

Rio Brazos Water Supply Corporation
Regular Meeting Minutes
Sunday, September 14, 2025 – 6:30 PM
POA Building
101 E El Camino Real
Weatherford, TX 76087

1. Call to Order

- Meeting called to order at 6:32 PM.
- **Agenda Accepted** – Motion: Kienle, Second: Tucker
- **Previous Minutes Accepted** – Motion: Kienle, Second: Tucker

Directors Present: Kienle, Tucker, Graf

Owners Present: See attached addendum

2. Finance Report

- Reviewed reports and reconciliations.
 - Check reader active to facilitate payments.
 - Postage permit established for water company mailings (no issues reported).
 - Upper Trinity water use report filed and paid.
 - Water software operating effectively; accounts corrected for accuracy.
 - Ongoing updates of owner emails and phone numbers.
 - Email billing notices increased from 19 to 97.
 - Owners may confirm information with Mikayla at meetings or via riobrazoswsc@gmail.com.
 - Notification system being built for maintenance and emergency alerts.
 - Confirmed: No credit card autopay option (software does not store credit card data).
 - ACH payments from customer to company account possible; to be discussed when full board is seated.
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3. Operations Report

- Previous meter-reading procedures unsuccessful; new meter reader hired.
 - Ron (Operator) currently reading meters.
 - Emphasis on accuracy of readings.
 - Confirmed: Customers not charged for backbilling due to incorrect reads.
- Equipment updates:
 - CL2 injector solenoid valve at Plant 1 replaced.
 - 4" gate valve at Plant 1 replaced by Atlantis Excavating (9/10/25).
 - Brayden welding vehicle guard around Plant 1 supply valves.
- VFD Modules (to improve pressure regulation and reduce stress on system):
 - Legacy Water Well Services contacted for system review and installation plan.
 - Smith Pump provided incomplete quote (\$22,900 for Plant 1 only).
 - Atlantis Excavating preparing estimate for VFDs at both plants.

4. Sale of Water System

- Proposal to sell Rio Brazos Water Supply (land, facilities, wells, operations).
 - **Unanimous Vote of Owners Present: No**
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5. System Planning

- Reviewed well output and meter connections: ~0.6 gpm per meter; 210 meters = ~126 gpm.
 - Items tabled for future discussion:
 - Review of well output and planning.
 - Completion of interconnect between Side 1 and Side 2.
 - Modernization of meters (electronic/automated). Estimated cost: ~\$450 per meter (\$96,750 total) + installation + data/cellular fees.
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6. Election of Directors

- Accepted resignation of Director Kienle – Motion: Graf, Second: Tucker.
 - Received 10 volunteers for board service.
 - Interim Board of 7 members established in Executive Session:
 - **President:** Justin Sharp
 - **Vice President:** John Forrest
 - **Secretary/Treasurer:** Erica Graf
 - **Director:** Albert Tucker
 - **Director:** Cathy O'Neal
 - **Director:** Justin Shuoler
 - **Director:** Dustin Whitley
 - Formal board election by written ballot to occur within one month (per bylaws).
 - Once seated, the elected board will address bank account updates and operating decisions.
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7. Owner Items

- Plan to establish an Owner Committee to support the Board and provide customer input.
 - Volunteers may provide contact information to **riobrazoswsc@gmail.com**.
 - Committee to be established after owner-elected board is seated.
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8. Executive (Closed) Session

- **Merritt Letter** – Decision tabled until owner-elected board is in place.
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9. Adjournment

- Meeting adjourned at 8:28 PM.
 - Motion: Sharp, Second: Whitley
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