

Rio Brazos WSC BoD Meeting Minutes

Date & Time: November 9, 2025 - 6:30pm

Location/Platform: 101 E El Camino Real - POA Building

Recorder: Erica Graf

1. Call to Order

- Time meeting started - 6:32pm
- Who called it to order - Justin Sharp

2. Attendance

- Members present
 - Justin Sharp
 - Albert Tucker
 - Don Hampton
 - Erica Graf
 - John Forrest
- Members absent (excused/unexcused)
 - None
- Guests
 - Justin Schouler
 - Ernie Graf

3. Approval of Previous Minutes

- Approved / Approved with changes / Deferred

4. Old Business

- Extension for Taxes
 - Letter to go to the IRS
- Accounting Updates
 - QuickBooks not set up yet, but on schedule for this week.
- Review logs for
 - Maintenance / Repairs
 - Log reviewed (attached for reference)
 - Need to look into if we should be getting text messages from Alarm monitor for the tank depth.
 - Added work order process for Operator to complete work. Includes photos, location specifics
 - Need to add Rupert
 - Billing Issues
 - Re-read the meters reading all numbers. Had been charging by 100's, should be charging by 1,000's.
 - Mikayla to identify credits being applied and present next month. This month's bills will be issued with credits where applicable.
- Billing Issues Review
 - Meter Read Issues
 - Work orders to be submitted for new meters and meter leveling noted on the meter read sheet.

- Justin to issue work orders for Ron to complete work.
- Disconnect Notice Process Going Forward
 - Updated wording on notice
 - Delivery Method
 - Continue to apply late fees, even while not sending disconnect notice.
- VFD Quote
 - Received quote from Atlantis - labor is high in the quote. Hold on moving forward until future quotes are received. Pending additional information originally requested on equipment.
 - Requesting quote from Associated (Justin).

5. New Business

- Upper Trinity Violation Letter
- Well at Plant 1 (East Side) is cavitating in well we cleaned out last year. Well will not produce better at this point.
- Option 1: New well. Associated is saying we won't get better out here. Confirmed we cannot get into Trinity at our location. Would need to look at alternate location to drill well. Justin and John to research available areas for new well on east side.
- Option 2: Reverse Osmosis, anticipate cost to be very high
- Winter Weather preparation
 - Will issue workorder for Ron to put the wraps on the well heads to prepare for future storms.
- Excavator
 - Wheeled Tractor - More information required prior to purchase
 - Used ~\$15k, but not sure how well they have been maintained
 - New ~\$28k quote received, could be as low as \$23,500.
 - Would have warranty
 - Could finance for 0% with cash discount
 - Would ship to us, their facility is a full service that they would pickup/deliver at no cost within warranty period.
 - Insurance ~\$150/mo.

8. Adjournment

- Time adjourned 7:33pm
 - Motion: Justin
 - 2nd: Erica

Maintenance and Repair Issues:

Date	Reported By	Method	Received Report	Issue	Resolution
10/4/2025	Rusty Thomas	Phone	~ Erica Graf (Text)	Leak around 451 Hillcroft	Leak identified, reviewed by Albert Tucker and determined additional service provider required. Ron, Atlantis Excavating called to site at 12pm (arrived 12:30). Locate called for dig and repair made. No loss to PSI.
10/6/2025	Albert Tucker	Phone	~ Albert Tucker (self)	Leak around 116 Lakewood	Leak identified, reviewed by Albert Tucker and determined additional service provider required. Ron called to site, repair made. No loss to PSI.
10/27/2025	Owner 113 E. El Camino	Phone	~ Erica Graf	Landscape crew had broken the main line at 113 E El Camino. Owner reported main line was marked at the time of incident.	Justin arrived at location identifying 4in main was breached. Ron arrived shortly after and water from Sunflower to Tin Top on East side was turned off to complete repair. Repair completed. Time water was turned off to 60 minutes total, then service restored.
10/31/2025	Operator	Phone	~ Erica Graf / Justin Sharp (Text)	Water Leak, suspected housing our 4: main line, not at meter box	Leak identified not at meter box, in 4in Main. repaired by Operator, no loss to PSI.
11/6/2025	Well Alarm	Email	~ Erica Graf, Justin Sharp, Albert Tucker	Well alarm email received for low tank volume. Contacted Operator to reset pump controls and determined well pump was not working.	Contacted Associated Well, arrived on 11/7 morning, determined that pump was bad (last replaced 2022). Pump replaced without loss to system pressure. Residents notified to conserve water 11/6 through 5pm 11/7 to allow tank to refill from pump replacement.

DRAFT