

RUBY RANCH WATER SUPPLY CORPORATION
Meeting Minutes for February 9, 2017

Attendees: Scott Christians
Joe Collins
Thomas Doebner
Dale Olmstead
Matt Scott
Steve Selger – Absent
Kevin Rodriguez - Absent

Professional Consultant: Pat King (PGMS) and Tim Young (PGMS)

Public: David Fletcher

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 Matt Scott and seconded by Scott Christians to approve the minutes for the January 12, 2017 Regular Meeting. Motion carried 5-0.
3. Pat King provided the Board with the Monthly Water System Operational Report dated January 12, 2017. Paragraphs 4 through 13 highlight the major operations report items and other items discussed with PGMS.
4. Pat King reported that 6700 gallons was a low net loss. Matt Scott remarked that he had concerns regarding the minimal flush volumes. Dale Olmstead inquired about how many flush points we have and where they are. Pat King did not know the number but reported that they have a flush sequence already. The problem remains that PGMS is not flushing the system adequately and have no means to measure the flush quantities, only estimates.
5. Pat King reported that two regular bacteriological samples taken from the distribution system during January 2017 and that they indicated no coliform organisms. No samples were obtained from Well No. 5 since it is still off-line.
6. Pat King reported that there were 3 customer service inspections (CSIs) performed since the last report, leaving 8 to be done. Pat will attempt to schedule these inspections with the homeowners. Matt Scott suggested turning off their water to get a quick resolution to the apparent contact problem.
7. Pat King reported that Well No. 5 continues to remain off-line. 5S Service Company (Keith Seibert) advised Pat King that the sine wave filter should be installed by Friday, February 10th.

Ruby Ranch Water Supply Corporation
Meeting Minutes
February 9, 2017

8. Pat King informed the Board that D & H Services should mobilize on Monday, January 16th to repair and coat the 66,000 gallon tank located at Plant No. 2 with one coat of Tnemec Series 20 applied on all interior surfaces (tank sides and bottom) at 3-5 mils DFT and a second coat of Tnemec Series 141 applied to all interior surfaces at 10-12 mils DFT.
9. Pat King informed the Board that he has been unable to make contact with Mr. Jerry Shephard of Southwest Engineers to obtain a Not to Exceed fixed cost quote. Apparently Mr. Shephard has been out of the office on personal leave. Pat King also advised the Board that a water system map is required per TCEQ TAC Rule 290.46.
10. The Board continued discussion of the Auto Debit Bill Pay system with Pat King. Efforts continue with Ms. Susie Doss with Broadway Bank. Per Pat King, an ACH Batch file would be sent every month. PGMS has to define those on the auto debit list provided to Broadway Bank. It would probably take about one month to have the system setup. Those participating in the trial are Kevin Rodriguez, Thomas Doebner, Joe Collins, and Scott Christians, all of whom agreed to fill out the required forms and test the system.
11. Pat King again tried to contact Mr. Scott Follett concerning the out of service meter and possible second connection between Plant No. 1 and No. 2. Dale Olmstead requested Pat King to contact Scott Follett before removing his meter.
12. Pat King reported that the RVS Software Company used for billing by PGMS is developing an electronic billing module that may be used by RRWSC customers in the future.
13. The Board discussed with Pat King the BPAT compliance letter. Pat King requested that the Board have a common date that all users have to be in compliance by. The reason for one date is for administrative purposes. After discussion on a common date Thomas Doebner made the motion to authorize BPAT compliance on a common date each year with the first BPAT compliance letter to be issued June 1. Dale Olmstead seconded the motion. The motion passed 5-0.
14. Dale Olmstead reported that on January 23, 2017 that he, Joe Vickers, David Jeffery, Brian Smith, et al submitted the ASR Class D injection permit to TCEQ by hand carry. BSEACD supports RRWSC on this project. David Murray of the TCEQ permitting section notified Vickers and Jeffery of three clerical errors that require revision and that the review process requires about 60 days. Per the TCEQ, the RRWSC must have the Class D permit to begin the ASR injection into the Trinity. BSEACD requested Joe Vickers to propose how RRWSC will monitor the water quality and advised Joe Vickers that a test/operation procedure

Ruby Ranch Water Supply Corporation
Meeting Minutes
February 9, 2017

will aid in funding from BSEACD. BSEACD will send a letter in support of the ASR permit to TCEQ.

15. Thomas Doebner presented the 2017 Monthly Well Pumpage data for each well. Thomas also presented the RRWSC balance sheet as of December 2106 and the 2017 Cash Flow Report for January 2017 and for February 2017, where report data existed. Thomas reviewed the proposed 2017 Budget with the Board that was similar to the Budget proposed in 2016. After discussion of the proposed budget Joe Collins made the motion to accept the 2017 Budget as proposed by Thomas Doebner, Scott Christians seconded the motion, and the Board approved of the 2017 Budget 5-0.
16. Dale Olmstead opened discussion on obtaining a “boiler and machine” insurance policy to cover catastrophic pump, tank and equipment failures. Pat King will check on policies carried by other water companies with AIA Insurance. Thomas Doebner learned from Debbie Thames Insurance that it only covers the pumps and motors and possibly not the ground storage tanks and surface facilities. Thomas Doebner is still in negotiations with Debbie Thames concerning the scope of the policy, thus action is on hold. The Board requested Thomas Doebner to obtain quotes for 1) pumps and motors only and 2) pumps, motors, tanks, buildings, and controls.
17. Dale Olmstead advised the Board that he was dropping the issue concerning the monitoring of power at Plant No. 2.
18. The Board continued discussion of the upcoming annual meeting now scheduled for April 18, 2017 at the Ruby Ranch Lodge. Dale advised that there are three Director Positions and that two Directors (Scott Christians and Thomas Doebner) are running for reelection. Candidate applications need to be submitted by March 4, 2017 by mail or hand delivered. On or before March 14, 2017 the Board has to: 1) determine if there is a contested election (4 or more candidates), 2) adopt the formal ballot language, 3) draft and adopt an agenda and cover letter. The Board requested Matthew Scott to determine if Vicky Scott could serve as the election auditor on an as needed basis. The Annual Meeting packet has to be sent to the membership by March 19, 2017.
19. The next regular Board meeting will be held on Thursday, March 9, 2017, 7:00 pm, at Joe Collin’s residence, 414 Richards Drive, Buda, Texas.
20. A motion was made by Thomas Doebner and seconded by Joe Collins to adjourn. Motion carried 5-0 and the meeting was adjourned at 10:05 pm.

Respectfully submitted,

Matthew Scott. Vice-President