

RUBY RANCH WATER SUPPLY CORPORATION

Meeting Minutes for January 15, 2015

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

Professional Consultants: Timothy Young (PGMS)

Meeting opened for business at 7:05 pm.

1. Dale Olmstead called the meeting to order and determined a quorum had been established.
2. A motion was made by Dale Olmstead and seconded by Scott Christians to approve the minutes for the November 13, 2014 Regular Meeting. Motion carried 7-0.
3. Timothy Young provided the Board with the Monthly Water System Operational Report dated January 15, 2015. Paragraphs 4 through 13 herein highlight the major ops report items and other items discussed with PGMS.
4. Timothy Young stated two regular bacteriological samples taken from the distribution system for the months of October, November and December 2014, indicated no coliform organisms found.
5. Timothy Young stated one raw water monitoring sample was taken from Well's 1 - 5 to comply with the Source Water Trigger Monitoring requirements for the months through December 2014.
6. Timothy Young stated by letter dated December 5, 2014, the Ground Water Rule Disinfection Protocol (Source Water Monitoring Plan) had been approved by TCEQ. PGMS continues to evaluate the approval letter to verify all that is required based on this approval.
7. Timothy Young stated the Sub-Monitoring unit that regulates Well No. 4 tripped out on three different occasions, on or about January 5th, January 9th and again on January 11, 2015. The Sub-Monitor unit was reset on each occasion and Well No. 4 was returned to service. In addition, PEC was called to determine the cause and PGMS was informed of a possible overload. Also, W&L was contacted to download data from the Sub-Monitoring unit and have that data evaluated.

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8. Dale Olmstead requested PGMS make a written response to the outage of Well No. 4 as to why the emergency phone number did not function and how this will be prevented from reoccurring. The response should also address the reasons for the answering service not working. Dale also requested that the Sub-Monitoring data and VFD monitor be analyzed in this response.

9. Timothy Young stated a boil water notice was not necessary during these outages. Thomas Doebner suggested that the rules requiring the boil water notice be available on the RRWSC web site and be written in laymen's terms. Tim stated he would provide this information.

10. Timothy Young discussed credit card services and stated an application was completed and submitted to Elavon on or about December 15, 2014. The application is to accept Master Card and Visa. PGMS anticipates approval no later than February 15th, or about six weeks for approval. Thomas Doebner requested that Carrol Campbell of PGMS review the procedures for credit card payment as they relate to RRWSC.

11. PGMS continues to review the RRWSC Tariff versus their standard operating procedures. Thomas Doebner stated that this review process has taken too long and requested Timothy Young to have PGMS expedite and complete this review.

12. Thomas Doebner requested Timothy Young contact D&H Services to provide the annual inspection of the tanks. This inspection is required to continue the guarantee of the tanks. D&H Services is to remove any sediment that may be found in the storage tank.

13. Dale Olmstead stated there were at least 14 or 15 meters now reading over 1,000,000 gallons and required change out. Timothy Young will follow up on this item.

14. Dale Olmstead informed the Board BSEACD continues to declare Alarm Stage 2 drought status, but the Lovelady well water levels were moving upward.

15. Dale Olmstead stated that the cost for the repairs to Well No. 5 were approximately \$33,000.

16. Thomas Doebner presented the 2014 Monthly Well Pumpage data for each well. Thomas also presented the 2014 Income and Expense Report through December, the Ruby Ranch Water Supply Corporation Balance Sheet dated December 31, 2014 and the 2015 budget.

17. Scott Christians questioned the requirements for a financial audit. Dale Olmstead agreed to check the RRWSC Bylaws for guidance on this item.

18. Dale Olmstead stated that Well No. 5 was back in service and blending with Well No. 4 at a 30% to 32% rate of Trinity Aquifer water. Dale also informed the Board that Joe Vickers would be reviewing treatment possibilities for the Well No. 5 casing.

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19. The Board discussed RRWSC procedure for the upcoming Annual Meetings which is set for April 9, 2015. Dale Olmstead provided the Board with a Draft of the election notice which must be sent to membership by January 26, 2015. Thomas Doebner agreed to send out the notice and also have PGMS place the notice in next month's billings. The deadline for accepting candidate applications is February 23, 2015 and the ballot language must be completed by March 5, 2015. The formal meeting packet must be sent out by March 10, 2015.

20. The Board discussed the 811 registry (dial before you dig) as it would relate to RRWSC. The Board felt the focus of this service is on locating hazardous situations like gas and electricity for construction operations and the state already has our water system line placement drawings if the water lines needs to be located.

21. The Board discussed identifying an election auditor by March 10, 2015. Dale Olmstead will contact Lori Hughes to determine if she would be willing to be election auditor again this year.

22. The Board agreed to renew the RRWSC membership with TRWA at a cost of \$385 per year.

23. The next regular Board meeting will be held on February 26, 2015, 7:00 pm at Scott Christians' residence, 100 Creekside Drive.

24. A motion was made by Dale Olmstead and seconded by Joe Collins to adjourn. Motion carried 7-0 and the meeting was adjourned at 9:50 pm.

Respectfully submitted,

Steven Selger, Secretary