

# RUBY RANCH WATER SUPPLY CORPORATION

## Meeting Minutes for February 26, 2015

Attendees: Joe Collins  
Scott Christians  
Thomas Doebner  
Pat Dorsett  
Dale Olmstead  
Steve Selger (Excused)  
Matt Scott

Professional Consultants: Patrick King (PGMS)

Meeting opened for business at 7:20 pm.

1. Dale Olmstead observed that a quorum of at least 4 Directors was present and thus called the meeting to order.
2. A motion was made by Thomas Doebner and seconded by Joe Collins to approve the minutes for the January 15, 2015 Regular Meeting. Motion carried 5-0 (Pat Dorsett present after this motion).
3. Patrick King provided the Board with the Monthly Water System Operational Report dated February 26, 2015. Paragraphs 4 through 12 herein highlight the major operations report items and other items discussed with PGMS.
4. Patrick King stated that two regular bacteriological samples were taken from the distribution system for the months of December 2014 and January 2015, and indicated no coliform organisms found.
5. Patrick King 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 January 2015.
6. Patrick King stated that an intermittent sulfur smell was reported by Christy Pierce at a residence just north of Plant 2. Source of smell may have been due to pump No. 4 tripping out leaving only No. 5. Dale to respond to Christy's email.
7. Patrick King stated the Sub-Monitoring unit that regulates Well No. 4 has tripped out periodically. The Sub-Monitor unit was reset on each occasion and Well No. 4 was returned to service. There may be an imbalance in three phase power supply to Plant No. 2. Oak Forest is having a similar problem. In addition, PEC was called to determine the cause by monitoring the electrical supply at both locations. A Franklin Motor representative (W&L) uploaded data from the Sub-Monitoring unit and observed no events of particular concern.

Ruby Ranch Water Supply Corporation  
Meeting Minutes  
February 26, 2015

8. Patrick King reported that the Plant 2 GSTs continue to have a difference in chlorine residual. Much discussion on possible solutions. One problem is that only one of two peristaltic type pump chlorinators is in use. Two chlorinators were at Plant 2 until well No. 5 was replaced. Matt Scott stated that it is important to have a dedicated chlorinator on each pump as discussed in prior meetings and as directed previously by the Board. Patrick King stated that Zak prefers only one pump and adjusts only the one pump manually. The pump is not flow paced. Joe Collins discussed need for a static mixer but per Thomas Doebner the station piping is not configured for that since pump No. 4 produces directly into a GST (except for a tee). Patrick King also noted that there is an iron imbalance between the two tanks.

Dale requested Patrick King to find out the variable causing the difference in chlorine residual between the two GSTs at Plant 2.

9. Patrick King reported that the Plant 1 GST 1 and the Plant 2 GST 1 were taken out of operation, cleaned, inspected, and then disinfected prior to return to service. No issues were found. Brown water and low pressure was reported by some users on Richards on the Nextdoor Ruby Ranch web site that was attributed to high flush rates necessary to drain the tanks by D&L that were still full due to a hard to close tank isolation valve at Plant 2.
10. Patrick King stated that the Ground Water Rule Disinfection Protocol (Source Water Monitoring Plan) had been approved by TCEQ by letter dated December 5, 2014. PGMS determined that RRWSC would have to monitor the chlorine residual with a HAAS CI 17 monitor at a cost of \$15,500 (2 @ \$7,750 each). In addition, if RRWSC has 250 connections (240 now) then we would have to have a water operator 7 days a week where we may have one now 3 days a week. It is a lot cheaper to take raw water samples compared to having an operator 7 days a week and to buy the chlorine monitors. Patrick King recommended that we split the PWS into two PWS systems with respect to reporting requirements.

Dale Olmstead requested Pat King to notify TCEQ that we are not going to apply the 4-log treatment procedure due to the reporting requirements and to find out what are our options per TCEQ.

11. Patrick King presented well level data from May 2011 as the last item in his report to the Board.
12. Dale Olmstead advised Patrick King that the review of the RRWSC Tariff versus their standard operating procedures will be postponed until a later date.
13. Two errors in the systems account summary were noted: \$37.48 should have been a transfer fee while the \$49.21 should have been a regulatory assessment.

Ruby Ranch Water Supply Corporation

Meeting Minutes

February 26, 2015

14. Patrick King discussed credit card services and stated that the application to Elavon was approved to accept Master Card and Visa. Dale Olmstead requested that Carrol Campbell of PGMS delay the credit card bill pay option pending a test of the system by Pat Dorsett. Thomas Doebner raised concerns regarding the costs of the bill pay system and who should bear the cost burden. Some bill pay systems are a fixed percentage while others are a fixed fee and a fixed percentage. In addition, Scott Christians advised of an alternate, stripe.com, or others that may be at lower cost. Scott Christians will get with Carrol Campbell of PGMS to evaluate other bill pay company options similar to that used by the RR HOA.
15. Dale Olmstead requested Patrick King to contact Franklin Motor for the minimum flow rate required for VFD shutdown of well No. 5. Dale was aware of two problem areas, the minimum pump rate and how long the soft start took to reach desired rpm and pump rate to prevent over heating the motor.
16. Dale Olmstead advised that the auto dialer did not function on pump No. 4 in January since it was not connected correctly. As of 3 weeks ago the auto dialer was connected properly at Plant 2 by Central Texas Water. However the auto-dialer at Plant 1 requires replacement. Various quotes received by PGMS were discussed. Pat Dorsett suggested we accept the PGMS recommended Scout unit.  
  
A motion was made by Dale Olmstead and seconded by Joe Collis to purchase a Dialog Scout Unit for \$2695.05 and a surge protector for approx. \$100.00 for Plant 1. The motion was approved 6-0.
17. Thomas Doebner suggested that the TCEQ rules requiring the boil water notice in flow chart form be available on the RRWSC web site and be written in laymen's terms. Patrick King did not have a problem with the proposal. Thomas Doebner and Patrick King will draft introductory text for Scott Christians to post on the RRWSC web site.
18. Dale Olmstead informed the Board BSEACD has declared a no drought condition.
19. Dale Olmstead advised the Board that Edwards water from No. 4 was being dumped into the casing tubing annulus of well No. 5 per Joe Vickers recommendation and that the iron levels have been reduced. Water samples were provided to Coty Chemical Co. to perhaps perform another chemical squeeze of the casing to form a scale for iron control.
20. Thomas Doebner presented the 2015 Monthly Well Pumpage data for each well. Thomas also presented the 2015 Income and Expense Report through January. Thomas Doebner advised that the fee for Bookkeeping services increased \$9.73 as a result of the increase in the CPI-U per the services contract.
21. Dale Olmstead advised that only 3 applications were submitted for the 3 open Director positions and that as such we may declare the positions unopposed and not

Ruby Ranch Water Supply Corporation

Meeting Minutes

February 26, 2015

have to conduct the election. In addition, Dale Olmstead advised that the Board does not have to approve a ballot since there would be no Director election.

A motion was made by Dale Olmstead and seconded by Joe Collins to approve the draft "resolution declaring Scott Christians, Matthew Scott, and Thomas Doebner as Directors of RRWSC and cancelling the April 9, 2015 Directors election". The motion was approved 6-0. Dale Olmstead volunteered to scan the resolution and disseminate it.

22. Dale Olmstead provided a draft of the annual meeting cover letter. The Board discussed the cover letter and suggested minor changes.

23. Dale Olmstead provided a draft of the proposed meeting agenda for the annual Board meeting.

A motion was made by Dale Olmstead and seconded by Thomas Doebner to adopt the proposed annual meeting agenda and cover letter notice. The motion was approved 6-0.

Joe Collins agreed to send out the formal meeting packet 3-4 days before the March 10, 2015 mail deadline using Buda Postal. Thomas Doebner was going to provide Joe Collins with the mail address MS Excel file for use by Buda Postal.

Scott Christians will post the election resolution by March 10<sup>th</sup> and post the agenda at least 72 hours before the Annual Meeting.

24. The Board discussed when to hold the next regular meeting. It was agreed that the next regular Board meeting will be held on April 9, 2015, at 6:00 PM at the Ruby Ranch Lodge prior to the RRWSC Annual Meeting.

25. Matthew Scott will provide a bio to Steve Selger and Joe Collins.

26. A motion was made by Thomas Doebner and seconded by Pat Dorsett to adjourn. Motion carried 6-0 and the meeting was adjourned at 10:15

Respectfully submitted,

Matthew Scott, Acting Secretary