

**Medina Water Supply Corp**  
**Minutes of Board of Directors Meeting on 1/8/2024**  
**at Medina Community Library**

Meeting called to order at 6:00 pm by Board President Dan Poston.

Directors present:

Dan Poston – President  
Harvey Young – Vice President  
Janet Miller – Treasurer  
Bob Buck - Secretary  
Rick Randall  
David Reed  
Roger Mora

Quorum present

Also present:

Kevin Ayers – contractor  
Michael Sowders – contractor  
Jonathan Teafatiller – Ardurra Engineering  
Jamie McFarland – visitor  
Mark McClelland – visitor  
Teri McClelland – visitor  
Elinor Vandergriff – visitor  
Janet Zamrazil – visitor  
Colleen Nicholas – visitor  
Carole Bell - visitor

Minutes of the last Directors meeting of 12/11/2023 were previously distributed via e-mail. Janet made a motion to approve the minutes as distributed, seconded by Roger. Motion passed.

Public comments: Jamie McFarland

Treasury report was made by Janet Miller.

See included reports, December 2023 and end of year 2023.

Bob made a motion to accept the Treasurer's report, seconded by Rick. Motion passed.

Account Contractor's report by Kevin Ayers.

Kevin distributed a written report of the office activities. See attached report.

Kevin said that the annual membership for the Texas Rural Water Asso. (TRWA) had

increased to \$500. Rick made a motion to pay the membership fee to TRWA, seconded by Bob. Motion passed.

Kevin said that Kerr Pump provided a quote of \$1,862 to install separate meters on wells 1 and 3 but that well 1 would require a 2” meter and well 3 would require a 3” meter. The Water company previous purchased a 2” meter and Secure Vision of America (Kamstrup dealer) quoted \$1,700 for a 3” meter. Bob made a motion to purchase the 3” meter and hire Kerr Pump to install the individual well meters (total cost \$3,562), seconded by David. Motion passed.

Kevin informed the Board that the monthly fee to Kerr Pump for licensed operator had increased to \$550.

Bob made a motion to accept the Accounts contractor’s report, seconded by Harvey. Motion passed.

Field Operations Manager’s reports by Michael Sowders.

Michael distributed a written report of the field activities. See attached report.

The Board requested information on a maintenance program for the generators.

Harvey made a motion to accept the Field Operations manager’s report, seconded by Roger. Motion passed.

Old Business – Amount of Included Water in Base Rate – 2,000 vs. 3,000 gallons. Bob provided a breakdown of the additional revenue collected from the lower included amount. Dan explained that the base rates and included water were set during the July 2022 Board meeting.

Ardurra hydrologic report – Jonathan Teafatiller of Ardurra said that the hydrological report had not been completed but he hoped to have it for the next meeting. Dan said the Project Information Form (PIF) had been updated and sent in to the Texas Water Development Board (TWDB). Jonathan suggested that the Water Co. contact Langford Services to obtain an income study for the residents within the area of the Water Co.’s Certificate of Convenience and Necessity (CCN) to improve the scoring for the funding request to TWDB.

New Business – Purchase of pressure tank from City of Bandera – Michael had followed up on the possibility of purchasing a used pressure tank from the City of Bandera to be used at the Stringtown plant to increase its capacity. Harvey had contacted the City of Bandera and found that their Public Works was willing to sell the tank at salvage price (about \$2,700) but would need their City Council’s approval. The item is set on their agenda for the following week. Bob made a motion to purchase the tank for up to \$3,000, seconded by Roger. Motion passed.

Plant security and safety protocol – Harvey suggested that the plants be made more secure, locking the doors and adding cameras. Kevin pointed out that live cameras give

false alarms (animals, blowing tree limbs, etc.) and suggested recording (to be viewed later if necessary). Kevin pointed out that live cameras would require a WiFi connection at each plant.

Annual meeting and director elections preparation – Discussion of election requirements (notice of meeting, director applications, ballot mailings). Rick said that Library will be closed on April 8<sup>th</sup> due to the Solar Eclipse. Kevin suggested moving the meeting date back one week (4/15/2024) if the Library was available. The Board agreed and requested Kevin send the Annual meeting notice for that date. Bob suggested that the applications for director be due by 3/1/2024 and the Board agreed. Bob asked Dan if he was proposing any other items to be voted on by the Membership. Dan said that the Conflict of Interest policy and Meeting Conduct policy. Dan suggested listing the policies on the website. Bob asked if alternate views on the Conflict of Interest policy to be distributed at the office and Dan said yes. Bob said that if he offered an alternative view that he would provide the document at his own expense.

Alternate location of Annual Membership and April Board meeting – discussed, changed date to 4/15/2024 at the Library.

Break into Executive Session (modification of Accounts Contract) 8:00 – 8:42pm  
Resume regular meeting – Rick made a motion to increase the Accounts contract to \$2,500 per month with increase in office hours to include Monday and Friday 11am – 3pm to start February 2024 with the provision upon the approval of contract modifications, seconded by Janet. Motion passed.

Motion to adjourn made by Roger, seconded by Janet. Motion passed at 8:45 pm.

Minutes approved as:

\_\_\_ distributed.

\_\_\_ amended.

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Date