## RIVER ACRES WATER SUPPLY CORPORATION

#### MINUTES OF

### SPECIAL CALLED MEETING

# **FEBRUARY 15, 2020**

# THE STATE OF TEXAS §

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# COUNTY OF NUECES §

On the 15th day of February, 2020, the Board of Directors of the River Acres Water Supply Corporation ("RAWS") convened at 2:06 P.M. in a Special Called Meeting at the Corporation's Office, 15601 Northwest Blvd., Suite H, Robstown, Texas, there being present and in attendance the following, to wit:

President

Vice-President

Kyle Clark

Secretary

Kathy Vinson

Director

Michael Olszewski

Director

Chuck Tenpenney

Director Director Ronald Hellberg Candy Crisman Lopez

Staff:

Field Manager

John D. Herrera

Attorney

Charles W. Zahn, Jr.

Members Absent: Darrell Dusek

# CALL TO ORDER

1. A quorum being present, the meeting was called to order at the scheduled hour by the presiding officer, Mr. Kyle Clark, pursuant to posted notice.

## CONVENE IN WORKSHOP SESSION

- 2. The presiding officer recessed the Open Meeting and Convene in Workshop Session to discuss the following items:
  - 2.a. Determine duties of the Office Manager.
  - 2.b. The job description for a Field Technician.
  - 2.c. The Personnel Policy for the Corporation.
  - 2.d. The Director's Orientation Check List and an updated Director's Binder.

- 2.e. The pros and cons for extension of office hours and remaining open through lunch and the job description for the personnel during the extended hours.
- 2.f. The extension of hours for office manager, the pros and cons of an office assistant and their hours and duties and salary, and a possible field tech and their duties and salary.
- 2.g. 2019 financials.
- 2.h. Committees and how they can help the board and corporation and identify some potential committees
- 2.i. Holding a town hall meeting.
- 2.j. Overtime pay for hourly employees.
- 2.k. How can we better organize the office.
- 2.1. Credit card for office expenses.
- 2.m. Issuing or signing checks for anything (pay for outside help, reimbursements, etc) only with proper documentation and what is considered proper documentation.
- 2.n. Issues with office manager and directors. Discuss proper protocols and professionalism.
- 2.o. The correct way to take minutes of meetings of the Board of Directors.
- 2.q. Forming a Bylaws committee and the make-up of the committee.
- 2.r Hiring a financial advisory for the Corporation.

### RECONVENE IN OPEN SESSION

3. The Board of Directors reconvened in open session. No action was taken as a result of the discussions in the workshop session.

### **ADJOURN**

4. As there was no further business to come before the Board of Directors, a motion was made by Ron Hellberg, seconded Mike Olszewski and approved to adjourn at 5:20 p.m. on the same day as the commencement thereof.

# RIVER ACERS WATER SUPPLY CORPORATION

By\_

Kyle Clark, its Vice-President

ATTEST?

Kathy Vinson, its Secretary