



## **MINUTES**

- 4.a. Upon motion by Mike Olszewski and second by Kyle Clark the Minutes of December 3, 2019 Special Called Meeting of the Board of Directors were approved as corrected.
- 4.b. Upon motion by Kathy Vinson and second by Ron Hellberg the Minutes of December 17, 2019 Special Called Meeting of the Board of Directors were approved as corrected.
- 4.c. Upon motion by Kathy Vinson and second by Kyle Clark the Minutes of January 22, 2020 Special Called Meeting of the Board of Directors were approved as corrected.

## **FINANCIAL STATEMENTS**

- 5. Upon motion by Kyle Clark and second by Kathy Vinson the Board of Directors approved the December financial statements.

## **WORKSHOP MEETING**

- 6. Upon motion by Kyle Clark and second by Mike Olszewski the Board of Directors called a workshop meeting for February 15, 2020 from 2: p.m. to 5 p.m. at the offices of the Corporation.

## **EXECUTIVE SESSION**

- 7. Recess Open Session and Convene Executive Session: At 7:03 p.m. Mr. Dusek announced the Commission would go into executive session pursuant to §551.071 of the Texas Government Code, to deliberate agenda items 4.a. and 4.b., which were described in the agenda as follows:
  - 7.a. Evaluation, duties and incentives of the Office Manager. (Section 551.074 of the Texas Government Code).
  - 7.b. Legal advice from Counsel in connection with Texas Water Development Board loan requirements. (Section 551.071 of the Texas Government Code).

## **RECONVENE IN OPEN SESSION**

- 8. At 8:41 p.m. the President reconvened in Open Session and the Board took action on the following matters deliberated in Executive Session, but took action on the following:
  - 8.a. Upon motion by Kyle Clark and second by Kathy Vinson the Board tabled to the workshop the evaluation and duties of the Office Manager. Upon motion by Kyle Clark and second by Ron Hellberg the Board authorized the payment of a bonus of \$500.00 to the Office Manager, Debra Richter.

- 8.b. Upon motion by Kyle Clark and second by Kathy Vinson the Board declined the second loan approved for the Corporation by the Texas Water Development Board.

### OLD BUSINESS

- 9.a. Upon motion by Kyle Clark and second by Candy Crisman the Board approved the election documents for the 2020 Election of members of the Board of Directors of the Corporation in the form authorized and approved by the Texas Water Development Board with the addition of the following paragraph:

*"2. Credentials Committee, d.7) Notify Applicants that Director Applications have been received."*

Upon motion by Kyle Clark and second by Candy Crisman the Board authorized a separate mail out by the Credentials Committee of the Notice of the Annual Meeting to be held on April 23, 2020.

- 9.b. The Board of Directors received an update on the infrastructure project from Paul Pilarczyk, Engineer for the Corporation.

### NEW BUSINESS

- 10.a. Upon motion by Kyle Clark and second by Candy Crisman the Board tabled to the workshop the development of a job description for a Field Technician.

- 10.b. Upon motion by Kathy Vinson and second by Kyle Clark the Board tabled to the workshop the development of a new Personnel Policy for the Corporation and asked Counsel to review the 2009 Policy and the proposed 2018 Policy and make recommendations for the new policy. Upon motion by Kyle Clark and second by Kathy Vinson the Board approved an amendment to **6. Work Schedule and Time Reporting 6.01 Work Week (b)** in the 2009 Personnel Policy for the Corporation to read as follows:

*"(b) Normal working hours for office staff are Monday through Thursday 9:00 a.m. to 3:00 p.m. and Friday 8:00 a.m. to 12:00 noon....."*

- 10.c. Upon motion by Kyle Clark and second by Chuck Tenpenney the Board approved a recommendation by its staff to raise water rates effective April 1, 2020 of the Base Rate from \$50.00 to \$55.00 and for the Incremental Rate from \$10.00 to \$15.00 to bring the Corporation into compliance with the loan requirements of the Texas Water Development Board. Kathy Vinson abstained.

- 10.d. Upon motion by Kyle Clark and second by Chuck Tenpenney the Board tabled the extension of the hours of operation of the Corporation's office.

- 10.e. Upon motion by Kyle Clark and second by Mike Olszewski the Board tabled to the workshop a revision in the Director's Orientation Check List.
- 10.f. Upon motion by Kyle Clark and second by Mike Olszewski the Board authorized the System Manager to determine the annual water loss and for the System Manager and Counsel to develop an update to the Corporation's Water Conservation Plan.

**MANAGER'S REPORT**

- 11.a. John D. Herrera gave the System Manager's report. A copy of the report is on file in the Corporation's office.
- 11.b. Debra Richter gave the Office Manager's report to the Board of Directors.

**ADJOURN**

12. As there was no further business to come before the Board of Directors, a motion was made by Michael Kyle Clark, seconded Mike Olszewski and approved to adjourn at 10:10 on the same day as the commencement thereof.

**RIVER ACERS WATER SUPPLY CORPORATION**

By  \_\_\_\_\_  
Darrell Dusek, its President

**ATTEST:**

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Kathy Vinson, its Secretary