

**RIVER ACRES WATER SUPPLY CORPORATION**

**MINUTES OF**

**REGULAR MEETING**

**DECEMBER 7, 2021**

**THE STATE OF TEXAS       §**  
**§**  
**COUNTY OF NUECES       §**

On the 7th day of December 2021, the Board of Directors of the River Acres Water Supply Corporation convened at 5:30 P.M. in a Regular Meeting at the Corporation's Office, 15602 Northwest Blvd., Suite H, Robstown, Texas, there being present and in attendance the following, to wit:

President	David Wishard
Vice-President	John Fernan
Secretary/Treasurer	Janine Pruski
Director	Jeff Holley
Director	Michael Olszewski
Director	Debbie Reiter
Director	Ron Hellberg

Staff:	Office Manager	Kaylee Reed
	Legal Counsel	Charlie Zahn (Via teleconference)

Board of Directors Members  
Absent: None

Number of Members Present: Two (2) Via Teleconference

**CALL TO ORDER**

1. A quorum being present, the meeting was called to order by the presiding officer, Mr. Wishard, pursuant to posted notice.

**RECOGNITION OF GUESTS**

2. The presiding officer, Mr. Wishard introduced the following guests: Mr. Hector Benavidez with Nueces County Control and Improvement District #3 (the "District"), and Mr. Paul Pilarczyk, engineer for the Corporation.

**PUBLIC COMMENT**

3. There was no public comment.

**MINUTES**

4. a. Upon motion by Jeff Holley and a second by Janine Pruski, the Minutes of the November 9 2021, Regular Meeting of the Board of Directors were unanimously approved by the Board of Directors.

**UPDATE FROM NUECES COUNTY WATER AND CONTROL IMPROVEMENT #3**

5. Mr. Hector Benavidez with The District, provided the following updates:

- a. Mr. Benavidez informed the Board of Directors that winterizing the elevated storage tank is complete. A contractor installed foam insulation within the building. Mr. Benavidez recommended getting an electrician out there to install one LED light.
- b. Mr. Benavidez informed the board that there were no after hour leaks however, there was one leak that was being repaired during the day, but work continued throughout the evening requiring some overtime.

- c. Mr. Benavidez informed the board that the construction project is drawing near the end and the contractors are working on taking Bac. T. samples and completing final tie ins for the system.

#### **UPDATE FROM RAWS ENGINEER**

6. Mr. Paul Pilarczyk, RAWS engineer provided the following updates:
  - a. Contractors are working on samples and testing in the Quail Valley area and then will complete the final tie ins for the new water lines. Once samples, testing and final tie ins are complete, the contractors will begin the cleanup process of customers properties and return them to pre-construction condition.
  - b. Sampling and testing should be done by this Thursday and the project is expected to be completely done by middle of January 2022. A final walkthrough inspection will be done with Texas Water Development Board at that time.
  - c. Marshall Meters will provide a schedule of their return next week.
  - d. The inspection report for the existing elevated storage tank has been completed and Mr. Pilarczyk will review it and report back to the board on recommended repairs.
  - e. The new GIS and WaterCAD model are complete and with the "District" for their review. The official model should be ready to implement by the middle of January 2022.
  - f. Upon motion by Janine Pruski and a second by Jeff Holley, the board unanimously approved to authorize Mr. Pilarczyk to hire a real estate broker to search for a pad site for the new elevated storage tank.

#### **UPDATE FROM RAWS ATTORNEY CHARLIE ZAHN**

7. Charlie Zahn, the Corporation's legal counsel provided the following updates to the Board of Directors:
  - a. Mr. Zahn informed the Board of Directors that the landowner he has been in contact with; in regard to land for the new elevated storage tank has requested \$100,000 for an acre of his land and this price is beyond the budget for RAWS. Mr. Zahn recommended to the board to get in touch with a realtor to search for land on behalf of River Acres.

#### **UPDATE FROM RAWS SECRETARY/TREASURER, JANINE PRUSKI ON KEY DATES FOR ELECTION**

8. RAWS Secretary/Treasurer informed the board that the next key date is on January 28, 2022 for the board to adopt the official election procedures.

#### **OFFICE MANAGER UPDATE**

9. Kaylee Reed, Office Manager, provided an update to the Board of Directors as follows:
  - a. Kaylee informed the board that the bank reconciliation is not yet complete, and she will report back to the board on this at the next financial meeting.
  - b. Kaylee Reed informed the Board of Directors of the following bank account balances:
    - i. Operating account \$66,470.94,
    - ii. Construction account \$4,061.20,
    - iii. Bond Reserve account I \$200,702.10,
    - iv. Bond Reserve account II \$43,837.47,
    - v. UMB Green \$111,090.86,
    - vi. UMB Sweep \$602,577.52.
  - c. Ms. Reed informed the Board of Directors that Person's Services has been billed \$3,367.47 for the flooding expenses and 5125 Company will have \$4,719.20 withheld from their final retainage payout.
  - d. Kaylee informed the Board of Directors that she has issued \$1,736.72 in refund checks for account deposits, transferred \$148.40 of refunds to customer accounts and still has an unclaimed balance of \$2,416.63 for outstanding utility deposit credits.
  - e. Kaylee informed the board that the state elections conference she attended last week in Austin was good, however, only a small fraction pertained to water corporations, and she will not be attending that specific one again in the future. Instead, RAWS will utilize the legal counsel and TRWA for any election needs.

#### **REVIEW AND DISCUSS NOVEMBER 2021 DIRECTOR'S REPORT**

10. The Board of Directors reviewed and discussed the November 2021 Director's Report. Kaylee will reach out to Texas Rural Water Association to schedule a time for them to come test the meter that is read for monthly billing from the "District".

**REVIEW AND DISCUSS NOVEMBER 2021 LTM REPORT**

11. The Board of Directors reviewed the November 2021 LTM report with office manager Kaylee Reed.

**DISCUSS WHETHER TO HOLD A REGULAR MEETING ON DECEMBER 21, 2021**

12. Upon motion by Mike Olszewski and a second by Janine Pruski, the board of directors approved to not hold a Regular Meeting of the Board of Directors on December 21, 2021.

**DISCUSS AND TAKE ACTION ON APPROVING DRAFT 2022 OPERATING BUDGET**

13. Upon motion by Ron Hellberg and a second by Jeff Holley, the board of directors unanimously approved the 2022 operating budget.

**RECESS OPEN SESSION AND CONVENE IN EXECUTIVE SESSION**

14. At 7:25pm Mr. Wishard announced that the Board of Directors would go into executive session to deliberate the appointment, employment, evaluation, reassignment, and duties of and employee of the Corporation pursuant to the Section(s) of the Texas Open Meetings Act in parenthesis at the end of such matter.

**RECONVENE OPEN SESSION**

15. At 8:17 pm Mr. Wishard reconvened in open session and upon motion by Janine Pruski and a second by Jeff Holley, the board unanimously approved a 4% cost of living raise for office manager Kaylee Reed, as well as a 1% increase in retirement match, a \$750 gross Christmas bonus and to establish an employment contract beginning of April 2022. The motion also authorized office manager Kaylee Reed to provide RAWs's part time employee with a Christmas bonus at her discretion but not to exceed one weeks pay.

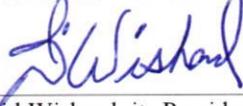
**DIRECTOR COMMENTS**

16. Mr. Wishard asked for comments from the Board of Directors.

**ADJOURN**

17. As there was no further business to come before the Board of Directors, a motion was made by John Fernan with a second by Jeff Holley, the Board of Directors unanimously approved to adjourn.

**RIVER ACRES WATER SUPPLY CORPORATION**

By   
David Wishard, its President

**ATTEST:**

  
Janine Pruski, its Secretary