

# **Rio Brazos WSC BoD Meeting Minutes**

**Date & Time:** Oct 12 2025 6:30PM

**Location/Platform:** 101 E El Camino Real, Weatherford, TX 76087

**Recorder:** Erica Graf

## **1. Call to Order**

- Time meeting started 6:43PM
- Who called it to order: Justin Sharp, President

## **2. Attendance**

- Members present: Justin Sharp, Albert Tucker, Erica Graf, John Forrest, Justin Shouler, Cathy O'Neal (Tardy)
- Members absent (excused/unexcused): Dustin Whitley - Determined ineligible for board due to ownership requirement
- Guests: List Attached as addendum

## **3. Approval of Previous Minutes**

- Approved
  - Motion: Erica Graf
  - 2nd: Justin Shouler
- Draft minutes to be watermarked as such and distributed to the board going forward following meetings

## **4. Board Election Results - Accepted (Motion: Justin Shouler, 2nd: Albert Tucker)**

1. Erica Graf (56)
2. Justin Sharp (50)
3. John Forrest (48)
4. Donald Hampton (45)
5. Albert Tucker (35)
6. Drew Mangus (26)
7. Justin Shouler (24)
8. Mike Grier (20)
9. Cathy O'Neal (10)

## **5. Old Business**

- Formation of Committee: Committee will assist the board with research and other tasks as identified during board meetings. Committee members volunteered during the previous meeting in September and will be added to a text and/or email group going forward for communications.
  - Motion: Justin Sharp
  - 2nd: Albert Tucker
  - Members:
    - Dakota Straight
    - Brett Grier
    - Perry Lemmons
    - Justin Schouler
    - Cathy O'Neal
    - Ernie Graf

- VFD Quotes
  - VFD Modules in both plants are expected to assist with pressure stabilization of the system to reduce main breaks believed to be caused by pressurization fluctuations.
  - Quote expected from Atlantis Excavating has not yet been received, but will be shared with the board to review once available. Two options are available, and details for assistance in selection of options expected in the quote.
- Generator Hookup Quote
  - TCEQ requires a generator to be onsite for water supply during power outages. Pending quote from Atlantis Excavating electrician to approval purchase/installation.
  - Generators are available from rental companies in the event they are required. BoD approved this during previous meetings.

## **6. New Business**

- Grants for Capital purchases
  - Cathy O'Neal will research possible grant options, including for VFD and other capital expenditures that will benefit the water system.
- Taxes
  - Erica Graf will research CPA firms in Weatherford and provide feedback to the board via email. CPA will be expected to be versed in 501c(12) non-profit and financial reporting requirements.
- Accounting Software - Moving from Quicken to Quickbooks
  - Motion: Albert Tucker
  - 2nd: John Forrest
- Summary of new Logs
  - Will be used to keep in compliance with TCEQ reporting Requirements and also to inform BoD of management issues.
- Meter Reads:
  - Next meter reads will include reading of all numbers on the meters to identify where meter reading has been incorrect in previous and future months.
  - The next meter read will verify serial numbers. Where the number of characters exceeds the maximum within the system, leading numbers will be dropped vs. ending numbers.
  - Meter readings cannot be changed by the manager after billing. Details must be changed by the software company admin.
  - John Forrest suggested setting up an audit process similar to next meter reading going forward to keep management of readings and billing updated. Will be reviewed following system true-up.
- Disconnection Notices
  - Reported difficult to differentiate between bill and disconnect notice.
    - Wording on the disconnection notice to be updated, "past due" stamp to be purchased to use on disconnection notices.
  - Notices to be paused until December 2025 to allow for system true-up identified in meter reads.

- When Mikayla is OOO, coverage will be provided by Erica Graf, then Justin Sharp.
- Training
  - TCEQ Training for Financial Management of the water system to be scheduled at a future date with Justin, Erica, Mikayla and any other interested/available BoD.
  - SoftWater training 1-2 hrs to be scheduled with Erica and Mikayla. Cost for full system training to be researched.
- Equipment
  - Research for cost and availability for excavator or backhoe to keep on site at Plant for use in repairs. Justin Shouler from the Committee to lead research on equipment. Erica will reach out to the insurance carrier for quotes.
  - Trash pump - 1 inch gas powered from Harbor Freight to be purchased for \$230 and kept onsite at Plant for use in repairs.
    - Motion: Albert
    - 2nd: Justin
- Individual account issues discussed. Generally will be resolved with a meter read plan noted earlier in the meeting.

## **7. Announcements**

- Mikayla will be out of office October 24 - 28

## **8. Adjournment**

- Time adjourned: 8:35pm
  - Motion: Justin
  - 2nd: Erica