

**Brazos Mutual Domestic Water Consumer Association (BMDWCA)**

Board Meeting: August 4<sup>th</sup>, 2018

Location: Brazos Volunteer Fire Department

Board Members in Attendance: John Hoffman (President), Jim Walker (Vice President), Jay Mason (Treasurer), Arch Wells (Director), Clay Kilmer (Director), Richard Dramer (Director), and David Oelschlegel (Director).

Mr. Hoffman called the meeting to order at 10:10 am.

Agenda Items were reviewed and a motion made by Mr. Wells to approve agenda, 2<sup>nd</sup> by Mr. Dramer. Motion carried.

Brazos Members expressed a concern about the settling of Turkey Track road repair. John will contact Randy T. to correct the settling.

June 23<sup>rd</sup> meeting minutes were read by Mr. Hoffman. There were some minor revisions made. A motion to accept the revised minutes was made by Mr. Walker, 2<sup>nd</sup> by Clay Kilmer, and the motion carried.

Treasures Report was presented by Mr. Mason. A discussion took place regarding the format of the balance sheet. Jay will ask our accountant to add a footnote for the category "Fix Assets" explaining what "Fixed Asset" means to avoid any confusion. A motion was made by Mr. Walker, 2<sup>nd</sup> by Mr. Kilmer, and the motion carried unanimously.

Mr. Hoffman mentioned that Levi Sandoval will stay on for another year, and that we will need to put together a new contract for Levi. Jim Griessen has also been approached for the water operator position but has not returned John Hoffman's calls. Mr. Hoffman will continue to reach out to Jim Griessen. A motion was made by Mr. Kilmer, 2<sup>nd</sup> by Mr. Wells, that we renew Levi's contract for another year. Motion carried unanimously.

Membership transfer discussion took place.

A motion was made by Mr. Walker, 2<sup>nd</sup> by Mr. Kilmer to move the Stafford membership to the Wrights. Motion carried unanimously.

A motion was made by Mr. Kilmer, 2<sup>nd</sup> by Mr. Dramer, to move the Berryman membership to ARCCOSLLC/Kier. Motion carried unanimously.

A motion was made by Mr. Walker, 2<sup>nd</sup> by Mr. Kilmer to move the membership from Garner to Ray Sandoval. Motion carried unanimously.

A request to move the membership from Stavig to Brusseau came in however there were incomplete documents. This membership will be taken up for consideration at the next scheduled board meeting.

A discussion took place regarding delinquent accounts. The Silva/Garcia account is now delinquent >36 months in the amount of \$3,247.35 as of 8/4/2018. A motion was made by Mr. Kilmer, 2<sup>nd</sup> by Mr. Dramer, to have a letter sent explaining the past due issue, that a lien will be placed on the property,

and if the bill is not paid within 30 days of the letter, the membership will be canceled. Motion carried unanimously.

A motion was made by Mr. Kilmer, 2<sup>nd</sup> by Mr. Wells, that members who are 4 months behind on water bills, will receive a letter indicating that their water meter will be locked out. Mr. Hoffman will be sending out that letter this month. Motion carried unanimously.

A request was made by the board to send to the secretary, Marco Lucero, the A/R report, and the check showing Debra Sanchez had paid in full. Along with the attendance of today's meeting, that note was sent out by David Oelschlegel to John Hoffman, Marco Lucero, Jay Mason, and DeeJ Banister for record keeping purposes. The note went out on Sunday, August 5, 2018.

Board transitioned to the RPF process, well site & grant application. Mr. Kilmer presented his progress, with the grant application, and procurement process for a Preliminary Engineering Report. This report will aid the board on improving the water system with more modern upgrades possibilities. We are also in the process of obtaining the 2015, 2016, and 2017 audits along with proof of articles of incorporation, by-laws, and rules and regulation to satisfy State requirements. Mr. Kilmer discussed potential new well sites, that could potentially be good producers. A motion was made by Mr. Wells, 2<sup>nd</sup> by Mr. Dramer to have Mr. Kilmer proceed with the grant application process and to request proposal's (RFP's) for the Preliminary Engineering Reports. Motion carried unanimously.

Next meeting was set for September 29<sup>th</sup>, 2018 at 10am. Location will be at the Fire Station in the Brazos.

A motion was made to adjourn the meeting by Mr. Wells, 2<sup>nd</sup> by Mr. Walker. Motion carried.

*M. J. L.*  
*Secretary*  
*BMDWA*