

RICARDO WATER SUPPLY CORPORATION  
Regular Meeting Minutes  
June 16, 2020  
(This meeting was held remotely by phone and Zoom.)

Board Members Present:

Baldemar Garcia  
Robert Zavala  
Frank Escobedo  
Oliver Hinojosa  
Timothy Robertson

Board Members Absent:

Robert Garza  
James Fischer

Staff Present:

Carola G. Serrato  
Frances De Leon  
Jo Ella Wagner  
Armando Yruegas

Guests Present:

None

1. Call to Order.

Board President Baldemar Garcia called the Regular Meeting of the Ricardo Water Supply Corporation Board of Directors to order at 5:31 p.m. A quorum was present.

2. Citizen comments.

Mr. Garcia opened the floor to citizen comments. No citizen comments were made.

3. Approval of Minutes.

Mr. Zavala made a motion to approve the minutes of the May 12, 2020 Regular Meeting as presented. Mr. Robertson seconded and the motion carried.

4. Treasurer's Report/Payment of Bills.

The following financial reports were presented for Board review and approval:

Treasurer's Report as of April 30, 2020

Account Activity for General Account for April 1, 2020 to April 30, 2020

Account Activity for Operations Account for April 1, 2020 to April 30, 2020

TEXPOOL Participant Statement for 04/01/2020 – 04/30/2020 for General Account

TEXPOOL Participant Statement for 04/01/2020 – 04/30/2020 for Membership Deposit Account

TEXPOOL Participant Statement for 04/01/2020 – 04/30/2020 for USDA Reserve Account

TexSTAR General Account Statement for 04/01/2020 – 04/30/2020

The following bills were presented for payment:

STWA Invoice S20-074 \$30,333.25  
April 2020 Water Usage, Water Cost and Handling Charge

STWA Invoice S20-075 \$17,344.45  
April 2020 General and Administration

STWA Invoice S20-078 \$ 6,542.13  
April 2020 Taps and Repairs

STWA Invoice S20-080 \$ 668.83  
April 2020 Reimbursements

A motion was made by Mr. Zavala and seconded by Mr. Escobedo to approve the Treasurer's Report and payment of the bills. The motion carried.

5. All matters pertaining to TxDOT Upgrades on US 77/I69 at CR 2120/FM 772 and US77/I69 and from CR 2130 south to CR 2230.
  - Professional Services Agreement with LNV Engineering for upgrades on US 77/I69 from CR 2130 to CR 2230
  - Bridges Specialty Pay Request #1 – CR 2120 Crossing

Ms. Serrato reported that although Bridges Specialty initially submitted Pay Request #1 for the CR 2120 crossing, they later agreed to wait for a final pay request instead. Therefore, no Board action is needed on Pay Request #1. She added that the tie-in has been completed and the Bac-T sample was taken. She also presented a Professional Services Agreement with LNV for the upgrades from CR 2130 to CR 2230 in the amount of \$50,000. Mr. Robertson made a motion to approve the Professional Services Agreement with LNV. Mr. Zavala seconded. All voted in favor.

6. COVID-19 Payment Plan.

Ms. Serrato stated that in response to the COVID-19 pandemic, the office lobby and drive-thru window remain closed to the public and check or money order payments are being accepted in the night drop box and by mail. Disconnections have not been performed. She reviewed the information which was presented at the previous meeting and reported that only one customer responded to the letter offering a payment plan and no accounts remain that have not made a payment.

Ms. Serrato then reviewed a second chart showing three additional accounts that have made no payments as of the May/June billing and asked the Board to consider offering a payment plan to these three customers. By consensus, the Board agreed to offer a payment plan to these accounts.

7. Report on Ricardo Volunteer Fire Department and Purchase of Flush Valve Locking Devices.

Ms. Serrato reported that the flush valve locking device described by Mr. Garcia at the previous meeting has been purchased at cost of \$53. Total cost not including shipping for devices for the Corporation's 54 flush valves is approximately \$2,900. She added that this might serve as a tool for preventing unauthorized use. Mr. Zavala made a motion to authorize the purchase of 54 lockable devices and keyed-alike padlocks. Mr. Robertson seconded. All voted in favor.

8. Water loss.

The Board reviewed the recent water loss reports included in the agenda packet and discussed various factors affecting the water loss including Ricardo Volunteer Fire Department use, Kleberg County use, flushing and estimated amounts for water leaks. Ms. Serrato pointed out that the water loss percentage mentioned in the audit is not adjusted for flushing or water leaks. The Board requested that future water loss reports be included in the Treasurer's Report.


9. Customer Concern – Robert Zavala, Account #35 – High water bill.

Mr. Zavala stated that he wanted to discuss this situation because of other customers that may encounter similar situations but do not have the means to pay an unexpected high water bill. He explained that this is his son's account and the average monthly consumption is 11,670 gallons but the May 8<sup>th</sup> bill reflected usage of 28,400 gallons. In addition, during November and December, the family was out of town for two weeks, yet usage was 10,000 gallons for that period. The property has been checked and no leaks have been found. He questioned whether the usage was estimated rather than from actual readings from the meter. Ms. Serrato responded that the meters are read monthly by alternating Field Technicians. In addition, if a bill needs to be estimated for some reason, there will be a notation on the bill. Mr. Zavala stated that he is able to pay the bill but repeated that he is concerned for others that are not able to pay a high bill in this type of situation.

10. Adjournment.

With no further business to conduct, Mr. Zavala made a motion to adjourn the meeting at 7:03 p.m. Mr. Robertson seconded and all voted in favor.

Respectfully submitted,

  
Frances De Leon  
Assistant Secretary