

Rio Brazos WSC BoD Meeting Minutes

Date & Time: December 14, 2025 - 6:30pm

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

Recorder: Erica Graf

1. Call to Order

- Time meeting started - 6:30pm
- Who called it to order - Justin Sharp

2. Attendance

- Members present
 - Justin Sharp
 - Albert Tucker
 - Don Hampton
 - Erica Graf
- Members absent (excused/unexcused)
 - John Forrest
- Guests
 - Mikayla Glosup
 - Ernie Graf

3. Approval of Previous Minutes

- Approved
 - Motion EG
 - Second: Don Hampton

4. Old Business

- Extension for Taxes
 - Previous year tax filings not required with approval of 501(c)12.
 - Confirmed letter of approval of 501(c)12 reinstatement to be received in January 2026
- Accounting Updates
 - Quickbooks not set up due to challenges converting data from Quicken. Suggested to book previous year balances in place of transactions to transition
 - Justin review Chart of Account recommendations from TCEQ and provide to Erica to set up CoA in Quicken
 - Dual-Sign checks to be ordered from Texas Bank
 - Don and John's Signer Forms to be submitted to bank
- 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.
 - Estimate for update to correct pressure issue at Rupert pending.
 - Billing Issues
 - Credits issued, managed questions from customers via phone and email (Erica & Mikayla)

- 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.
 - Pending quote from Associated
- Plant 1 Well Cavitation & Production Issues
 - John researching if new well location discussed in November on East Side is possible
 - Requesting Associated Well Services to provide guidance on if a well on the far east side could have a raw water pipe run through the utility easement between Driftwood and Rio Brazos.
 - Researching RO system that was suggested to support well production - Justin
 - Decision on VFD and additional heavy equipment to be postponed until decision reached on Plant 1 Well issue.
 -

5. New Business

- None Presented

Time adjourned 6:53pm

- Motion: Albert Tucker
- Second: Don Hampton