Mr. Maldonado has attempted to contact Commissioner Rosse several times but she will mention it to him again. She explained that the plan is to modify the height of the manhole and grade around it and then if needed use a metal box. Mr. Garcia stated that he would relay that information to Commissioner Rosse. The Board also reviewed the Final Pay Estimate and Change Order from Bridges Specialties in the amount of \$231,085.00. Mr. Robertson made a motion to approve the Final Pay Estimate, Mr. Garza seconded and the motion passed by unanimous vote.

6. COVID-19 Payment Plan and Resume Disconnection of Service.

Ms. Serrato reported that the modified procedures being followed appear to be working well under the current conditions. Three letters were mailed to customers today. She added that reverting to the normal lockout procedures would likely result in numerous lockouts that could prove to be impossible to accomplish. She explained that field staff is shorthanded and manpower might not be available to accomplish daily operations and lockouts. She added that the modified procedures are allowing customers additional time to pay their accounts and for those that do not follow through with the payment plan, full payment is required in order to avoid lockout. Mr. Garcia stated that he is okay with extending the procedures and evaluating them at the next meeting. The Board consensus was to leave the temporary policy in place for now.

7. Update on Flush Valve Locking Devices.

Ms. Serrato reported that the Field Technician assigned to the Ricardo area has been trying to install the new locking devices as he conducts flushing. At this time about a dozen locks have been installed.

8. Part-Time/Full-Time Office Clerk.

Ms. Serrato presented information on replacing the current ¾-time Office Clerk position with a full-time position including proposed revised job descriptions of the four front office positions and a cost breakdown for a full-time Office Assistant. She added that the estimated total expense to STWA is just under \$18,000 while the added expense to NWSC and RWSC is \$13,399 and \$13,622 respectively. Mr. Garcia pointed out that employees at some businesses are not making as much as this position pays, \$11 per hour. Mr. Escobedo questioned whether there is a demand for an additional full-time employee and Ms. Serrato responded that there is and referred to the information in her memo. Mr. Zavala stated that he usually goes with Ms. Serrato's recommendation but feels that right now is not the time to increase expenses when the monthly minimum is high. Ms. Serrato explained that in preparation for her retirement and departure, she believes some improvements are needed in keeping financial records. This includes maintaining schedules for equipment, vehicles, tools, uniform allowance, pump station fixed assets, SCADA work, generators and similar items in a manner that ties directly to an accounting program. Staff has been researching new accounting software and having a full-time clerk could help address the needed improvements. Mr. Garcia suggested waiting until new software is in place and seeing if the full-time position is still needed. Ms. Fischer made a motion to table this item until the next meeting. Mr. Zavala seconded. All voted in favor.

9. Purchase of tablets for use by RWSC Board of Directors.

The Board discussed purchasing tablets for viewing electronic agendas rather than paper copies. Ms. Serrato explained that converting to use of electronic tablets in place of paper agendas would save on paper, copy time, copier charges and postage. Each tablet is estimated to cost less than \$400 and would be wi-fi enabled. Ms. Serrato asked each Board member whether they preferred electronic or paper agendas and if they would need a tablet or not. After the discussion, Mr. Robertson made a motion to authorize the purchase of seven tablets. Mr. Garza seconded. The motion passed five to one with Mr. Escobedo voting against.

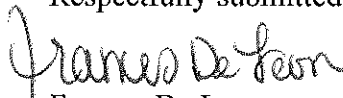
10. Developer Contract – Rolando Flores.

Ms. Serrato stated that Mr. Rolando Flores and his attorney, Leo Villarreal, have approached the Corporation about a proposed subdivision on the south side of CR 2140 on the west side of US 77. There are a few tasks that Mr. Flores needs to complete before service can be provided to the subdivision including surveying and filing a plat with Kleberg County. Ms. Serrato said she would keep the Board informed of progress on the plans for the subdivision.

11. Adjournment.

With no further business to conduct, Mr. Zavala made a motion to adjourn the meeting at 6:56 p.m. Mr. Robertson seconded and all voted in favor.

Respectfully submitted,


Frances De Leon
Assistant Secretary