

RUBY RANCH WATER SUPPLY CORPORATION
Meeting Minutes for November 12, 2015

Attendees: Scott Christians
Joe Collins
Thomas Doebner
Matt Scott
Dale Olmstead
Steven Selger

Excused: Pat Dorsett

Professional Consultant: Pat King (PGMS)

Meeting opened for business at 7:00 pm.

1. Dale Olmstead called the meeting to order and determined a quorum had been established.
2. A motion was made by Joe Collins and seconded by Matt Scott to approve the minutes for the October 8, 2015 Regular Meeting. Motion carried 6-0.
3. Pat King provided the Board with the Monthly Water System Operational Report dated November 12, 2015. Paragraphs 4 through 12 highlight the major operations report items and other items discussed with PGMS.
4. Pat King stated there was a discrepancy with 2,556,100 +/- gallons of water pumped in October 2015 and 3,094,300 +/- gallons sold. He is attempting to determine if there was an improper meter reading taken at one of the wells. The two regular bacteriological samples taken from the distribution system during October 2015 indicated no coliform organism found.
5. Pat King stated a letter has been drafted to TCEQ to inform that agency RRWSC would not be implementing the Source Water Monitoring Plan due to the high costs involved with the purchase and installation of monitoring equipment. The Board unanimously approved the letter and directed Pat to send it to TCEQ.
6. Pat King stated RVS has completed the increase in size of the water usage bar chart that shows up on water bills.
7. Pat King provided the Board with a list of homes that are believed to have backflow devices and the status of the annual backflow testing at each residence.
8. The Board discussed past due accounts provided by Pat King. Thomas Doebner will review these accounts to determine if any are to be written off.

Ruby Ranch Water Supply Corporation
Meeting Minutes
November 12, 2015

9. Pat King stated he plans to obtain Customer Service Inspections (CSI) on all residences within the next two months. He will look at old TWC files that are at his office to determine if pertinent data can be found on missing CSI's.
10. Pat King provided the Board with a spreadsheet depicting the blending ratios of Wells No. 4 & 5 from June 5, 2015 to October 30, 2015. Thomas Doebner questioned why the blending ratio from Well No. 5 had not been reduced to approximately 30% as requested at last month's meeting and also questioned calculation of iron quantities. Pat King agreed to check on these issues.
11. Thomas Doebner again requested Pat King to provide him with the "Allocation of Receipts" report by the first of every month so he can verify all numbers.
12. Pat King indicated he would write a letter to PEC to inquire what service issues were uncovered at Plant No. 2 that caused them to replace our electricity meter.
13. Dale Olmstead informed the Board that the Lovelady Well, which BSEACD uses to determine drought status, was still way above drought stage.
14. Dale Olmstead stated that he had received the results of the second test done at Well No. 5 for the level of ATP (bacterial and anaerobic growth). Joe Vickers has yet to analyze the results of the tests.
15. Thomas Doebner presented the 2015 Monthly Well Pumpage data for each well. Thomas also presented the 2015 Income and Expense Report through October 2015. Thomas stated the Corporation is in good financial position.
16. The Board discussed the Tariff language updates. A motion was made by Dale Olmstead and seconded by Matt Scott to adopt the order by the Board of Directors of Ruby Ranch Water Supply Corporation to amend its Tariff and clarify its backflow prevention assembly certification policy. Motion carried 6-0. It was determined that seven paper copies will be produced, sent to required agencies and copies for file.
17. The Board continued to discuss a compliance escalation procedure for back flow protection device testing. There will be a sequence of 3 letters to obtain compliance from affected customers. The letters have been updated and approved by our legal counsel, Lloyd Gooselink. PGMS will be responsible for completing and issuing these letters as required. A motion was made by Dale Olmstead and seconded by Joe Collins to adopt the 3 letters. Motion carried 6-0. It was also agreed to set the dates of December 1st and June 1st to begin sending the sequence of letters based on previous homeowner inspection dates.

Ruby Ranch Water Supply Corporation
Meeting Minutes
November 12, 2015

18. The Board continued to discuss the financial review provided by Donna Bjornson during September 2015. Thomas Doebner agreed to provide a written response to the financial review report. The Board will then determine what actions, if any, to take on the financial review and response at a future meeting.

19. Joe Collins reviewed and approved all payments made by RRWSC for the month of October 2015.

20. The Board discussed development of procedure for review and validation of expenditures. A motion was made by Thomas Doebner and seconded by Dale Olmstead to adopt a procedure to have two approvals of Board members, at all regularly scheduled Board meetings, of all invoices and provide a reconciliation of expenses and income with the bank statements. Motion carried 6-0.

21. The Board discussed having Beautyscape continue landscape maintenance of RRWSC properties. A motion was made by Matt Scott and seconded by Thomas Doebner to extend the contract with Beautyscape for one year. Motion carried 6-0.

22. The Board discussed maintaining RRWSC eminent domain authority and required reporting requirements with the Comptroller's office. According to TRWA, they will provide this reporting service to members for \$150 the first year and \$100 in subsequent years. A motion was made by Matt Scott and seconded by Thomas Doebner to have TRWA provide reporting service to the State of Texas Comptroller's office. Motion carried 6-0.

23. Steve Selger agreed to research record retention policy and discuss with the Board at the next meeting.

24. It was agreed to set the date for the 2016 Annual Meeting for April 14, 2016. Steve Selger will determine if the Ruby Ranch lodge is available for that date.

25. The next regular Board meeting will be held on December 10, 2015, 7:00 pm at Thomas Doebner's residence, 871 Clark Cove.

26. A motion was made by Joe Collins and seconded by Matt Scott to adjourn. Motion carried 6-0 and the meeting was adjourned at 10:25 pm.

Respectfully submitted,

Steven Selger, Secretary