

**\*\*\*\*FINAL\*\*\*\***

**BRAZOS MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION, INC.  
December 28, 2022 Regular Meeting Minutes**

**MEETING WAS CALLED TO ORDER** at 5:03 p.m. through Google Meets.

**Directors Present:**

Amanda Urioste, President  
Jimmy Banister, Vice President  
Deej Banister, Secretary  
Scott Eliason, Treasurer  
Ryan Costanza  
Chris Dennison  
Bob Cooke

**Public Present:**

Gretchen Denman, Bookkeeper  
Martha Banister  
Arch and Sharon Wells  
Teri Fah  
David Oelschlegel

**APPROVAL OF AGENDA:**

Jimmy Banister made a motion to approve the agenda. Bob Cooke seconded; the motion unanimously carried.

**APPROVAL OF THE MINUTES:**

The Draft of Board Meeting Minutes for November 13, 2022 was presented to the Board for approval. Bob Cooke submitted a request to amend the minutes. Discussion followed. Ryan Costanza made a motion to accept the minutes as amended. Bob Cooke seconded. Amanda Urioste asked for an oral vote. Bob Cooke, Scott Eliason, Ryan Costanza voted yea. Jimmy Banister and Deej Banister abstained. Amanda Urioste voted yea. The motion to amend the minutes passed by a majority.

**NEW BUSINESS:**

**Financial Review and Budget Approval**

The Financial Budget Review was presented and Gretchen Denman explained in detail her findings. The form used for this presentation is a State required form. The Review, if approved, will go to the State along with a resolution to the previous budget submitted to the State on **July 23, 2022**. Bob Cooke indicated that the previous budget had been approved. Gretchen indicated that it was not. Amanda Urioste concurred that the July 23, 2022 budget submission to the State was not valid. It was based on a year that was incorrect. The Board did not legally adopt. It was not on the

Meeting agenda. We have restructured our new budget based on the fiscal year we had prior to the July submission.

**Revenue Section:** The budget report was shared. Amanda asked if there were any comments. Gretchen made a change. The interest will be \$300.00 instead of \$10.00. This is because reinvestment of dividend was not made. This is the only change made since she forwarded the info to the Board. We have a balance of \$55,000 at this time. Scott Eliason asked what this amount represented in fees this year? What were the rates? Gretchen indicated that this is based on \$430 User fees, \$110 non-User fees and the Commercial fee from April 1, 2021 through March 31, 2022. Gretchen indicated that the loan is also considered an income.

**Expenditure Section:** Gretchen indicated that this year we had more expenses than in the previous year based on infrastructure repairs and maintenance. A lot of gravel work was done. If we feel we will anticipate even more expenses this coming year, we will need to make adjustments to this budget review. The types of upcoming expenses we might consider: Will there be a bigger hit for insurance? Do we need any large adjustments for infrastructure, maintenance, and equipment?

Gretchen stated this expenditure review is for the time period from January through March of 2023 and is based on expenses we have had in the past. We have three (3) months left in current year. She looked at insurance expenses and Levi's expenses. She did not see any huge gaps. She saw no need for legal adjustments. Bookkeeping for this year will be more than it has been. Next year the bookkeeping should be set. However, if we see any major needs happening in this time frame, we need to make adjustments. Amanda indicated that she had reviewed possible needs as well and felt that we would be okay for the next three months.

**Amanda asked if Directors had any issues regarding the review:**

Jimmy Banister asked about receipt of the Lot Rental payments. Are these payments a wash? Gretchen indicated lot payments are a wash and are current. Gretchen added that two memberships are outstanding in their payments.

Bob Cooke wanted to know if this Review is only for the current year. Gretchen reiterated that it was for the next three months and added that the State is insisting we will need to change our year end to June.

Scott asked if the amounts shown on the budget review are actual amounts. Gretchen indicated they would become actual amounts as soon as we complete and accept the Review. At that time, she will reconcile with the bank statements and plug in the correct figures. The review must balance with the statements. We are behind on the First and Second quarters. She will go through each transaction for each quarter and reconcile against the budget. In January we will know exactly where we are. The Third quarter is due in January.

Scott asked Gretchen if the costs for our system changes should be high and since the Rules already have been changed to reflect a 40%--from an increase budget standpoint, should we leave it at 40%? Gretchen stated we could check with Stephanie who took Eric's place at DFA and/or we could use a 20% increase and get Grants from the State.

Gretchen stated that we will have about \$50,000 to start in April. Next year we will have the \$13,000 payment for the note. We need a rate increase because we do not want to eat into our reserve.

Amanda asked for a motion on the budget review. Ryan Costanza made a motion to approve the budget review; Scott Eliason seconded. Jimmy Banister, DeeJ Banister, Scott Eliason, Ryan Costanza, Bob Cooke and Amanda Urioste voted yea; Chris Dennison abstained. The motion passed with a majority. (Chris Dennison came late to the meeting. and was not present until the end of the review. He was helping Levi Sandoval, Water Operations Manager, with water problems during the snow storm.)

#### **Budget Resolution:**

Gretchen needs the resolution sheet to be signed by all directors. This is a form required by the State. It will be attached to the budget resolution. Bob Cooke asked Scott Eliason to review and accept the form. Bob Cooke did not understand why all Directors had to sign the form. Bob Cooke made a motion to accept the resolution, Chris Dennison seconded; the motion passed unanimously.

#### **Rule Change to Section VII. RATE Schedule**

Amanda asked that we table this section for a later meeting date until we have time to discuss, revise, and review leak detection information. Ryan Costanza made a motion to table Rule Change. Chris Dennison seconded. Ryan Costanza, Scott Eliason, Chris Dennison, Jimmy Banister, DeeJ Banister, and Amanda Urioste voted yea. Bob Cooke abstained. Vote passed with a majority.

#### **Membership Transfers:**

A motion was made by Bob Cooke; seconded by Jimmy Banister to accept user membership application for Don Davis; motion passed unanimously.

A motion was made by Bob Cooke; seconded by Chris Dennison to accept user membership application for Linda Mallender and Tavey Garcia; motion passed unanimously.

#### **Website Changes and Administration:**

Amanda indicated that the Trademark and Name can be moved to a new platform designed by Meredith or we can return to the original which is paid for until December, 2023. Much discussion followed. Ryan Costanza made a motion to keep what we currently have and give Amanda administrative access to review current webpage and time to make sure that this is the best decision; Bob Cooke seconded the motion. Bob Cooke, Ryan Costanza, Chris Dennison and Scott Eliason voted yea. Jimmy Banister and DeeJ Banister abstained. The motion passed by a majority.

**Notification Letter from the Office of State Engineer:**

We currently have 17.3-acre feet (based on usage). Amanda was not sure what the information from the State Department was based. She thought it went back to 2014. Amanda asked Chris Dennison to revisit the water rights information he had researched earlier and send his findings to the Directors.

**Year-End Date:**

Scott will research a June year end date. What would this change mean for us? He will forward findings to Amanda for submission to the Directors.

**Actions/Items needed for Annual Meeting Prep:**

Amanda discussed staggering of Board of Directors for election. She needs to get letters of interest from the community. Bob Cooke, Jimmy Banister, and Chris Dennison will be on the Board to finish a three-year term. The Annual letter needs to be compiled. Time constraint is involved. Deej Banister indicated that we need to send out info to the membership by April 15, 2023.

**PUBLIC COMMENT:**

Sharon Wells commended Chris for helping Levi during loss of water over Christmas outage. This is a true example of a community helper. She was concerned that the former Treasurer did not get the 1st and 2nd quarters submitted. Sharon was very interested in receiving additional information about Ryan Costanza's valve leak testing equipment. Amanda will try to get this information out on the web page for people to preview.

Sharon was concerned regarding Meredith Pond's involvement with the webpage. Sharon feels Irv Lindemuth had pathways into this webpage and is concerned about manipulation. She asked that we take down erroneous information on this page for the budget. She was glad to see that Gretchen has proven that last year's Board was not in the red. She feels Irv Lindemuth created scare tactics through erroneous information.

Ryan explained our current equipment for finding leaks and the need to upgrade and that he welcomes the community input and suggestions to our community's needs.

David Oelschlegel thanked the Board for the good work and what they are trying to accomplish.

**NEXT MEETING DATE AND LOCATION**

As soon as Gretchen sends out the final budget information to the Board, we can set the **regular** meeting. A **working** meeting is set for Sunday, January 22, 2023 at 8:30 a.m. 3 to 3 ½ hours.

**ADJOURNMENT**

Amanda Urioste called adjournment at 7:00 pm.

Deej Banister  
Secretary