

# RUBY RANCH WATER SUPPLY CORPORATION

## Meeting Minutes for August 20, 2015

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

Excused: Pat Dorsett and Matt Scott

Professional Consultant: Pat King (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 Thomas Doebner and seconded by Dale Olmstead to approve the minutes for the July 9, 2015 Regular Meeting. Motion carried 4-0 with Joe Collins abstaining.
3. Pat King provided the Board with the Monthly Water System Operational Report dated August 20, 2015. Paragraphs 4 through 11 highlight the major operations report items and other items discussed with PGMS.
4. Pat King stated 2,058,000 +/- gallons of water were pumped in July 2015 with a net water loss of 4.9%. The two regular bacteriological samples taken from the distribution system during July 2015 indicated no coliform organism found.
5. Pat King stated on June 16, 2015, PGMS responded to issues raised in the TCEQ letter dated May 19, 2015 during their comprehensive compliance inspection to the water facilities on April 27, 2015. RRWSC has received a response from TCEQ dated August 10, 2015 stating they have received adequate compliance documentation to resolve the alleged violation and no further action is required concerning their investigation.
6. Pat King provided the Board with the current list of the status on backflow assembly testing. The Board discussed methods to achieve complete testing by all Ruby Ranch customers who currently have backflow preventers. Dale Olmstead and Thomas Doebner will put together a more detailed documentation for accomplishing complete testing and present this at the next Board meeting.

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7. Pat King stated PGMS has received a proposal from Central Texas Water Maintenance to provide RRWSC with all parts and labor for the installation, programming, and testing of an alarm circuit for Well No. 3 back to the dialog scout auto-dialer for the price of \$3,894.90. Pat also obtained a quote from J & K to install a flow switch at the plant on the fill line coming from Well No. 3 to tie the auto dialer to the flow switch. The estimate for this work was not to exceed \$2,600. The Board agreed to discuss this later in the meeting.

8. Pat King provided the Board with a list of PGMS customers who have current Customer Service Inspections (CSI). Pat will continue to look through old files in an attempt to find additional CSI's. Pat plans to complete customer service inspections to those homes that do not have one on file within the next 90 days.

9. Pat King has provided the Board with a list of documents and the TCEQ suggested retention schedule for each classification of documents that may exist. PGMS presently has a number of boxes of RRWSC documents obtained from previous operators which are presently being stored at PGMS office. Pat suggested RRWSC adopt a record retention schedule so outdated records could be destroyed and documented as such once the retention period has passed. The Board will continue discussion on this item at the next meeting.

10. Pat King stated he met with Dale Olmstead and Thomas Doebner on August 6, 2015 to discuss performance related issues of PGMS management and staff. Pat has provided the Board with an Organizational Chart showing how PGMS manages the various disciplines associated with the services they provide. Pat King has given the Board the assurance that their goal is to achieve complete satisfaction with their service.

11. Pat King again stated TCEQ has been notified that RRWSC does not desire to purchase the monitoring equipment that will be required to comply with the approved ground water monitoring plan. PGMS has again been directed by the Board to formally notify TCEQ in writing that RRWSC would not be implementing the Source Water Monitoring Plan. Pat King will draft this letter and obtain Dale Olmstead's review and approval before sending to TCEQ.

12. Dale Olmstead informed the Board that the Lovelady Well, which BSEACD uses to determine drought status, was still way above drought stage.

13. Dale Olmstead stated after the recent chlorine treatment of Well No. 5 a test showed it had not improved the level of ATP (bacterial and anaerobic growth). Thomas Doebner felt that another test for ATP should be performed on the well. A motion was made by Thomas Doebner and seconded by Joe Collins to authorize the expenditure of \$500 for an additional test for ATP. Motion carried 5-0.

14. Dale Olmstead stated the new locked well cover had been installed on the abandoned well on East Bartlett Drive.

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15. Dale Olmstead stated he attended the public informational meeting at the Wimberly Town Hall relating to House Bill 3405 to regulate Trinity Aquifer pumping. Barton Springs Edwards Aquifer Conservation District has been directed to regulate all Trinity Aquifer wells.
16. Thomas Doebner presented the 2015 Monthly Well Pumpage data for each well. Thomas also presented the 2015 Income and Expense Report through July 2015. Thomas stated the Corporation is in good financial position.
17. At 9:30 pm, a motion was made by Dale Olmstead and seconded by Scott Christians to go into executive session. Motion carried 5-0.
18. At 9:35 pm, a motion was made by Dale Olmstead and seconded by Scott Christians to close executive session. Motion carried 5-0.
19. The Board discussed the affirmation of Wellspec Company for professional and technical services. It was agreed that Wellspec Company had previously been hired for work on Well No. 5 and did not need a new authorization to continue their efforts on Well No. 5.
20. Discussion of the any changes to the Tariff will continue to the next meeting.
21. The Board continued discussion of proposals on alarm notification for Well No. 3. It was determined that the monthly pumping report that goes to BSEACD will alert the Board of any problems with Well No. 3. A motion was made by Thomas Doebner and seconded by Joe Collins not to proceed with alarm notification proposals.
22. The Board continued discussion of the PGMS request for an increase of \$888.94 per month in the rate that PGMS charges for their services. A motion was made by Steve Selger and seconded by Thomas Doebner to approve the increase of \$888.94 per month beginning August 1, 2015. Motion carried 3-2 with Dale Olmstead and Scott Christians in opposition.
23. Thomas Doebner requested the Board institute a policy to provide a second signature of a Board member on all invoices. Joe Collins agreed to accept this responsibility.
24. The next regular Board meeting will be held on October 8, 2015, 7:00 pm at Dale Olmstead's residence, 301 Clark Cove.
25. A motion was made by Scott Christians and seconded by Joe Collins to adjourn. Motion carried 5-0 and the meeting was adjourned at 10:15 pm.

Respectfully submitted,

Steven Selger, Secretary