

RICARDO WATER SUPPLY CORPORATION
Regular Meeting Minutes
March 1, 2022

Board Members Present:

Baldemar Garcia
Robert Zavala
Oliver Hinojosa
Frank Escobedo
Robert Garza
Tim Robertson

Board Members Absent:

James Fischer

Staff Present:

John Marez
Jo Ella Wagner
Frances De Leon
Nigel Gomez
Patrick Sendejo

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 5:31 p.m. A quorum was present.

2. Citizen comments.

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

3. Approval of Minutes.

Mr. Garza made a motion to approve the minutes of the December 1, 2021 Regular Meeting as presented. Mr. Escobedo seconded. All voted in favor of approving the minutes as presented.

4. Treasurer's Report/Payment of Bills.

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

Treasurer's Report as of October 31, 2021

Account Activity for General Account for October 1, 2021 to October 31, 2021

Account Activity for Operations Account for October 1, 2021 to October 31, 2021

TEXPOOL Participant Statement for 10/01/2021 – 10/31/2021 for General Account

TEXPOOL Participant Statement for 10/01/2021 – 10/31/2021 for Membership Deposit Account

TEXPOOL Participant Statement for 10/01/2021 – 10/31/2021 for USDA Reserve Account

TexSTAR General Account Statement for 10/01/2021 – 10/31/2021

Treasurer's Report as of November 30, 2021

Account Activity for General Account for November 1, 2021 to November 30, 2021

Account Activity for Operations Account for November 1, 2021 to November 30, 2021
TEXPOOL Participant Statement for 11/01/2021 – 11/30/2021 for General Account
TEXPOOL Participant Statement for 11/01/2021 – 11/30/2021 for Membership Deposit Account
TEXPOOL Participant Statement for 11/01/2021 – 11/30/2021 for USDA Reserve Account
TexSTAR General Account Statement for 11/01/2021 – 11/30/2021
Treasurer's Report as of December 31, 2021
Account Activity for General Account for December 1, 2021 to December 31, 2021
Account Activity for Operations Account for December 1, 2021 to December 31, 2021
TEXPOOL Participant Statement for 12/01/2021 – 12/31/2021 for General Account
TEXPOOL Participant Statement for 12/01/2021 – 12/31/2021 for Membership Deposit Account
TEXPOOL Participant Statement for 12/01/2021 – 12/31/2021 for USDA Reserve Account
TexSTAR General Account Statement for 12/01/2021 – 12/31/2021
Water Loss Computation – November 9, 2021 through December 9, 2021
Water Loss Computation – December 9, 2021 through January 10, 2022

The following bills were presented for payment:

STWA Invoice S21-192 November 2021 Water Usage, Water Cost and Handling Charge	\$21,565.90
STWA Invoice S21-193 November 2021 General and Administration	\$17,766.77
STWA Invoice S21-198 November 2021 Taps and Repairs	\$ 4,431.25
STWA Invoice S22-006 December 2021 Water Usage, Water Cost and Handling Charge	\$23,403.66
STWA Invoice S22-007 December 2021 General and Administration	\$17,897.91
STWA Invoice S22-012 December 2021 Taps and Repairs	\$ 3,709.86
STWA Invoice S22-019 January 2022 Water Usage, Water Cost and Handling Charge	\$19,689.66
STWA Invoice S22-020 January 2022 General and Administration	\$18,500.09

Pay Estimate #2 in the amount of \$182,367 from Max Underground for work on the TxDOT Upgrades project was also presented to the Board. In addition, Mr. Marez reported that the STWA Board has discussed hiring a part-time Accountant Assistant to help the Finance Manager. Mr. Zavala pointed out that hiring a part-time assistant was not brought up to the RWSC Board to show justification for the position. Mr. Marez stated that it would be included

on the next agenda for discussion. A motion was made by Mr. Escobedo and seconded by Mr. Garza to approve the Treasurer's Report and payment of the bills. The motion carried.

5. RWSC Annual Membership Meeting.

- Selection of Election Auditor
- Approval of agenda and meeting packet for Annual Membership Meeting
- **Resolution 22-01. Resolution declaring unopposed candidates of Ricardo Water Supply Corporation elected.**

Mr. Marez reported that two applications for Board of Director were received by the February 28th deadline. He added that since there are only two positions up for election, the Board can adopt Resolution 22-01 declaring the two candidates, Frank Escobedo and Oliver Hinojosa, elected. If adopted by the Board, Resolution 22-01 will be read into the record at the Annual Membership meeting on April 12th. He also explained that because no election will be necessary, an Election Auditor does not need to be selected. He presented the meeting notice and agenda for the Annual Membership Meeting and recommended approval of the documents which need to be mailed out by March 11th. Mr. Robertson made a motion to adopt Resolution 22-01 and approve the meeting notice and agenda. Mr. Zavala seconded and all voted in favor.

6. All matters pertaining to TxDOT Upgrades on US 77/I69.

Mr. Marez explained that work continues on relocation of waterlines along US 77/I69 but supply issues have created delays on the project. At a recent on-site meeting, an estimated completion date of March 21st was provided. He had nothing further to report.

7. Discussion and action on STWA website by Rural Water Impact.

Mr. Marez stated that he had been in contact with Rural Water Impact about their website services and alert notification system. He explained that the system is very user-friendly and can be used for email or text alerts for those that sign up to receive them. The cost for the service is \$702.75 for the first year which includes a one-time set up fee and annual cost of \$495. Mr. Marez also stated that a note on signing up for alerts will be included on the bills. Mr. Zavala made a motion to approve the proposal for Rural Water Impact to provide the website services. Mr. Garza seconded and all voted in favor.

8. Updating of Board of Directors' contact information and preferred method of contact.

Mr. Zavala stated that due to the Texas Open Records Act, he prefers using only the RWSC Gmail account for RWSC business rather than his personal email account. Each director provided their preference for being contacted and staff agreed to update contact lists with this information.

9. Report on purchase of materials to build up RWSC stockpile of materials due to stagnation in PVC production and transportation issues.

Mr. Marez reported that current projects show a continued slow-down of material output for the foreseeable future. O&M Supervisor Nigel Gomez provided an updated list of needed materials. The Board agreed that materials need to be ordered as soon as possible due to expected delays. Mr. Escobedo made a motion to approve purchase of the items with a cap of \$32,000. Mr. Robertson seconded and all voted in favor.

10. Report on drone inspection.

Mr. Marez presented photos from the drone inspection conducted free of charge recently by Badbird Aerial Data LLC. The inspection was done for in-house purposes only to provide a fast and safe view of the water towers. The fee for this type of service is normally \$500. Mr. Marez stated that if interested, the Board could consider including future drone inspections in the FY 2023 budget. No action was taken by the Board.

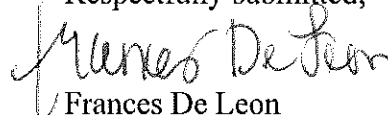
11. Update on RWSC Emergency Preparedness Plan.

Mr. Marez reported that Ardurra completed RWSC's Emergency Preparedness Plan and submitted the document to TCEQ by the March 1st deadline. There was no Board action on this item.

12. Adjournment.

With no further business to conduct, Mr. Zavala made a motion to adjourn the meeting at 6:54 p.m. Mr. Garza seconded and all voted in favor.

Respectfully submitted,



Frances De Leon
Assistant Secretary