

# RICARDO WATER SUPPLY CORPORATION

2302 E. SAGE RD.

KINGSVILLE, TEXAS 78363

Office (361) 592-3952 Fax (361) 592-5965

## MEMORANDUM

TO: Ricardo Water Supply Corporation Board of Directors  
FROM: Baldemar Garcia, President  
DATE: November 22, 2021  
SUBJECT: Ricardo Water Supply Corporation Meeting Notice and Agenda

A Regular Meeting of the Ricardo Water Supply Corporation Board of Directors is scheduled for:

**Wednesday, December 1, 2021**  
**5:30 p.m.**  
South Texas Water Authority Boardroom  
2302 East Sage Road  
Kingsville, Texas

to consider and act upon any lawful subject which may come before it, including among others, the following:

### Agenda

1. Call to order.
2. Citizen comments.
3. Approval of Minutes. (Attachment 1)
4. Treasurer's Report/Payment of Bills. (Attachment 2)
5. Fiscal Year 2021 Budget Amendments. (Attachment 3)
6. Proposed Fiscal Year 2022 Budget and retail water rates. (Attachment 4)
7. **Resolution 21-04.** Resolution adopting the recommended Fiscal Year 2022 Budget. (Attachment 5)
8. John Womack & Co., P.C. Letter of Engagement for auditor services. (Attachment 6)
9. Correction of Title/Job Function for John Marez. (Attachment 7)
10. Annual Meeting Schedule and Election Procedures. (Attachment 8)
11. All matters pertaining to TxDOT Upgrades on US 77/I69. (Attachment 9)

This meeting notice was posted on RWSC's website, [www.ricardowsc.com](http://www.ricardowsc.com), and on indoor and outdoor bulletin boards at RWSC's administrative offices, 2302 East Sage Road, Kingsville, Texas at 10:30 a.m. on November 24, 2021.

*Francis De Leon*  
Assistant Secretary

12. TCEQ Notice of Total Trihalomethane Violation and public notification to customers. (Attachment 10)
13. Update on repair of leak on transmission line on CR 1030. (Attachment 11)
14. Update and discussion of RWSC Emergency Preparedness Plan. (Attachment 12)
  - Ardurra Proposal for Engineering Services
15. Purchase of materials to build up STWA stockpile of materials due to stagnation in PVC production and transportation issues. (Attachment 13)
16. Adjournment.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session, a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

BG/JM/fdl  
Attachments

ATTACHMENT 1

Approval of Minutes

RICARDO WATER SUPPLY CORPORATION  
Regular Meeting Minutes  
October 5, 2021

Board Members Present:

Baldemar Garcia  
Robert Zavala  
Oliver Hinojosa  
Frank Escobedo  
James Fischer  
Robert Garza  
Tim Robertson

Board Members Absent:

None

Staff Present:

John Marez  
Jo Ella Wagner  
Frances De Leon  
Dony Cantu

Guests Present:

Earl Anderson

1. Call to Order.

Board President Baldemar Garcia called the Regular Meeting of the Ricardo Water Supply Corporation Board of Directors to order at 5:30 p.m. A quorum was present.

2. Citizen comments.

Mr. Garcia opened the floor to citizen comments. Mr. Earl Anderson introduced himself and stated that he is new to the area and was attending the meeting in order to become involved in the community.

3. Approval of Minutes.

Mr. Robertson made a motion to approve the minutes of the July 27, 2021 Regular Meeting as presented. Mr. Escobedo seconded. Mr. Zavala pointed out that Item 11 of July 27<sup>th</sup> minutes showed that Mr. Marez had been appointed by the Board as General Manager effective upon South Texas Water Authority hiring Mr. Marez as Executive Director. However, he questioned whether that decision was valid since the STWA Board hired Mr. Marez as Administrator instead of Executive Director. After further discussion, the Board requested that the item be placed on the next agenda for clarification. All voted in favor of approving the minutes as presented.

4. Treasurer's Report/Payment of Bills.

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

Treasurer's Report as of June 30, 2021

Account Activity for General Account for June 1, 2021 to June 30, 2021  
Account Activity for Operations Account for June 1, 2021 to June 30, 2021  
TEXPOOL Participant Statement for 06/01/2021 – 06/30/2021 for General Account  
TEXPOOL Participant Statement for 06/01/2021 – 06/30/2021 for Membership Deposit Account  
TEXPOOL Participant Statement for 06/01/2021 – 06/30/2021 for USDA Reserve Account  
TexSTAR General Account Statement for 06/01/2021 – 06/30/2021  
Treasurer's Report as of July 31, 2021  
Account Activity for General Account for July 1, 2021 to July 31, 2021  
Account Activity for Operations Account for July 1, 2021 to July 31, 2021  
TEXPOOL Participant Statement for 07/01/2021 – 07/31/2021 for General Account  
TEXPOOL Participant Statement for 07/01/2021 – 07/31/2021 for Membership Deposit Account  
TEXPOOL Participant Statement for 07/01/2021 – 07/31/2021 for USDA Reserve Account  
TexSTAR General Account Statement for 07/01/2021 – 07/31/2021  
Treasurer's Report as of August 31, 2021  
Account Activity for General Account for August 1, 2021 to August 31, 2021  
Account Activity for Operations Account for August 1, 2021 to August 31, 2021  
TEXPOOL Participant Statement for 08/01/2021 – 08/31/2021 for General Account  
TEXPOOL Participant Statement for 08/01/2021 – 08/31/2021 for Membership Deposit Account  
TEXPOOL Participant Statement for 08/01/2021 – 08/31/2021 for USDA Reserve Account  
TexSTAR General Account Statement for 08/01/2021 – 08/31/2021  
Water Loss Computation – March 9, 2021 through April 8, 2021  
Water Loss Computation – April 8, 2021 through May 7, 2021  
Water Loss Computation – May 7, 2021 through June 8, 2021  
Water Loss Computation – June 8 2021 through July 9, 2021

The following bills were presented for payment:

STWA Invoice S21-128 July 2021 Water Usage, Water Cost and Handling Charge	\$21,593.10
STWA Invoice S21-129 July 2021 General and Administration	\$18,072.43
STWA Invoice S21-134 July 2021 Taps and Repairs	\$ 7,223.19
STWA Invoice S21-141 August 2021 Water Usage, Water Cost and Handling Charge	\$32,263.02
STWA Invoice S21-142 August 2021 General and Administration	\$17,809.33
STWA Invoice S21-147 August 2021 Taps and Repairs	\$13,916.58

A motion was made by Mr. Hinojosa and seconded by Mr. Garza 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 from CR 2130 south to CR 2230.

Mr. Garcia stated that Mr. Robinson heard that TxDOT is scheduled to begin roadwork in January. Mr. Marez reported that he is scheduled to meet with a TxDOT representative and project engineer and will provide an update to the Board. He had nothing further to report.

6. Discussion and Action on Texas Water Development Board Loan Application for Reimbursement of Waterline Adjustments and Improvements to Corporation Facilities.

Ms. Wagner reported that information is still being gathered and no timeline has been made available.

7. Leak on transmission line on CR 1030 and update on replacement of line.

Staff reported that two leaks were repaired on the CR 1030 transmission line on August 27, 2021. Field staff spent ten hours on the repairs and filling tanks at Pump Stations #1 and #2 to avoid having customers without service. As work progressed, the waterline kept splitting and Bridges Specialties, Inc. was contacted to install a new 5-foot section of 14" PVC pipe to replace the corroded pipe at a cost of \$4,500. The line is still experiencing a slow leak. Bridges recommends replacing the entire 20-foot joint and provided a \$7,500 proposal for this service. Ms. Wagner has contacted Ms. Roxanne Sandoval about grant funds for the repair. Ms. Sandoval stated that the process takes time and emphasized not to repair or replace any large portion of the line prior to receiving grant funding. Ms. Sandoval also noted that the transmission line is designated as high priority in the grant funding process. After reviewing the Bridges proposal, Mr. Zavala made a motion to approve the proposal in the amount of \$7,500. Mr. Escobedo seconded the motion and all voted in favor.

8. Update on Texas 811 changes.

Mr. Marez reported that because of recent changes, the Texas 811 emergency locate policy now provides up to three hours for locaters to mark lines during emergency situations. He stated that he wanted to make the Board aware of the changes since, in some cases, crews might have to wait up to three hours to begin excavations on repairs. No action was taken by the Board.

9. Update and discussion on drone request.

Mr. Marez stated that he received a request from Lucas V. Perez of Badbird Aerial Data LLC to perform a test inspection on the Pump Station #2 water tower on CR 2170. The information collected would be shared with RWSC. The collected data would also be used for in house training and would not be made public. The inspection should take no more than one hour and would be performed from the street. Mr. Garcia stated that he did not have a problem with this type of inspection. Mr. Zavala asked about the possibility of getting an inspection of the tower at

Pump Station #1 and Mr. Marez stated that he would ask about that. The Board discussed liability issues and Mr. Marez agreed to reach out to Mr. Perez to make sure that a document waiving liability would be made available. No action was taken by the Board.

10. Update and discussion of RWSC Emergency Preparedness Plan.

Mr. Marez presented an Affected Utility Notification Letter from TCEQ. He explained that recent legislation requires that affected utilities provide emergency operations of their water system during extended power outages lasting more than 24 hours. RWSC will be required to submit an Emergency Preparedness Plan (EPP) to TCEQ by March 1, 2022. Staff has attended training on preparation of the EPP and there is additional training available. Mr. Marez stated staff will work on completing the EPP and will present it to the Board for review before submitting it to TCEQ.

11. Update – RWSC Communication Plan.

Mr. Marez stated that he wanted to address a plan for communicating with the Board on issues of concern. Mr. Garcia stated that a phone call is fine with him when a quick answer is needed; however, if related to a project, he prefers an email be sent to the entire board. He added that reports on day-to-day matters are not necessary, but the Board agreed that they wanted to be notified of emergency or serious situations. Mr. Marez discussed the use of a reverse alert system and noted that the system used by River Hills seems like a good system. Mr. Zavala also noted that boil water alerts can be sent through the county's system.

12. Adjournment.

With no further business to conduct, Mr. Robertson made a motion to adjourn the meeting at 6:22 p.m. Mr. Zavala seconded and all voted in favor.

Respectfully submitted,

Frances De Leon  
Assistant Secretary

ATTACHMENT 2

Treasurer's Report/Payment of Bills



Ricardo Water Supply Corporation  
Treasurer's Report  
As of September 30, 2021

General Account - KFNB	\$251,124.21
General Account - TexPool	\$261,960.67
General Account - TexPool Prime	\$117,433.57
General Account - TexSTAR	\$299,594.43
Operations Account - KFNB	\$941.45
Membership Deposit & Refund Account -Texpool	\$115,094.33
Debt Service Account	\$9,073.18
Reserve Account	\$94,768.03
Petty Cash	\$50.00
Cash Drawer	\$100.00
<b>TOTAL</b>	<u><u>\$1,150,139.87</u></u>

	7/13/2021 Billing Reg.	8/12/2021 Billing Reg.	9/14/2021 Billing Reg.
Total Usage (Gal)	6,859,350	6,612,190	8,805,870
Water Sales (\$)	\$74,400.40	\$73,474.09	\$83,109.89
Adjustments	(\$564.16)	(\$1,813.76)	(\$1,635.22)
Turn on Charge	\$240.00	\$480.00	\$480.00
Late Charges	\$1,001.00	\$1,237.00	\$1,195.00
Past Due	\$21,988.92	\$23,131.64	\$20,642.54
Tax	\$405.64	\$401.67	\$451.68
Leak Pay Plan	\$584.79	\$650.29	\$542.61
Sewage	\$6,546.23	\$6,666.19	\$7,049.04
Total Receivables	<u>\$104,602.82</u>	<u>\$104,227.12</u>	<u>\$111,835.54</u>
<b>METERS ON LINE</b>	<b>1071</b>	<b>1073</b>	<b>1076</b>

**RICARDO WATER SUPPLY CORP.**  
**GENERAL**  
**SEPTEMBER 2021**

DATE	DESCRIPTION	CK NO.	DEPOSIT	DISBURSEMENT	BALANCE
09-01	BEGINNING BALANCE				\$250,814.46
09-01	WATER RECEIPTS	DEP	\$1,503.70		\$252,318.16
09-01	ONLINE PAYMENTS	DEP	\$1,120.18		\$253,438.34
09-01	RODRIGUEZ, ROEL LEE #164 NSF	DEB		\$51.72	\$253,386.62
09-02	WATER RECEIPTS	DEP	\$802.45		\$254,189.07
09-02	ONLINE PAYMENTS	DEP	\$922.93		\$255,112.00
09-03	WATER RECEIPTS	DEP	\$3,476.21		\$258,588.21
09-03	ONLINE PAYMENTS	DEP	\$1,076.24		\$259,664.45
09-04	ONLINE PAYMENTS	DEP	\$540.74		\$260,205.19
09-05	ONLINE PAYMENTS	DEP	\$488.88		\$260,694.07
09-06	ONLINE PAYMENTS	DEP	\$768.64		\$261,462.71
09-07	WATER RECEIPTS	DEP	\$3,224.49		\$264,687.20
09-07	ONLINE PAYMENTS	DEP	\$935.79		\$265,622.99
09-08	WATER RECEIPTS	DEP	\$3,363.25		\$268,986.24
09-08	ONLINE PAYMENTS	DEP	\$1,841.53		\$270,827.77
09-08	MENDEZ, E. #823 NSF	DEB		\$50.00	\$270,777.77
09-09	WATER RECEIPTS	DEP	\$2,279.34		\$273,057.11
09-09	ONLINE PAYMENTS	DEP	\$3,016.86		\$276,073.97
09-10	WATER RECEIPTS	DEP	\$5,460.39		\$281,534.36
09-10	ONLINE PAYMENTS	DEP	\$2,862.97		\$284,397.33
09-10	BRIDGES SPECIALTIES, INC	4251		\$4,500.00	\$279,897.33
09-10	RICARDO WASTEWATER IMP. CORP.	4252		\$3,234.22	\$276,663.11
09-10	STWA-REIMBURSEMENT	4253		\$75.45	\$276,587.66
09-10	STWA-TAPS & REPAIRS	4254		\$7,223.19	\$269,364.47
09-11	ONLINE PAYMENTS	DEP	\$427.45		\$269,791.92
09-12	ONLINE PAYMENTS	DEP	\$322.80		\$270,114.72
09-13	WATER RECEIPTS	DEP	\$2,098.43		\$272,213.15
09-13	Alegria, Lionicio #1004 TRANSFER FEE	DEP	\$25.00		\$272,238.15
09-13	Haas-Anderson # 1248 WATER HAULER	DEP	\$200.00		\$272,438.15
09-13	ONLINE PAYMENTS	DEP	\$267.52		\$272,705.67
09-14	WATER RECEIPTS	DEP	\$493.01		\$273,198.68
09-14	ONLINE PAYMENTS	DEP	\$1,030.23		\$274,228.91
09-15	WATER RECEIPTS	DEP	\$150.00		\$274,378.91
09-15	Garcia, Sherri #1278 MEMBERSHIP FEES	DEP	\$2,528.00		\$276,906.91
09-15	ONLINE PAYMENTS	DEP	\$1,805.36		\$278,712.27
09-16	WATER RECEIPTS	DEP	\$642.72		\$279,354.99
09-16	ONLINE PAYMENTS	DEP	\$629.06		\$279,984.05
09-17	WATER RECEIPTS	DEP	\$273.68		\$280,257.73
09-17	ONLINE PAYMENTS	DEP	\$1,473.05		\$281,730.78
09-17	CORE & MAIN LP	4255		\$3,450.69	\$278,280.09
09-17	RICARDO WASTEWATER IMP. CORP.	4256		\$2,834.61	\$275,445.48
09-17	STWA-WATER	4257		\$32,263.02	\$243,182.46
09-17	STWA-GENERAL & ADMIN.	4258		\$17,809.33	\$225,373.13
09-17	RWSC ACH DRAFTS	DEP	\$14,485.44		\$239,858.57
09-18	ONLINE PAYMENTS	DEP	\$481.73		\$240,340.30
09-19	ONLINE PAYMENTS	DEP	\$784.71		\$241,125.01
09-20	WATER RECEIPTS	DEP	\$1,869.67		\$242,994.68

09-20	ONLINE PAYMENTS	DEP	\$1,100.61		\$244,095.29
09-21	WATER RECEIPTS	DEP	\$839.56		\$244,934.85
09-21	ONLINE PAYMENTS	DEP	\$636.17		\$245,571.02
09-22	WATER RECEIPTS	DEP	\$927.27		\$246,498.29
09-22	RODRIGUEZ, ROEL LEE #164 NSF	DEB		\$41.21	\$246,457.08
09-22	ONLINE PAYMENTS	DEP	\$635.35		\$247,092.43
09-23	WATER RECEIPTS	DEP	\$3,508.34		\$250,600.77
09-23	ONLINE PAYMENTS	DEP	\$733.86		\$251,334.63
09-24	WATER RECEIPTS	DEP	\$663.68		\$251,998.31
09-24	ONLINE PAYMENTS	DEP	\$568.69		\$252,567.00
09-25	ONLINE PAYMENTS	DEP	\$225.10		\$252,792.10
09-26	ONLINE PAYMENTS	DEP	\$76.59		\$252,868.69
09-27	WATER RECEIPTS	DEP	\$2,335.83		\$255,204.52
09-27	Shoemaker, Tony #1104 membership	DEP	\$200.00		\$255,404.52
09-27	ONLINE PAYMENTS	DEP	\$525.29		\$255,929.81
09-28	WATER RECEIPTS	DEP	\$4,463.01		\$260,392.82
09-28	ONLINE PAYMENTS	DEP	\$896.12		\$261,288.94
09-29	WATER RECEIPTS	DEP	\$631.85		\$261,920.79
09-29	Domiguez, Rudy #1279 membership	DEP	\$2,417.00		\$264,337.79
09-29	ONLINE PAYMENTS	DEP	\$816.45		\$265,154.24
09-30	WATER RECEIPTS	DEP	\$268.85		\$265,423.09
09-30	ONLINE PAYMENTS	DEP	\$944.17		\$266,367.26
09-30	STWA-TAPS & REPAIRS	4259		\$13,916.58	\$252,450.68
09-30	STEWART & STEVENSON	4260		\$1,330.80	\$251,119.88
09-30	INTEREST EARNED	DEP	\$4.33		\$251,124.21
			\$87,090.57	\$86,780.82	

RICARDO WATER SUPPLY CORPORATION  
OPERATIONS

2021

DATE	DESCRIPTION	CK NO.	DEPOSITS	DISBURSE.	BALANCE
<b>SEPTEMBER 2021</b>					<b>\$4,770.76</b>
09-10	MCCOY'S BUILDING SUPPLY	6644	\$41.30		\$4,729.46
09-10	R MUNOZ TRUCKING	6645	\$400.00		\$4,329.46
09-10	TEXAS EXCAVATION SAFETY SYSTEM	6646	\$44.65		\$4,284.81
09-17	AMERICAN BANKERS INSURANCE CO.	6647	\$699.00		\$3,585.81
09-17	NORBERTO MUNOZ	6648	\$137.59		\$3,448.22
09-17	R MUNOZ TRUCKING	6649	\$400.00		\$3,048.22
09-29	DELUXE BAGS FOR DEPOSITS	ACH	\$94.83		\$2,953.39
09-30	Andres Garcia- refund for over payment	6650	\$273.00		\$2,680.39
09-30	CITY OF CORPUS CHRISTI- 5 coliform samples	6651	\$85.00		\$2,595.39
09-30	LNV	6652	\$600.00		\$1,995.39
09-30	Ramiro Garcia - refund for over payment	6653	\$157.50		\$1,837.89
09-30	STEWART DEAN BEARING INC.	6654	\$451.62		\$1,386.27
09-30	Robert Dale Wommack- membership refund	6655	\$100.00		\$1,286.27
09-30	SS CONSTRUCTION AND DRILLING	6656	\$286.43		\$999.84
09-30	Victor & Domingo Garcia	6657	\$26.01		\$973.83
09-30	PSI HOLDINGS	ACH	\$32.48		\$941.35
09-30	INTEREST EARNED	DEP	\$0.10		\$941.45
			\$0.10	\$3,829.41	

TexPool Participant Services  
 1001 Texas Avenue, Suite 1150  
 Houston, TX 77002



RECEIVED  
 OCT 13 2021

# Participant Statement

RICARDO WATER SUPPLY CORP  
 GENERAL ACCT  
 ATTN CAROLA G SERRATO  
 2302 E SAGE ROAD  
 KINGSVILLE TX 78363-3328

RICARDO WATER SUPPLY CORPORATION

Statement Period 09/01/2021 - 09/30/2021

Page 1 of 2

Customer Service 1-866-TEX-POOL  
 Location ID 000077893  
 Investor ID 000007578

## TexPool Update

The Summary Statement feature, located on the Statements tab, allows you to view or download one document that summarizes all of your TexPool and TexPool Prime accounts. To include additional dates in the summary, select the Custom Summary Statement.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$271,829.51	\$0.00	\$9,874.82	\$5.98	\$261,960.67	\$261,954.89
TexPool Prime	\$117,427.51	\$0.00	\$0.00	\$6.06	\$117,433.57	\$117,427.71
<b>Total Dollar Value</b>	<b>\$389,257.02</b>	<b>\$0.00</b>	<b>\$9,874.82</b>	<b>\$12.04</b>	<b>\$379,394.24</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (09/01/2021)	Share Price (09/30/2021)	Shares Owned (09/30/2021)	Market Value (09/30/2021)
Texas Local Government Investment Pool	449/1370100001	\$271,829.51	\$1.00	261,960.670	\$261,960.67
TexPool Prime	590/1370100001	\$117,427.51	\$1.00	117,433.570	\$117,433.57
<b>Total Dollar Value</b>		<b>\$389,257.02</b>			<b>\$379,394.24</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/1370100001	\$5.98	\$65.12
TexPool Prime	590/1370100001	\$6.06	\$71.11
<b>Total</b>		<b>\$12.04</b>	<b>\$136.23</b>



TexPool Participant Services  
 1001 Texas Avenue, Suite 1150  
 Houston, TX 77002



**TEXAS TRUST**  
 TEXAS TREASURY SAFEFEEPIECE TRUST COMPANY  
 COMPTROLLER GLENN HEGAR, CHAIRMAN

# Participant Statement

RICARDO WATER SUPPLY CORP  
 MEMBERSHIP DEPOSIT  
 ATTN CAROLA G SERRATO  
 2302 E SAGE ROAD  
 KINGSVILLE TX 78363-3328

Statement Period **09/01/2021 - 09/30/2021**

Page 1 of 2

Customer Service 1-866-TEX-POOL  
 Location ID 000077893  
 Investor ID 000007580

## TexPool Update

The Summary Statement feature, located on the Statements tab, allows you to view or download one document that summarizes all of your TexPool and TexPool Prime accounts. To include additional dates in the summary, select the Custom Summary Statement.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$115,091.71	\$0.00	\$0.00	\$2.62	\$115,094.33	\$115,091.80
<b>Total Dollar Value</b>	<b>\$115,091.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2.62</b>	<b>\$115,094.33</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (09/01/2021)	Share Price (09/30/2021)	Shares Owned (09/30/2021)	Market Value (09/30/2021)
Texas Local Government Investment Pool	449/1370100003	\$115,091.71	\$1.00	115,094.330	\$115,094.33
<b>Total Dollar Value</b>		<b>\$115,091.71</b>			<b>\$115,094.33</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/1370100003	\$2.62	\$22.63
<b>Total</b>		<b>\$2.62</b>	<b>\$22.63</b>





# Participant Statement

RICARDO WATER SUPPLY CORP  
 USDA RESERVE ACCOUNT  
 ATTN CAROLA SERRATO  
 2302 E SAGE ROAD  
 KINGSVILLE TX 78363-3328

Statement Period **09/01/2021 - 09/30/2021**

Page 1 of 2

Customer Service 1-866-TEX-POOL  
 Location ID 000077893  
 Investor ID 000021281

## TexPool Update

The Summary Statement feature, located on the Statements tab, allows you to view or download one document that summarizes all of your TexPool and TexPool Prime accounts. To include additional dates in the summary, select the Custom Summary Statement.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$93,783.05	\$982.82	\$0.00	\$2.16	\$94,768.03	\$94,765.94
<b>Total Dollar Value</b>	<b>\$93,783.05</b>	<b>\$982.82</b>	<b>\$0.00</b>	<b>\$2.16</b>	<b>\$94,768.03</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (09/01/2021)	Share Price (09/30/2021)	Shares Owned (09/30/2021)	Market Value (09/30/2021)
Texas Local Government Investment Pool	449/1370100004	\$93,783.05	\$1.00	94,768.030	\$94,768.03
<b>Total Dollar Value</b>		<b>\$93,783.05</b>			<b>\$94,768.03</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/1370100004	\$2.16	\$18.62
<b>Total</b>		<b>\$2.16</b>	<b>\$18.62</b>





RICARDO WATER SUPPLY CORP  
 ATTN CAROLA SERRATO  
 PO BOX 1572  
 KINGSVILLE TX 78364-1572

**MONTHLY STATEMENT OF ACCOUNT**

**ACCOUNT:** 1370111110

**ACCOUNT NAME:** GENERAL FUND

**STATEMENT PERIOD:** 09/01/2021 - 09/30/2021

TEXSTAR MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 0.0100%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 43 DAYS AND THE NET ASSET VALUE FOR 9/30/21 WAS 1.000065.

<b>MONTHLY ACTIVITY DETAIL</b>				
TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			299,591.99
09/30/2021	MONTHLY POSTING	9999888	2.44	299,594.43
	ENDING BALANCE			299,594.43

<b>MONTHLY ACCOUNT SUMMARY</b>	
BEGINNING BALANCE	299,591.99
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	2.44
ENDING BALANCE	299,594.43
AVERAGE BALANCE	299,591.99

<b>ACTIVITY SUMMARY (YEAR-TO-DATE)</b>			
ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
GENERAL FUND	0.00	0.00	43.20



**INVOICE**

2302 E. SAGE RD.

S21 - 156

KINGSVILLE, TEXAS 78363  
October 12, 2021

Ricardo Water Supply Corporation  
2302 East Sage Rd.  
Kingsville, Texas 78363

**Usage**

FM 772 Meter			
Current Reading:	1/16/1900	215927	
Previous Reading:	9/1/2021	215927	
Current usage			0
Kingsville Meter			
Current Reading:	1/16/1900	566461	
Previous Reading:	9/1/2021	557136	
Current usage			9,325,000
Total Water Usage for Period	9/1/2021	to 1/16/1900	9,325,000
Total Water delivered			9,325,000
Ratio STWA to Total			100%
Contract Year to Date Usage ----- 104,778,000 gallons			

**Water Rate (per thousand gallons)**

Cost of Water from City of Corpus Christi (Total charges divided by total consumption):

Total charges	\$117,044.48	
Total consumption	44,600	
Cost of Water from City of Corpus Christi	\$ 2.624316	

				Amount Due
STWA Handling Charge	9,325,000 g @	\$ 0.426386	=	\$ 3,976.05
Corpus Christi Water Cost	9,325,000 g @	\$ 2.624316	=	\$ 24,471.74
Water Rate for current billing period		\$ 3.050702		

**Cost of Water**

9,325,000 gallons @ \$3.050702 per thousand gallons \$ 28,447.80

Total Due for Water Usage for period 9/1/2021 to 1/16/1900 **\$ 28,447.80**

<b>Net Water Revenue - STWA</b>	
Handling Charge	\$ 3,976.05
less Pumping Cost	- \$ 1,504.42
= Net Revenue	\$ 2,471.63

Payment Due within 30 days of Receipt of Invoice  
Thank You!

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Imelda Garza, Secretary-Treasurer  
Rudy Galvan, Jr.  
Frances Garcia

(361) 592-9323 Or (361) 692-0337 (C.C. line)  
Fax: (361) 592-5965

Rathleen Lowman  
De Morales  
Angela N. Pena  
Patsy A. Rodgers  
John Marez, Administrator

**INVOICE**

S21 - 157

October 12, 2021

Ricardo Water Supply Corporation  
 2302 E. Sage Rd.  
 Kingsville, Texas 78363

Description		Amount Due	
<b>No. of Connections This Month:</b>		<b>1075</b>	
1075	General Maintenance (per connection) @	\$ 5.65	\$ 6,073.75
1075	Read Meters (per connection) @	\$ 2.50	2,687.50
3	Sample Collection (per sample) @	\$ 40.00	120.00
 <b>Billing Services for Month of:</b>			
<b>September, 2021</b>			
25	Final Notice Cards @	\$ 1.10	09/11/21 27.50
1086	Statements @	\$ 2.00	09/15/21 2,172.00
2	Meter Removal/Cancel Letters @	\$ 1.75	09/01/21 3.50
1075	Administration (per connection) @	\$ 6.00	6,450.00
811	Copies @	\$ 0.10	81.10
	Postage		106.54
<b>TOTAL</b>			<b>\$ 17,721.89</b>

Payment Due by  
 September 30, 2021

Thank You!

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# STWA

## SOUTH TEXAS WATER AUTHORITY

2302 E. SAGE RD.

KINGSVILLE, TEXAS 78363

S21-162

October 13, 2021

Ricardo Water Supply Corporation  
2302 E. Sage Road  
Kingsville, TX 78363

DATE	DESCRIPTION	W.O. #	Invoiced to others	Due to STWA
9/4/2021	Weekend and Holiday residual checks on rural system and read meters.	6682	0.00	274.16
9/7/2021	After hours call-out to PS #3 due to power failure, ran from PS #1.	6683	0.00	35.00
9/10/2021	After hours to check PS #3, found it operating properly.	6684	0.00	35.00
9/12/2021	Leak repair at an old ARV on CR 2190.	6685	0.00	1075.00
9/12/2021	Shut down PS #3 due to storm to prepare for a possible power outage.	6686	0.00	35.00
9/12/2021	Weekend residual checks on rural system and read meters.	6687	0.00	210.00
9/11/2021	After hours complaint due to low pressure and debris inside home at CR 1020, S of CR 2160. Flushed at the location and at the nearest flush valve.	6688	0.00	157.50
9/2/2021	Regular hour verification of multiple tap correction at acct. #223-Martinez.	6689	0.00	45.00
9/13/2021	Storm preparations, checking generators at PS's.	6690	0.00	74.25
9/15/2021	Troubleshooting PS #3 due to low pressure.	6691	0.00	70.00
9/15/2021	After hours leak repair at flush valve on CR 1016 and on an isolation valve on CR 1016.	6692	0.00	2470.00
9/15/2021	Meter change out at acct. #246-Radford, due to meter not working properly.	6693	0.00	110.00
9/14/2021	Meter removal due to non-payment at acct. #900-Bazan.	6694	60.00	60.00
9/18/2021	Weekend residual checks on rural system and read meters.	6695	0.00	140.00

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John Marez, Administrator

<b>DATE</b>	<b>DESCRIPTION</b>	<b>W.O. #</b>	<b>Invoiced to others</b>	<b>Due to STWA</b>
9/18/2021	After hours work on Journal Vouchers & Bank Rec-April & May 2021 on new software.	6696	0.00	126.84
9/21/2021	Tap & meter set at acct. #1277-Garcia, CR 2215, also required a long service road bore.	6697	1584.38	1429.38
9/21/2021	Tap & meter set at acct. #1278-Garcia, CR 2160, also required a long service road bore.	6698	1530.00	1375.00
9/21/2021	Regular hour unlocks at acct. #908-Olivarez, #913-Weinberger, #313-Rivera, #1221-Barrera, #550-Barrera, #662-Medrano, #263-Trevino, #1138-Radford, #1176-Johnson.	6699	540.00	540.00
9/25/2021	Weekend residual checks on rural system and read meters.	6700	0.00	210.00
9/27/2021	Meter change out due to blurry glass at acct. #64-Mendez, CR 2163.	6701	110.00	110.00
9/27/2021	Meter change out due to meter malfunction at acct. #295-Llcuna, Dana.	6702	110.00	110.00
9/27/2021	Customer service inspection at acct. #1277-Garcia, CR 2215. Passed inspection.	6703	75.00	75.00
9/29/2021	Leak assessment at acct. #1187-Mendoza, CR 2160. Reported leak at neighbors property.	6704	0.00	45.00
9/30/2021	September 2021-Regular hour unlocks at acct. #3-Zapata, #85-Pedroza, #580-Del Moral, #365-Pena, #823-Mendez, #1164-McCreary.	6705	360.00	360.00

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**Total Due STWA** \$9,172.13  
**Amount Invoiced to Others** \$4,369.38

Payment due by October 27, 2021  
Thank You!

## Invoice

S21-164

October 13, 2021

Ricardo Water Supply Corporation  
 2302 E. Sage Rd.  
 Kingsville, Texas 78363

Date	Description	Hours per pay period	Rate of Pay	Amount Paid
<u>July</u>				
7/2/2021	Serena Quinones	46.00	\$11.25	\$517.50
7/16/2021	Serena Quinones	44.25	\$11.25	\$497.81
7/30/2021	Serena Quinones	51.25	\$11.25	\$576.56
<u>August</u>				
8/13/2021		0.00	\$0.00	\$0.00
8/27/2021		0.00	\$0.00	\$0.00
<u>September</u>				
9/10/2021		0.00	\$0.00	\$0.00
9/24/2021	Elis Mendiondo	31.25	\$11.00	\$343.75
Total pay July, August, & September				\$1,935.63
Less 10% - STWA portion				<del>-\$193.56</del>
Total Part-time Employee pay due from NWSC & RWSC				\$1,742.06
Employer's Medicare Tax Contribution @ 1.45%				\$25.26
State Unemployment Tax @ 2.80%				\$48.78
				\$1,816.10
1/2 Due from NWSC				\$908.05
1/2 Due from RWSC				\$908.05

Payment Due by October 31, 2021

## Invoice

S21-166

November 1, 2021

Ricardo Water Supply Corporation  
2302 E. Sage Rd.  
Kingsville, Texas 78363

Description	Amount Due
Reimburse for payroll expenses incurred with Stand By Pay for the period of July 7, 2021 through September 29, 2021 (See Attached Breakdown)	\$396.07

Payment Due by November 30, 2021

<b>Date</b>	<b>Employee</b>	<b>Amount</b>	<b>Retirement</b>	<b>Medicare</b>	<b>Total</b>	<b>1/3 Share</b>
7/7/2021	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
7/14/2021	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
7/21/2021	Valentin Gonzales	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
7/28/2021	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
8/4/2021	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
8/11/2021	Valentin Gonzales	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
8/18/2021	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
8/25/2021	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
9/1/2021	Valentin Gonzales	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
9/8/2021	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
9/15/2021	Nigel Gomez	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
9/22/2021	Valentin Gonzales	\$75.00	\$9.00	\$1.09	\$85.09	\$28.36
9/29/2021	Victor Gutierrez	\$75.00	\$8.25	\$1.09	\$84.34	\$28.11
					Total	\$396.07

**Invoice**

S21-168

November 1, 2021

Ricardo Water Supply Corporation  
2302 E. Sage Rd.  
Kingsville, Texas 78363

Description	Amount Due
Quarterly reimburse for Fiber optic phone service through AT&T for the period of 06/19/2021 through 09/19/2021 (See Breakdown below)	\$305.50
Quarterly reimburse for Technology Support from High Touch for the period of 07/01/2021 through 09/30/2021 (See Breakdown below)	\$1,018.92
<b>Total Due</b>	<b>\$1,324.42</b>

**Payment Due by November 30, 2021**

**Fiber Optic Phone Lines**

	STWA	NWSC	RWSC	Invoice
Jul-21	\$407.33	\$101.83	\$101.83	\$611.00
Aug-21	\$407.33	\$101.83	\$101.83	\$611.00
Sep-21	\$407.33	\$101.83	\$101.83	\$611.00
	<b>\$1,222.00</b>	<b>\$305.50</b>	<b>\$305.50</b>	

**HIGHTOUCH  
Technology Support**

	STWA	14 Email	NWSC	Server Management & Offsite Backup	2 Email Filtering	RWSC	Server Management & Offsite Backup	3 Email Filtering	Invoice
Jul-21	\$257.72	\$28.00	\$216.14	\$117.50	\$4.00	\$216.14	\$117.50	\$6.00	\$963.00
Aug-21	\$257.72	\$28.00	\$216.14	\$117.50	\$4.00	\$216.14	\$117.50	\$6.00	\$963.00
Sep-21	\$257.72	\$28.00	\$216.14	\$117.50	\$4.00	\$216.14	\$117.50	\$6.00	\$963.00
Quarterly	\$773.16	\$84.00	\$648.42	\$352.50	\$12.00	\$648.42	\$352.50	\$18.00	
Total	\$857.16			\$1,012.92			\$1,018.92		



STWA Fiber optic line

	STWA 4 Lines	NWSC 1 Line	RWSC 1 Line	Total Invoice
Jul-21	\$407.33	\$101.83	\$101.83	\$611.00
Aug-21	\$407.33	\$101.83	\$101.83	\$611.00
Sep-21	\$407.33	\$101.83	\$101.83	\$611.00
	\$1,222.00	\$305.50	\$305.50	\$1,833.00

**HIGHTOUCH  
Technology Support**

	STWA	14 Email Filtering	NWSC	Server Management & Offsite Backup	2 Email Filtering	RWSC	Server Management & Offsite Backup	3 Email Filtering	Total Invoice
Jul-21	\$257.72	\$28.00	\$216.14	\$117.50	\$4.00	\$216.14	\$117.50	\$6.00	\$963.00
Aug-21	\$257.72	\$28.00	\$216.14	\$117.50	\$4.00	\$216.14	\$117.50	\$6.00	\$963.00
Sep-21	\$257.72	\$28.00	\$216.14	\$117.50	\$4.00	\$216.14	\$117.50	\$6.00	\$963.00
Quarterly Total	\$857.16			\$1,012.92			\$1,018.92		

### INVOICE

2302 E. SAGE RD.

S21 - 175

KINGSVILLE, TEXAS 78363  
November 18, 2021

Ricardo Water Supply Corporation  
2302 East Sage Rd.  
Kingsville, Texas 78363

#### Usage

FM 772 Meter			
Current Reading:	11/1/2021	215927	
Previous Reading:	10/1/2021	215927	
Current usage			0
Kingsville Meter			
Current Reading:	11/1/2021	575568	
Previous Reading:	10/1/2021	566461	
Current usage			9,107,000
Total Water Usage for Period	10/1/2021 to 11/1/2021		9,107,000
Total Water delivered			9,107,000
Ratio STWA to Total			100%
Contract Year to Date Usage ----- 9,107,000 gallons			

#### Water Rate (per thousand gallons)

Cost of Water from City of Corpus Christi (Total charges divided by total consumption):

Total charges	\$105,834.38	
Total consumption	40,300	
Cost of Water from City of Corpus Christi	\$ 2.626163	

					Amount Due
STWA Handling Charge	9,107,000 g @	\$ 0.426386	=	\$	3,883.10
Corpus Christi Water Cost	9,107,000 g @	\$ 2.626163	=	\$	23,916.47
Water Rate for current billing period		\$ 3.052549			

#### Cost of Water

9,107,000 gallons @ \$3.052549 per thousand gallons \$ 27,799.56

Total Due for Water Usage for period 10/1/2021 to 11/1/2021 **\$ 27,799.56**

Net Water Revenue - STWA	
Handling Charge	\$ 3,883.10
less Pumping Cost	\$ 989.32
= Net Revenue	\$ 2,893.78

Payment Due within 30 days of Receipt of Invoice  
Thank You!

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John Marez, Administrator

## INVOICE

S21 - 176

November 18, 2021

Ricardo Water Supply Corporation  
2302 E. Sage Rd.  
Kingsville, Texas 78363

Description		Amount Due	
<b>No. of Connections This Month:</b>		<b>1074</b>	
1074	General Maintenance (per connection) @	\$ 5.65	\$ 6,068.10
1074	Read Meters (per connection) @	\$ 2.50	2,685.00
3	Sample Collection (per sample) @	\$ 40.00	120.00
 <i>Billing Services for Month of:</i>			
<i>October, 2021</i>			
29	Final Notice Cards @	\$ 1.10	10/12/21 31.90
1084	Statements @	\$ 2.00	10/13/21 2,168.00
1084	Special Mailouts (Disconnection Procedures) @	\$ 0.60	10/22/21 650.40
1074	Administration (per connection) @	\$ 6.00	6,444.00
3803	Copies @	\$ 0.10	380.30
	Postage		50.57
2	Developer analysis @	\$ 200.00	Ambrose/Salinas 400.00
<b>TOTAL</b>			<b>\$ 18,998.27</b>

Payment Due by  
November 30, 2021

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# STWA

## SOUTH TEXAS WATER AUTHORITY

2302 E. SAGE RD.

KINGSVILLE, TEXAS 78363

S21-181

November 18, 2021

Ricardo Water Supply Corporation  
2302 East Sage Road  
Kingsville, Tx 78363

DATE	DESCRIPTION	W.O. #	Invoiced to others	Due to STWA
10/01/21	Leak repair at acct. #694-Martinez, CR 2170. Fould leak at culvert in front of property.	6706	0.00	3,503.75
10/03/21	Weekend residual checks on rural system and read meters.	6707	0.00	192.50
10/02/21	Repair flush valve located on CR 2190.	6708	0.00	703.75
10/04/21	Leak repair at acct. #932-Gonzalez, CR 2160. Found leak on 10" water line	6709	0.00	1,485.00
10/05/21	After hours time attending RWSC regular board meeting.	6710	0.00	294.87
---	***VOID***	6711	---	---
10/05/21	Repaired flush valve at acct. #179-Rouse, CR 2180.	6712	0.00	480.00
10/05/21	Customer service inspection at acct. #1276-Jackson, CR 2170. Passed inspection.	6713	75.00	75.00
10/06/21	Meter reservice at acct. #891-Estate of Leandro Villarreal, CR 2170.	6714	110.00	110.00
10/07/21	Meter unlock at acct. #1242-Alvarez, FM 772.	6715	60.00	60.00
08/26/21	Meter removal per customer's request to cancel acct. #471-Munoz, CR 2180.	6716	0.00	60.00
10/07/21	Leak on customer side at acct. #295-Llacuna, Dana Lane. Line was run over and broken by roofing contractor working on property.	6717	35.00	35.00
10/08/21	After hours at PS #2-GST demolition while Camacho was finished removing debris.	6718	0.00	22.41
10/10/21	Weekend residual checks on rural system and read meters.	6719	140.00	140.00
10/11/21	Meter change-out at acct. #295-Llacuna, Dana Street. Meter was damaged by delivery truck.	6720	0.00	110.00

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<b>DATE</b>	<b>DESCRIPTION</b>	<b>W.O. #</b>	<b>Invoiced to others</b>	<b>Due to STWA</b>
10/12/21	Meter change-out due to broken glass at acct. #1051-Alexander, Hillcrest.	6721	0.00	110.00
10/13/21	Leak repair on 10" water line located on CR 2170, east of CR 1050.	6722	0.00	2,827.50
10/14/21	Set up flush valve on CR 2150, due to report of cloudy water.	6723	0.00	17.50
10/15/21	Meter removal due to non-payment at acct. #369-Gonzalez, CR. 1035.	6724	60.00	60.00
10/16/21	Weekend residual checks on rural system and read meters.	6725	0.00	140.00
10/20/21	Replaced broken meter box at acct. #1260-Rivera, CR 2150.	6726	0.00	60.00
10/20/21	Meter change out due to moisture in glass at acct. #444-Gonzalez, CR 2192 West,	6727	0.00	110.00
10/21/21	Tap & meter set at acct. #1281-Ross, Ebony Acres-CR 2210.	6728	585.00	430.00
10/21/21	Meter change out at Pump Station #1 at water hauling site.	6729	0.00	187.50
10/21/21	Replaced valve at vault located on FM 772 and CR 1030.	6730	0.00	720.00
10/22/21	Replaced broken meter box at acct. #229-Perez, FM 1118 North.	6731	0.00	60.00
10/22/21	Replaced broken meter box at acct. #533-Waddingham, Hillcrest.	6732	0.00	60.00
10/23/21	Weekend residual checks on rural system and read meters.	6733	0.00	70.00
10/24/21	Weekend residual checks on rural system and read meters.	6734	0.00	122.50
10/26/21	Leak repair on transmission line on CR 1030 by Bridges Specialties. 2 Field employees monitored the repair and overlooked SCADA for water levels at pump stations.	6735	0.00	N/C
10/29/21	Customer service inspection at acct. #1281-Ross, Ebony Acres-CR 2210. Failed inspection.	6736	75.00	75.00

DATE	DESCRIPTION	W.O. #	Invoiced to others	Due to STWA
10/29/21	Customer service inspection at acct. #1196-Castillo-CR 2140. Passed inspection.	6737	75.00	75.00
10/31/21	Weekend residual checks on rural system and read meters.	6738	0.00	157.50
10/21/21	Meter retrofit change-out at acct. #1178-Johnson, CR 2170.	6739	0.00	110.00
10/21/21	Meter retrofit change-out at acct. #19-Chavez, CR 1041.	6740	0.00	110.00
10/21/21	Meter retrofit change-out at acct. #231-Martinez, CR 1041.	6741	0.00	110.00
10/21/21	Meter retrofit change-out at acct. #23-Wheeler, CR 1041.	6742	0.00	110.00
10/21/21	Meter retrofit change-out at acct. #53-Garcia, Melanie Lane.	6743	0.00	110.00
10/01/21	October 2021-Regular hour unlocks at acct. #512-Olivarez, #1026-Olivarez, #605-Longoria, #154-Del Bosque, #142-Loera, #261-Anderson, #170-Wommack.	6744	420.00	420.00

Total Due STWA \$13,524.78  
Amount Invoiced to Others \$ 1,635.00

Payment due by November 30, 2021

RICARDO WATER SUPPLY CORPORATION  
WATER LOSS COMPUTATION

July 9, 2021 through August 9, 2021

				Loss	
	11 Pump #1	22 Pump #2	33 Pump #3	Pump Station Totals	Kingsville & FM 772 Totals
<b>+ STWA Mtr. Rdg. Totals</b>	<b>3,429,000</b>	<b>3,032,000</b>	<b>592,000</b>	<b>7,053,000</b>	<b>7,076,000</b>
RWSC Billing Register	3,766,320	2,382,660	463,210	6,612,190	6,612,190
+/- Adjustments					
+ Haulers	0			0	0
+Overflows		0		0	0
+Leaks		0		0	0
+Leaks on 12" line				0	0
+Fire Dept Use	0			0	0
+Unmetered Flushing	0	0	0	0	0
+Flushing	12,370	111,830	70,110	194,310	194,310
<b>- = Accounted water</b>	<b>3,778,690</b>	<b>2,494,490</b>	<b>533,320</b>	<b>6,806,500</b>	<b>6,806,500</b>
<b>= = Water loss</b>	<b>(349,690)</b>	<b>537,510</b>	<b>58,680</b>	<b>246,500</b>	<b>269,500</b>
% Water loss/gain	-10.20%	17.73%	9.91%	3.49%	3.81%

Register Routes:

11 - Pump #1

22 - Pump #2

33 - Pump #3

\*The following leaks were repaired during this period.

None



RICARDO WATER SUPPLY CORPORATION  
WATER LOSS COMPUTATION

August 9, 2021 through September 8, 2021

	11	22	33	Loss	
				Pump Station Totals	Kingsville & FM 772 Totals
	Pump #1	Pump #2	Pump #3		
<b>+ STWA Mtr. Rdg. Totals</b>	<b>4,478,000</b>	<b>4,477,000</b>	<b>997,000</b>	<b>9,952,000</b>	<b>11,068,000</b>
RWSC Billing Register	4,793,930	3,299,610	712,330	8,805,870	8,805,870
+/- Adjustments					
+ Haulers	2,300			2,300	2,300
+Overflows		0		0	0
+Leaks		15,000		15,000	15,000
+Leaks on 14" line				0	1,069,000
+Fire Dept Use	1,500			1,500	1,500
+Unmetered Flushing	0	0	0	0	0
+Flushing	258,280	267,955	195,410	721,645	721,645
<b>- = Accounted water</b>	<b>5,056,010</b>	<b>3,582,565</b>	<b>907,740</b>	<b>9,546,315</b>	<b>10,615,315</b>
<b>= Water loss</b>	<b>(578,010)</b>	<b>894,435</b>	<b>89,260</b>	<b>405,685</b>	<b>452,685</b>
% Water loss/gain	-12.91%	19.98%	8.95%	4.08%	4.09%

Register Routes:

11 - Pump #1

22 - Pump #2

33 - Pump #3

\*The following leaks were repaired during this period.

08/18/21 - CR 1016 North - Leak at Corp Side - PS #2 - 5,000 gallons

08/24/21 - Flush Valve leak - CR 2195 PS #2 - 10,000 gallons

08/27/21 and 08/30/21 - Leaks on 14" Transmission Line on CR 1030 - 1,059,000 gallons

RICARDO WATER SUPPLY CORPORATION  
WATER LOSS COMPUTATION

September 8, 2021 through October 7, 2021

				Loss	
	11 Pump #1	22 Pump #2	33 Pump #3	Pump Station Totals	Kingsville & FM 772 Totals
<b>+ STWA Mtr. Rdg. Totals</b>	<b>4,490,000</b>	<b>3,521,000</b>	<b>319,000</b>	<b>8,330,000</b>	<b>8,489,000</b>
RWSC Billing Register	3,836,860	2,446,200	424,400	6,707,460	6,707,460
+/- Adjustments					
+ Haulers	0			0	0
+Overflows		0		0	0
+Leaks	35,000	650,000		685,000	685,000
+Leaks on 14" line				0	
+Fire Dept Use	6,350			6,350	6,350
+Unmetered Flushing	0	0	0	0	0
+Flushing	263,010	88,890	91,850	443,750	443,750
<b>- = Accounted water</b>	<b>4,141,220</b>	<b>3,185,090</b>	<b>516,250</b>	<b>7,842,560</b>	<b>7,842,560</b>
<b>= = Water loss</b>	<b>348,780</b>	<b>335,910</b>	<b>(197,250)</b>	<b>487,440</b>	<b>646,440</b>
% Water loss/gain	7.77%	9.54%	-61.83%	5.85%	7.62%

Register Routes:

11 - Pump #1

22 - Pump #2

33 - Pump #3

\*The following leaks were repaired during this period.

09/15/21 - Leak at valve - CR 1016 PS #1 - 25,000 gallons

10/01/21 - CR2170 - Leak at culvert (Martinez) - 650,000 gallons PS#2

10/04/21 - CR2160 - Leak on 10" waterline - 10,000 gallons (slow leak) PS#1

Note: Pump Station #3 was offline for part of the billing period.

RICARDO WATER SUPPLY CORPORATION  
WATER LOSS COMPUTATION

October 7, 2021 through November 9, 2021

				Loss	
	11	22	33	Pump Station Totals	Kingsville & FM 772 Totals
	Pump #1	Pump #2	Pump #3		
<b>+ STWA Mtr. Rdg. Totals</b>	<b>3,920,000</b>	<b>4,795,000</b>	<b>635,000</b>	<b>9,350,000</b>	<b>9,514,000</b>
RWSC Billing Register	3,786,900	2,785,030	562,940	7,134,870	7,134,870
+/- Adjustments					
+ Haulers	0			0	0
+Overflows		0		0	0
+Leaks	6,000	850,000		856,000	856,000
+Leaks on 14" line			2,000	2,000	2,000
+Fire Dept Use	0			0	0
+Unmetered Flushing	0	0	0	0	0
+Flushing	243,520	156,540	18,470	418,530	418,530
<b>- = Accounted water</b>	<b>4,036,420</b>	<b>3,791,570</b>	<b>583,410</b>	<b>8,411,400</b>	<b>8,411,400</b>
<b>= = Water loss</b>	<b>(116,420)</b>	<b>1,003,430</b>	<b>51,590</b>	<b>938,600</b>	<b>1,102,600</b>
% Water loss/gain	-2.97%	20.93%	8.12%	10.04%	11.59%

Register Routes:

11 - Pump #1

22 - Pump #2

33 - Pump #3

\*The following leaks were repaired during this period.

10/13/21 - CR 2160 between CR 1050 and CR 1060 10" line - 850,000 gallons, PS #2

10/26/21 - CR 1030 - repair of 14" transmission line - 2,000 gallons

11/04/21 - 137 E. FM 1118 - 6,000 gallons - PS #1

ATTACHMENT 3

FY 2021 Budget Amendments

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: Fiscal Year 2021 Budget Amendments

### Background:

Enclosed please find a proposed FY 2021 Amended Budget. Staff has reviewed the revenues and expenditures as of September 30, 2021 and projected those values for October, November and December. Although the Corporation is not under the same requirements as a governmental entity, staff recommends adjusting the budget prior to year-end and the external audit.

### Analysis:

The Board will note for this agenda item that a budget line item has been added to the Revenue section which is labeled TXDOT Reimbursement. This is at the instruction of the outside auditors. There is not an offsetting expense item since the expense is considered a new asset in transmission lines which is a Balance Sheet item. The addition of the revenue without the corresponding expense provides an inaccurate overall picture. Therefore, an amended budget is also presented without the TXDOT information for review. Revenues are increased by \$132,082 of which \$28,108.50 is related to the TXDOT reimbursement. The original budget was based on the engineer's estimate and the bid price was actually lower than the engineer's estimate. Total expenditures are increased by \$48,827.50. Overall, there is a increase in the Net Operating Income of \$83,254 from the original adopted budget to the proposed amended budget. Staff anticipates that the Corporation will earn \$269 in interest earnings for a Net Income/gain of \$72,200. Of this amount, however, \$28,108.50 is attributed to TxDOT's reimbursement. Without that "revenue," there would be a Net Income/gain of \$44,091.50. Factoring in the USDA payments of \$106,704 results in a Net Loss After Loan Payment of \$62,612.50. However, as in the past, the Board has kept in mind the depreciation expense of \$214,000, which in not a cash flow item.

### Staff Recommendation:

Approve the amended FY 2021 budget.

### Board Action:

Determine whether to approve the recommended amended budget.

### Summary:

Last year's summary warrants repeating. In the past decade, RWSC has taken on numerous upgrades: the construction of a 12-inch transmission line the majority of which was installed in private easements, a new elevated storage tank was erected, two pump stations were rebuilt, and, for the first time ever, a SCADA system was installed. These improvements require capital investments. Staff believes the \$18.60 annual difference (\$1.55 per month) when comparing an average 7,000-gallon water bill in fiscal years 2010, 2011 and 2012 to a 7,000-gallon water bill in FY 2021 is remarkable.

**Ricardo Water Supply Corporation  
PROPOSED FINAL BUDGET**

Monthly Minimum	Rate per 1000 g
5/8"	\$41.00 Up to 20,000 \$4.25
3/4"	\$61.52 Above 20,000 \$4.45
1"	\$86.26
2"	\$102.52
Compound	\$208.00

	2021 Adopted Budget	2021 Year to Date 9/30/21	2021 Proposed Final Budget	Variance
<b>Operating Revenues:</b>				
Metered Water Sales	<u>873,897.00</u>	769,299.40	<u>983,320.00</u>	109,423.00
Late Charge Fee - Utility	12,750.00	8,813.00	11,750.00	(1,000.00)
Reconnect and NSF Charges	6,250.00	1,470.00	1,600.00	(4,650.00)
Transfer Fees	275.00	175.00	225.00	(50.00)
Reservice Fees	5,600.00	2,735.77	3,000.00	(2,600.00)
Customer Service Inspection	3,150.00	2,200.00	2,500.00	(650.00)
Sewage Collection	5,420.00	3,839.45	5,420.00	0.00
TXDOT Reimbursement	0.00	28,108.50	28,108.50	28,108.50
Miscellaneous Revenue	<u>1,000.00</u>	<u>4,002.84</u>	<u>4,500.00</u>	<u>3,500.00</u>
<b>Total operating revenues</b>	<b>908,342.00</b>	<b>820,643.96</b>	<b>1,040,423.50</b>	<b>132,081.50</b>
<b>Operating expenses:</b>				
Water Service	<u>315,429.00</u>	230,833.01	<u>315,429.00</u>	0.00
Water Samples	5,000.00	2,526.98	5,000.00	0.00
Meter Reading & Member Notices	73,050.00	54,209.86	73,050.00	0.00
Depreciation Expense	214,000.00	160,499.97	214,000.00	0.00
Dues/Subscriptions/Public.	4,100.00	3,850.00	4,100.00	0.00
General Liab./Prop. Insurance	16,000.00	2,350.00	18,350.00	2,350.00
Surety Bonds	87.50	837.50	1,000.00	912.50
D & O Insurance	1,750.00	1,750.00	2,000.00	250.00
Professional Services - Legal	3,000.00	4,862.20	6,000.00	3,000.00
Professional Services - Audit.	5,475.00	5,434.18	5,475.00	0.00
Professional Services - Inspections	3,500.00	2,500.41	3,000.00	(500.00)
Professional Services - Engineering	1,000.00	400.00	1,500.00	500.00
Miscellaneous Expenses	500.00	255.85	500.00	0.00
Postage & Box rent	6,500.00	4,877.55	6,500.00	0.00
Administration	78,698.00	58,802.31	78,698.00	0.00
Part-Time	7,750.00	3,690.00	5,490.00	(2,260.00)
Bad Debts	800.00	989.21	1,250.00	450.00
Repairs & Maintenance	90,000.00	91,410.96	130,000.00	40,000.00
Oper. & Maintenance Fees	74,225.00	56,952.21	77,000.00	2,775.00
Meter Installation & Removal	6,000.00	3,535.00	6,000.00	0.00
Customer Service Inspections	3,150.00	1,850.00	3,150.00	0.00
Telephone	4,500.00	2,687.32	5,350.00	850.00
Travel/Training/Meetings	1,000.00	0.00	1,000.00	0.00
Advertising/Legal notices	150.00	0.00	150.00	0.00
Printing & Office Supplies	<u>4,000.00</u>	<u>3,296.93</u>	<u>4,500.00</u>	<u>500.00</u>
<b>Total operating expenses</b>	<b>919,664.50</b>	<b>698,401.45</b>	<b>968,492.00</b>	<b>48,827.50</b>
<b>Net operating income (loss)</b>	<b>(11,322.50)</b>	<b>122,242.51</b>	<b>71,931.50</b>	<b>83,254.00</b>
<b>Non-operating income/expenses:</b>				
Interest on Temp. Investment	<u>4,350.00</u>	<u>251.22</u>	<u>268.50</u>	(4,081.50)
<b>Net income (loss)</b>	<b>(6,972.50)</b>	<b>122,493.73</b>	<b>72,200.00</b>	<b>79,172.50</b>
<b>LESS USDA Interest &amp; Principal Payment</b>	<b>106,704.00</b>	<b>80,028.00</b>	<b>106,704.00</b>	
<b>Net income (loss) after loan payment</b>	<b>(113,676.50)</b>	<b>42,465.73</b>	<b>(34,504.00)</b>	

ATTACHMENT 4

FY 2022 Budget

The Budget will be provided separately by email.

ATTACHMENT 5

Resolution 21-04



RICARDO WATER SUPPLY CORPORATION

Resolution 21-04

RESOLUTION ADOPTING THE RECOMMENDED FISCAL YEAR 2022  
BUDGET.

WHEREAS, the Ricardo Water Supply Corporation is required to adopt a budget for each fiscal year, and

WHEREAS, the Board of Directors has reviewed the attached budget and finds it acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ricardo Water Supply Corporation adopts the attached fiscal year 2022 budget.

Duly adopted this 1st day of December, 2021.

\_\_\_\_\_  
BALDEMAR GARCIA, PRESIDENT

ATTEST:

\_\_\_\_\_  
OLIVER HINOJOSA, SECRETARY/TREASURER

ATTACHMENT 6

Engagement Letter – Auditor Services

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: Engagement Letter-John Womack and Company

### Background:

Enclosed is a Letter of Engagement for Auditing Services with John Womack & Company, P.C. for fiscal year ending December 31, 2021.

### Analysis:

Last year's engagement letter quoted a cost of \$5,425 for the external audit. Enclosed is the Letter of Engagement in the amount of \$5,575 for a basic audit.

### Staff Recommendation:

Accept the Letter of Engagement for Auditing Services with John Womack & Company, P.C. for fiscal year ending December 31, 2021. Review the letter outlining the various factors of the external audit including Communication, Independence, The Audit Planning Process, The Concept of Materiality in Planning and Executing the Audit, Our Approach to Internal Control Relevant to the Audit, and Timing of the Audit and instruct staff to reflect that the letter was reviewed in the meeting's minutes.

### Board Action:

Determine whether to accept the engagement letter for FY 2021 audit services in an amount of \$5,575.

### Summary:

As mentioned for several years, staff has a good working relationship with the accountants of John Womack and Company. This working relationship is not limited to the end of the year audit. Rather, the Company provides valuable support throughout the year.

JOHN WOMACK & CO., P.C.  
CERTIFIED PUBLIC ACCOUNTANTS

JOHN L. WOMACK, CPA  
MARGARET KELLY, CPA

P. O. BOX 1147  
KINGSVILLE, TEXAS 78364  
(361) 592-2671  
FAX (361) 592-1411

November 18, 2021

Board of Directors  
Ricardo Water Supply Corporation  
2302 E. Sage Road  
Kingsville, Texas 78363

We are pleased to confirm our understanding of the services we are to provide for Ricardo Water Supply Corporation (a nonprofit Corporation) for the year ended December 31, 2021.

We will audit the financial statements of Ricardo Water Supply Corporation, which comprise the statement of financial position as of December 31, 2021, the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements (the financial statements). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Statement of Activities-Budget and Actual
2. Schedule of Insurance Coverage
3. Schedule of Water Purchases and Sales
4. Schedule of FDIC Insurance and Pledged Securities
5. Schedule of Fixed Assets

#### **Audit Objective**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing



standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Ricardo Water Supply Corporation's financial statements. Our report will be addressed to the Board of Directors of Ricardo Water Supply Corporation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

#### **Audit Procedures**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Corporation's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Corporation or to acts by management or employees acting on behalf of the Corporation.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements

or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Corporation and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

The audit documentation for this engagement is the property of John Womack & Co., P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to cognizant agencies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of John Womack & Co., P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to cognizant agencies. The cognizant agency may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

### **Other Services**

We will also prepare the financial statements of the Corporation in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

You are responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You

are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Corporation from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Corporation involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Corporation received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Corporation complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or

anticipated profits, or disclosure or communication of confidential or proprietary information.

You are required to disclose in the financial statements the date through which subsequent events have been evaluated and whether that date is the date the financial statements were issued or were available to be issued. You agree that you will not date the subsequent event note earlier than the date of the management representation letter.

### **Other Matters and Limitation on Liability**

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, the Corporation agrees to participate in mediation, under the Commercial Mediation Rules of the American Arbitration Association, before any claim is asserted.

In the event that John Womack & Co., P.C. is found to be negligent in provision of any services covered by this agreement which result in damage to the Corporation, John Womack & Co., P.C.'s liability to the Corporation will be limited to actual damages or losses incurred by the Corporation. John Womack & Co., P.C. will not be liable to the Corporation for any punitive damages.

### **Engagement Administration, Fees, and Other**

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.



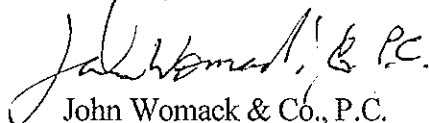
John L Womack is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. To ensure that John Womack & Co., P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. We expect to begin our audit on approximately March 01, 2022 and to complete your information returns and issue our report no later than April 15, 2022.

We estimate that our fees for the audit will be \$5,575. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

  
John Womack & Co., P.C.

Page 7

RESPONSE:

This letter correctly sets forth the understanding of Ricardo Water Supply Corporation.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

ATTACHMENT 7

Title/Job Function – John Marez

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 23, 2021  
Re: Clarification of RWSC General Manager Title/Duties

### Background:

On July 15, 2021 the South Texas Water Authority Board of Directors voted to select a replacement for Carola Serrato. Ms. Serrato served as the General Manager for the RWSC based on the agreement with the STWA which also provides office and field operations for the corporation and its customers. On the July 27, 2021 the RWSC Board approved Mr. Marez to serve in the General Manager role to match with previous practice. During the meeting of August 3, 2021 the STWA Board entered into a Management Contract Agreement with John Marez to serve in an Administrative/Managerial capacity replacing Ms. Serrato. During the October 5, 2021 board meeting the issue was raised since Mr. Marez does not serve as the "Executive Director" of the STWA he, therefore, is not the General Manager for the RWSC. Direction was provided to discuss this item at the next available RWSC board meeting.

### Analysis:

Changing the name of the title for any individual at the STWA will not stop or delay those job functions to continue to be carried out on behalf of the RWSC. Since the agreement between the RWSC and the STWA is current and valid there will be no interruption of services for the RWSC or its customers. The Nueces Water Supply Corporation Board on August 2, 2021 voted not to confer the title of General Manager to Mr. Marez. Despite this vote, the daily job functions from all STWA staff continues on behalf of the NWSC as well.

### Staff Recommendation:

If the Board chooses to change the title of General Manager for Mr. Marez that action will match the NWSC's previous vote and will not pose any disruptions to services provided to RWSC customers.

### Board Action:

Determine whether to remove the job title to match the previous concern of having the Water Supply Corporations' title of General Manager be in sync with STWA's designation of Executive Director.

### Summary:

A vote removing the term of General Manager would match that of the NWSC. Despite title changes for any STWA field or office staff, the daily operations of the Ricardo Water Supply Corporation will continue regardless; and will maintain the same professionalism to be expected for its customers.

ATTACHMENT 8

Annual Meeting

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: Election Procedures for Membership Meetings

### Background:

Per State requirements, the Board must review the Election Procedures for the Annual Membership meeting. You will recall that the procedures require sending a notice of vacancies and number of positions that are up for election. In April of 2022, Oliver Hinojosa's and Frank Escobedo's positions are up for election. The procedures will notify Corporation members that these positions are up for election. However, if there are not any opposing candidates, the nominees can be declared winners by resolution and the election can be cancelled. In addition, enclosed is information from the Texas Rural Water Association (TRWA) entitled "Election Procedures 2021 Changes." There are two (2) recommended changes: 1. The COVID-19 letter at the beginning has been updated with TRWA's current advice on holding meetings during the ongoing pandemic. 2. Language was stricken from page 4 of the TRWA Elections Procedures which previously allowed board candidates' personal information to be kept confidential.

### Analysis:

Enclosed are the election procedures for the Board's review and approval. The documents have only been updated to account for the new dates. With regards to the recommended TRWA changes, staff and water supply corporations around Texas have depended on the TRWA to provide sensible advice not only on election matters but operations and board involvement.

### Staff Recommendation:

Review the enclosures and determine whether to incorporate the three (3) applicable items.

### Board Action:

Provide instruction to staff on the enclosed documents and recommended TRWA modifications.

### Summary:

Once approved, staff can move forward according to the timeline to provide notices and begin the process of holding an election (if needed).



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**Election Procedures 2021 Changes**

- The COVID-19 letter at the beginning has been updated with TRWA's current advice on holding meetings during the ongoing pandemic.
- The following language in red has been deleted from page 4 of our Elections Procedures:  
Voting Roster. At least 40 days prior to the annual meeting the Corporation will prepare an alphabetical list of the names and addresses of all its voting members ("Voting Roster") as required by Section 22.158 of the Business Organizations Code. ~~However, if a member has requested their personal information to be confidential as allowed by Texas Utility Section 182.052, then the member's address shall not be included on the voting roster.~~



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A note about the impact of COVID-19 on 2022 WSC elections:

Water supply corporations in Texas are required by law to conduct their annual meetings between January 1<sup>st</sup> and May 1<sup>st</sup> of each year. When COVID-19 became a widespread pandemic in Spring 2020, it made it difficult for many WSCs to comply with this requirement while adhering to state and local social distancing orders. As August 2021, COVID-19 is having a resurgence in many parts of Texas and could still be a factor in our daily lives well into 2022. Therefore, water supply corporations should once again prepare for the possibility that their annual meeting will be impacted by the need for social distancing depending on the conditions in the utility's local area at the time of the meeting. With that in mind, if your meeting is once again impacted by COVID-19 during your 2022 annual meeting, TRWA recommends that our members take the following into account during its planning and execution:

- Holding your annual meeting on your regularly scheduled date is preferable to postponing or canceling your meeting. In 2020, some systems postponed their annual meeting in the hopes that the COVID-19 situation would clear up in a few weeks' time. When that didn't happen, they were forced to have their meeting later than the May 1 deadline. While it is unlikely that a court would hold a WSC at fault for missing that deadline in 2020 or 2021 given the uncertainty surrounding the pandemic at the time, they might not be as lenient in 2022 since we have all been operating in a post-COVID world for some time now. Systems should never cancel their annual meeting altogether, as that poses the risk of exposing the utility to additional regulation by the Public Utility Commission of Texas. Additionally, through a use of social distancing and providing members with a remote option for participation, meetings can be safely conducted on schedule in most cases. This means that going forward, courts and regulatory agencies will likely be less lenient to entities who do not comply with the law to the greatest extent possible.
- Postponing your meeting can create problems that could impact the legitimacy of your election. Systems who postponed their elections in 2020 were faced with several unique challenges that the law does not adequately address. For example, in some cases it was difficult to determine who was eligible to vote in the election, since people may have moved away or come onto the system between the original and rescheduled meeting dates. Other systems were left wondering if they needed to re-send their ballots and meeting packets (at substantial additional cost), depending on where in the election process they were at the time their meeting was postponed. All these issues have the potential of calling the legitimacy of an election into question and are situations that can be avoided if the meeting proceeds according to its original timeline.
- Once again, if COVID-19 is a concern in your area, meetings should be short, to the point, and free of unnecessary social activities. While some systems used fun activities like meals or door prizes to generate attendance before the pandemic, TRWA recommends that systems refrain from this practice once again in 2022 if their board is concerned about large gatherings.





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- Members should be strongly encouraged to vote ahead of time, rather than in person. State law, and the attached model election procedures, allow members to mail their ballots or drop them off at a designated location before the date of the annual meeting. Systems might consider promoting and encouraging these voting methods while letting people know that the meeting itself will be a short event.
- Establish safe voting procedures for those who wish to vote in person at the meeting. Since the law allows people to vote in person at your meeting, we do not recommend denying them that option altogether. Instead, over the past two years many systems have come up with creative ways for members to safely vote in person, including utilization of drive-through voting, outdoor voting in a parking lot or other structure, or giving voters access to the voting station on a one in, one out basis.
- Water supply corporations may provide their members with the option of viewing the meeting online. However, unlike in 2020 and 2021, members must be given the option of attending in person. Governor Abbott's order relaxing requirements under the Texas Open Meetings Act expired on September 1, 2021. Unless the governor issues a new order, all pre-pandemic rules will apply to annual meetings in 2022, including the requirement that people be allowed to attend in person. Systems may, however, provide individuals with an option to attend virtually, and may promote that option to discourage large groups if they wish.

By being mindful of the above considerations, water supply corporations can conduct their meeting on schedule this year without exposing their members, employees, and directors to unsafe situations. As usual, if you have any questions relating to the COVID-19 considerations above or to the model election procedures more generally, please do not hesitate to contact me or Brittney in the Legal Department at 512-472-8591.

Sincerely,

Trent Hightower  
Assistant General Counsel  
Texas Rural Water Association

\_\_\_\_\_ **WATER SUPPLY [SEWER SERVICE]  
CORPORATION**

**ELECTION PROCEDURES FOR  
THE ANNUAL MEMBERS MEETING**

Adopted in accordance with Sections 67.0051-.0055 and 67.007 of the Texas Water Code  
by the Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary-Treasurer

Corporate Seal  
(if applicable)

1. **Annual Meeting Date.** The annual meeting of the members of the Corporation must be held between January 1<sup>st</sup> and May 1<sup>st</sup>.<sup>1</sup> If the Corporation's Bylaws specify a date for the annual meeting, the meeting shall be on that date. If the Bylaws do not specify a date, the board shall determine the date which is no earlier than January 1<sup>st</sup> and not later than May 1<sup>st</sup>. The Corporation may hold other special meetings of the members for the purpose of conducting an election on an issue that requires a vote of the membership or for another purpose.
2. **Credentials Committee.** At least 180 days prior to the annual meeting the Board of Directors shall appoint a **Credentials Committee** of three individuals. This committee shall at no time have sufficient board members appointed to constitute a quorum of the Board of Directors.
  - a. The chairperson of the **Credentials Committee** will be the Secretary/Treasurer unless that individual is running for re-election; in which case the Board shall appoint any other officer not running for re-election to serve as the chairperson of the committee. If all officers are running for re-election any other director not running for re-election will be appointed as the chairperson.
  - b. In filling the other positions, the Board shall appoint two other members of the Corporation.
  - c. A **Credential Committee** member may not be an employee of the Corporation, a candidate for the director election, a family member of a candidate running for election to the board or an independent contractor engaged by the Corporation during the Corporation's regular course of business.
  - d. The **Credential Committee** shall assist the board by:
    - 1) Recommending for Board approval the ballot form, director application forms, the annual meeting packet, the meeting notice and any other related forms and notices for the annual meeting at least 95 days prior to the annual meeting;
    - 2) Recommending for Board approval a person to fill the role of **Independent Election Auditor** at least 45 days prior to the annual meeting;
    - 3) Ensuring that the election procedures are implemented;
    - 4) Generating interest among the membership to apply to serve on the board;
    - 5) Verifying candidate applications and petitions for completeness (with the assistance of the Corporation if needed); and
    - 6) Serving other functions as set forth in these procedures.
  - e. In the event of a vacancy on the **Credentials Committee**, the Board shall appoint a replacement who meets the qualifications in Section 2.c as soon as is practical.
3. **Adoption of Election Procedures.** The Board will meet at least 90 days before the annual meeting to review and adopt the ballot form, director application form, and election procedures. These election procedures apply to a member meeting where an election will be held. They are adopted in accordance with Section 67.007(b) and 67.0054(f) of the Texas Water Code. The timeline for events leading up to an election is set forth in **Attachment 1**.
4. **Applications for Director and Requests for Action Items.** At least 80 days before the date of the annual meeting that includes a director election, the Corporation will notify all members of their opportunity to submit an application to serve as a Director.<sup>2</sup> The notice shall specify the procedures for submitting an application, including instructions on who to send the completed application forms to as

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<sup>1</sup> See. T.W.C. Sec. 67.007

<sup>2</sup> See. T.W.C. Sec. 67.0052(b); This is the first deadline prescribed by law and it is set at 75 days, but extra time is suggested.

well as the mailing address and/or the email address for the designated individuals. The notice shall also inform members that they may request that items be placed on the agenda of the Annual Member Meeting by contacting the Corporation's office during regular business hours or sending an email to the Corporation at \_\_\_\_\_ at least one week before the date meeting packets are sent to members as described by Section 7.

a. The application form will require the following information (**Attachment 2**)<sup>3</sup>:

- 1) The person's name and contact information;
- 2) If applicable, the director's position number, district number or other distinguishing number for which the person seeks to be elected;
- 3) Biographical information about the person;
- 4) A statement of the person's qualifications to serve as director;
- 5) A signed statement that the person is qualified under Texas Water Code Section 67.0051 as follows:
  - i. is at least 18 years old on the first day of the term to be filled;
  - ii. is a member of the Corporation;
  - iii. has not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and
  - iv. has not been finally convicted of a felony or if convicted, was pardoned or otherwise released from the resulting disabilities;
- 6) A statement that the person meets the eligibility requirements, if any, set forth in the Certificate of Formation and Bylaws of the Corporation;
- 7) The person's written consent to serve, if elected; and
- 8) If the system has 1,500 or more members, a petition, signed by 20 members, requesting that the person's name be placed on the ballot as a candidate for that position<sup>4</sup>.

b. By law, Director Applications are due 45 days before the date of the annual meeting, at close of business.<sup>5</sup> Applications received after this date and time will not be accepted. Applicants are encouraged to submit applications earlier to give the **Credentials Committee** time to verify that the application is complete and provide the applicant with the opportunity to correct any defects, if necessary. The Corporation cannot guarantee an applicant the opportunity to correct a defect in the application if it is submitted less than 48 hours before this deadline.

c. Applications shall be submitted as prescribed in the Application for Board of Directors Position.

d. Upon receipt of each application, the **Credential Committee** shall review the application for completeness, including confirming with the Corporation that the applicant is a current member and whether the signatures on the petition represent a valid membership (if applicable). Within 48 hours of receiving the application a reviewer shall notify the applicant of any defects in the application and the applicant will be given the opportunity to cure any omitted information on the application or incorrect data on the petition.

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<sup>3</sup> See T.W.C. Sec. 67.0052

<sup>4</sup> Note: The Corporation may advise candidates to obtain a few extra signatures in case there are any disqualifications of the signatures provided. Only one representative from each membership may sign a petition supporting an application for director (for example, one individual in a married couple may sign a petition if the couple shares a single membership). An applicant may sign his or her own petition for director.

<sup>5</sup> See T.W.C. Sec. 67.0052(b).

- e. To be listed on the ballot the applicant must submit a corrected application or petition not later than 45 days before the date of the annual meeting in the same manner prescribed for in the original application and petition in this section.
- f. The Corporation or **Credential Committee Member** shall not edit the content of an application submitted by the applicant.

5. **Board Meeting.** The board will meet no later than 40 days before the date of the annual meeting to:

- a. Select an **Independent Election Auditor**.
  - 1) The Board of Directors may select an **Independent Election Auditor** based on the recommendation of the Credentials Committee.
  - 2) The **Independent Election Auditor** is not required to be an experienced election judge or auditor and may serve as an unpaid volunteer.
  - 3) The **Independent Election Auditor** cannot be associated with the Corporation as an employee, director or candidate for director, a family member of a candidate or director or an independent contractor engaged by the Corporation as part of the Corporation's regular course of business, but may be a member of the Corporation.
- b. **Finalize and approve the voting ballot** listing candidates, the annual meeting agenda and the annual meeting packet.
- c. **Determine whether any candidate is unopposed.** If there are unopposed candidates, the board may declare the candidates elected and certify in writing by resolution (**Attachment 7**) that the candidates are unopposed<sup>6</sup>. If there is more than one director position for which unopposed candidates are declared elected and the terms are not for equal duration of service, those unopposed candidates will draw lots under the direction of the presiding director to determine who will fill each position. The resolution will specify which candidates have been declared elected for each position. An election will not be held for the unopposed candidates. The Board will direct that the resolution be posted at the Corporation's main office as soon as practical. The resolution also will be read into the record at the annual meeting.

**Note:** If an election is still necessary after any unopposed candidate has been declared elected as stated above, the ballot must also include the names of the unopposed candidate(s) who have been declared elected under the heading "Unopposed Candidates Declared Elected" along with the opposed candidates, e.g. Director Position for District 1 was unopposed, however District 2 has two candidates running for this position.

- d. If the board fails to pass a resolution of unopposed candidates, the election shall proceed with the unopposed candidates on the ballot.

**Note:** Texas Water Code Sec. 67.0055 specifies that a person may not, by intimidation or by means of coercion, influence or attempt to influence a person to withdraw as a candidate or not to file an application for a place on the ballot so that an election may be canceled.

6. **Voting Roster.** At least 40 days prior to the annual meeting the Corporation will prepare an alphabetical list of the names and addresses of all its voting members ("Voting Roster") as required by Section 22.158 of the Business Organizations Code.

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<sup>6</sup> See T.W.C. Sec. 67.0055(a) & (b)

- a. The Voting Roster of members approved to vote in the annual election shall be available no later than the second business day after the date the annual meeting packets are sent to the members, and through the day of the meeting.
  - b. The Corporation shall provide a copy of Voting Roster to the **Independent Election Auditor** to verify the members which may cast a ballot in the election.
  - c. The Voting Roster will also be made available in the Corporation's office or other location deemed accessible for inspection by a member or the member's agent or attorney.
  - d. The Voting Roster will be available for inspection at the annual meeting.
7. **Meeting Packets.** At least 30 days before the date of a member meeting where an election will be held,<sup>7</sup> the Corporation shall mail to each voting member of the Corporation the meeting packets, which will contain as applicable:
- a. the Notice of Member Meeting (**Attachment 3**);
  - b. the Official Ballot Form (**Attachment 4**);
  - c. an envelope for members to return their ballots that includes the member's return address and account number, and the address where the ballots are to be sent (either Corporation's main office or **Independent Election Auditor's** office/address) (**Attachment 5**);
  - d. biographical information about each candidate for director, including their qualifications as provided in their application (**Attachment 6**);
  - e. a detailed explanation of any issue (ballot measure) that the members are being asked to vote on;
  - f. if bylaw changes are being proposed, a copy of the specific changes; and
  - g. if the Corporation's bylaws provide that an official seal must be used on ballots, the Corporation shall ensure that all ballots contain the seal.

The Corporation shall send the voting packet to the members correct billing address. If renters are billed for service, the Corporation shall send the voting packet to the members alternate address on file with the Corporation.

If the Corporation allows for renters to be members, the Corporation shall send the packet to the renter who is a member.

If the election is unopposed, the Corporation is still required to send out a meeting notice; however, the notice may be included with a utility bill.

8. **Voting.** A member is entitled to only one vote regardless of the number of memberships the member owns. A member may be a natural person; a partnership of two or more persons having a joint or common interest, including a married couple who jointly own property; or a Corporation. The system shall use a secured ballot box with a lock on it as the depository of the ballots. The Secretary/Treasurer shall keep the key to the box unless the Secretary/Treasurer is running for re-election, in which case the board shall appoint another officer. If all officers are running for re-election the board will appoint a director or the General Manager/Manager.

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<sup>7</sup> See T.W.C. Sec. 67.0053

a. **Voting in Advance of the Annual Meeting**

- 1) The Corporation will accept ballot forms received during regular office hours at the Corporation's office or by mail not later than noon on the business day before the annual meeting or the board may designate the ballots be mailed or delivered to the Office of the **Independent Election Auditor** not later than noon on the business day before the date of the annual meeting (if applicable).<sup>8</sup>
- 2) Upon receipt of a ballot, the board-appointed staff member or the **Independent Election Auditor** will record on the Voting Roster that the member has submitted a ballot envelope, and then will place the unopened ballot envelope in the secured ballot box.
- 3) The secured box[es] will be turned over to the **Independent Election Auditor** after the 12-noon voting deadline and will remain in the custody of the **Independent Election Auditor** until the end of the Election.

b. **Voting in Person at the Annual Meeting.**

- 1) Members attending the annual meeting will check in with the **Independent Election Auditor** who will verify whether the member has already submitted a ballot.
- 2) The **Independent Election Auditor** will provide an official ballot to those members who are voting at the annual meeting. The ballots will be printed on a different color paper or contain a special marking such as a distinct watermark to distinguish them from the ballots sent in advance of the meeting.
- 3) If a member attends the annual meeting but has already submitted a ballot, the member may participate in the meeting but may not change their vote or submit another ballot.

9. **Open Meetings Act Notice.** The Corporation also will post the Agenda of the Members Meeting in accordance with the Open Meetings Act at least 72 hours in advance of any member meeting (see **attachment #3**). If the board plans to hold a board meeting on adjournment of the annual meeting, a separate notice of that meeting also must be posted.

10. **Conducting the Annual Meeting.** The presiding director will conduct the annual members meeting in accordance with the noticed meeting agenda.

11. **Quorum Requirement.** At the commencement of the annual meeting, the presiding director will make a last call for the submission of ballots. The presiding director will report the total number of members who are present, which includes those members who mailed or delivered ballots prior to the meeting, for the purpose of establishing a quorum. Upon establishing a quorum, the presiding director will announce that a quorum of the membership is present and that the meeting [and election] may proceed.<sup>9</sup>

12. **Counting the Ballots.** Upon the last call for ballots the **Independent Election Auditor** will count the number of ballots received by mail or in person delivery to the Corporation or **Independent Election Auditor** and the number of ballots cast at the meeting and report the total number to the presiding officer to establish a quorum. Once the quorum has been established the **Independent Election Auditor** may begin to open the ballot envelopes cast in advance and place those ballots with the ballots cast at the meeting. The envelopes will be kept separately in a secured location. The **Independent Election**

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<sup>8</sup> See T.W.C. Sec. 67.0054(a). In the alternative, the Corporation may designate that the ballots be delivered to the office of the **Independent Election Auditor**.

<sup>9</sup> See T.W.C. Sec. 67.007(a-1). A quorum for the transaction of business at a meeting of the members or shareholders is a majority of the members and shareholders present.

**Auditor** will count all the ballots at the meeting prior to adjournment and will provide the board with a written report of the election results<sup>10</sup> (see **attachment #9**).

The **Independent Election Auditor** may enlist the assistance of members or other individuals to count ballots and to assist with other duties. Individuals assisting the **Independent Election Auditor** may not be an employee of the Corporation, a current director or candidate, a family member of a director running for election, a candidate, or an independent contractor engaged by the Corporation as part of the Corporation's regular course of business.

- If there is more than one director position to be filled and the terms are not for equal duration of service, those candidates receiving the greater number of votes will fill the positions with the longer terms.
- If two or more candidates for a director's position tie for the highest number of votes, those candidates will draw lots under the direction of the **Independent Election Auditor** to determine who is elected.
- If there is a tie vote on an issue other than a director election, the measure fails.

13. **New Board of Directors Meeting.** The first regular board meeting of the newly elected board of directors will be held on the same day and immediately following the annual election meeting. A separate agenda will be posted for this first board meeting, as required by the Open Meetings Act, where business will include electing new officers from among the new board members. Additionally, the board may elect to appoint **Credentials Committee Members** for the next election year. The board also will designate those directors who have authority to sign checks on the behalf of the Corporation, if not otherwise designated by the Corporation's Bylaws.

14. **Election Contest.** Should any member wish to contest an election, said member must officially file suit in \_\_\_\_\_ District Court within thirty days of the announcement of the official results of the election at issue.

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<sup>10</sup> See T.W.C. Sec. 67.0054(b) & (e)



ATTACHMENT 1: TIMELINE FOR EVENTS LEADING UP TO ANNUAL MEMBER MEETING/DIRECTOR ELECTION

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**At least 180 Days  
Prior**

The Board of Directors shall appoint a Credentials Committee.

**At least 95 Days  
Prior**

The Credential Committee will recommend to the Board the ballot form, director applications forms, the annual meeting packet, annual meeting notice and any other related forms for the annual meeting.

**At least 90 Days  
Prior**

The Board of Directors will hold a meeting to vote on approving the Credential Committee recommendations of the director ballot form, director application forms, the annual meeting packet, annual meetings notice, election procedures and any other related forms for the annual meeting.

**At least 80 Days  
Prior**

Notice of opportunity to submit applications for director positions and requests for action items is sent to members.

**45 Days Prior**

Applications for director positions are due. Corporation will review applications and petition signatures upon receipt and notify candidates of any defects that need to be cured. Corporation cannot guarantee the opportunity to cure if application submitted less than 48 hours before this deadline.

**At least 40 Days  
Prior**

Board meets to:

(1) Select an Independent Election Auditor.

(2) Determine whether any candidates are unopposed, and, if applicable, pass a resolution declaring elected all unopposed candidates and direct that resolution be posted at the Corporation's main office.

(3) Finalize and approve the ballot, agenda, and meeting packet for the member meeting.

Also, the Corporation shall prepare a voting roster of members, and make it available to the members in the Corporation's office.

**At least 30 Days  
Prior**

Members' meeting packets, including notice of meeting, agenda, statement of each candidate's qualifications, including biographical information and ballots are mailed. If the election is cancelled, the meeting notice and agenda must still be sent, but may be included with a utility bill

The Voting Roster shall be may available no later than the second business day after meeting packets are sent out to members.

**3 Days**  
**(72 Hours) Prior**

Corporation posts notice of Membership Meeting/ Director Election and of first Board of Director meeting, if applicable, in accordance with Open Meetings Act.

**12 Noon,**  
**1 Day Prior**

Deadline for submittal of ballots by mail, drop box (if applicable) or delivered to business office.

**Meeting/ Election**  
**Day**

Meeting is convened, and ballots are accepted until presiding director makes a last call for ballots. If applicable, presiding director reads into the record resolution declaring unopposed candidates elected.

Upon adjournment of director election, new Board of Directors meets.

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**APPLICATION FOR BOARD OF DIRECTORS POSITION OF THE  
WATER SUPPLY/  
SEWER SERVICE CORPORATION ("CORPORATION")**

This application form must be completed and submitted to the Corporation's main office to the attention of the **Credential Committee** or to the Corporation at \_\_\_\_\_ (address) or by email at \_\_\_\_\_ by \_\_\_\_\_, 20\_\_ by close of business for the applicant's name to be placed on the ballot. If the Corporation has 1,500 or more members, this form must be accompanied by a petition signed by at least 20 members, requesting that the applicant's name be placed on the ballot as a candidate for director.

**Section 1**

**Biographical Information:**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Service Address (if different than mailing address): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Water Supply Corporation Member Since: \_\_\_\_\_

(if any interruptions in years of service, please list) \_\_\_\_\_

**Section 2**

**Director Position Sought:** \_\_\_\_\_

(If system has distinguishing numbers for individual director positions such as district # or director #1, please list; if not applicable list as **Not Applicable**. Additionally, if you are seeking election to a director position that is currently vacant due to the death, resignation, or removal of a previous director, please indicate that you are running for the vacant position.)

**Experience/Qualifications (will be printed and sent to members with ballot):**

Previous Committee/Community Involvement/Director, etc. Experience: \_\_\_\_\_

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**Professional Experience:** \_\_\_\_\_

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**Education:** \_\_\_\_\_

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**Section 3**

**Personal Statement (will be printed and sent to members with ballot, 100-word limit):**

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**Section 4**

**Affirmation and Pledge to Serve:**

I, \_\_\_\_\_ (applicant's name) will be at least 18 years of age on the first day of the director term; am a member of the Corporation; have not been determined by a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and have not been finally convicted of a felony. (See Texas Water Code, Section 67.0051)

I have reviewed the Corporation's bylaws and certificate of formation and I meet the qualifications set forth therein and if elected I agree to comply with all governing documents, board polices and complete Texas Open Meetings Act Training within ninety days of my election date.

Additionally, if elected, I pledge to serve in a director position on the Corporation's Board of Directors, and will do my best to attend all meetings, regular or special, as designated by the board.

Under penalties of perjury, I declare that I have reviewed the information presented in this Application, including accompanying documents, and to the best of my knowledge and belief, the information is true, correct and complete.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(The Corporation shall ensure all applicants have access to review  
Bylaws, Certificate of Formation and Board Policies)

**\_\_\_\_\_ WATER SUPPLY/ SEWER SERVICE CORPORATION  
("CORPORATION")**

The members of \_\_\_\_\_ WSC, whose names and signatures appear below, petition that \_\_\_\_\_ (candidate's name) be placed on the ballot as a candidate for director of the Corporation for the \_\_\_\_\_ (date), 20\_\_ election.

This petition is **only** required for systems that have 1,500 or more members. Candidates must solicit at least 20 signatures from members of the system, but it is advisable to obtain a few additional signatures in case any of the signatures are disqualified. Members must be owners of property in the WSC and have a valid membership. Only one representative from each membership (i.e. husband or wife) may sign a petition supporting an application for director. An applicant may sign his or her own petition for director.

	<b>Member's Name (please print clearly)</b>	<b>Member's Signature</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**Notice of Member Meeting for**  
**\_\_\_\_\_ Water Supply Corporation**

The Annual Member Meeting for the \_\_\_\_\_ Water Supply Corporation will be held at the \_\_\_\_\_ (name of building, address, city, TX ZIP). The meeting will start at \_\_\_\_\_ a.m./p.m. on (date). The purpose of the meeting will be to update the membership on the business affairs of the Corporation and to conduct a director election unless the election is declared unopposed by a resolution of the board of directors.

The Corporation will mail to each member one official ballot regardless of the number of memberships they hold. Only the original official ballot mailed to the member or provided at the annual members meeting will be valid. If a member has lost their ballot, a replacement ballot will be issued to the member. The member must contact the Corporation at (xxx) xxx-xxxx or by e-mail at \_\_\_\_\_ to obtain an official replacement ballot. Reproduced or copied ballots will not be accepted.

On the day of the election, members will check in with the **Independent Election Auditor** who will verify whether the member's official ballot has been received. If the member has not previously submitted a ballot, the member will be provided with a new official ballot. If the member has sent in their ballot but the Corporation has not received the ballot the member will be provided with a new official ballot. Members will receive one ballot no matter how many memberships they hold. The member's name on the ballot must match their application for service name.

SAMPLE  
Annual Members Meeting Agenda  

---

Water Supply Corporation

Date of the Meeting  
Location of Meeting  
Time Meeting Starts

1. Presiding director calls the meeting to order
2. Presiding director allows candidates to present their credentials (if applicable, not required)
3. Presiding director allows for the genral public to sign up to speak.
4. Presiding director makes a last call for submission of official ballots.
5. Presiding director announces the total number of members present at the meeting and the total number of ballots received prior to the meeting.
6. Presiding director will then announce that a quorum of the membership is present and that the meeting may proceed.
7. Read and approve the previous Annual Member Meeting minutes.
8. Update reports (must be specific on each item and what you will be talking about per Texas Open Meetings Act)
  - a. Report of Board President or Presiding Director
  - b. Report of Corporation Manager
  - c. Report of system finances
  - d. Engineer's report on projects
  - e. Operator's report on system's operations and concerns
  - f. Regulatory report by \_\_\_\_\_ representative
9. Election Results – **Independent Election Auditor** submits offical report to presiding officer
  - a. **Independent Election Auditor** provides the presiding director with a written report of the election results for director positions/amendments to Bylaws; and any other proposition voted on by the members.
  - b. Presiding director announces election results or reads resolution declaring election of unopposed candidates (if applicable).
  - c. Presiding director introduces newly elected directors and if no objections, declares them as board members to assume the position of directors immediately.
10. Closing comments by presiding director.
11. Meeting is adjourned.



Member's name \_\_\_\_\_  
 Mailing address \_\_\_\_\_  
 City, state, ZIP \_\_\_\_\_  
 Member Account No. \_\_\_\_\_

**Please Use the Official Envelope to Mail/Deliver Your Ballot**

**Three (3) Options to Cast Your Vote**

1. Mail

- Mark your selections by placing an X or √ inside the appropriate boxes.
- Detach ballot and place in the enclosed envelope.
- Mail envelope to: \_\_\_\_\_ WSC at \_\_\_\_\_

Mailed ballots must be received in the mail by \_\_\_\_\_ (date) in order to be counted.

2. Deliver to Corporation's Office (note: if the Corporation does not have an official office you may allow members to use a drop box which is used for payments as long as the box is secure from tampering. Ballots shall be retrieved from box no later than 12:01 PM on the date specified below.)

Follow the instructions in #1 for mailing but deliver the forms to the Corporation's office at \_\_\_\_\_ (address) by **12:00 PM**.

3. In Person at the Member Meeting

The Annual Meeting will be held on \_\_\_\_\_, 201\_\_ at \_\_\_\_\_ AM/PM at \_\_\_\_\_ (address).

The mailed ballot will not be valid for voting in person at the Annual Meeting. An official ballot will be distributed to you when you register to vote at the meeting. This official ballot will be on different color paper from the mailed official ballot.

**E-mailed and Faxed Ballots will not be accepted  
 Reproduced unofficial ballots will NOT be accepted**

\_\_\_\_\_ Water Supply Corporation

20\_\_ Official Election Ballot

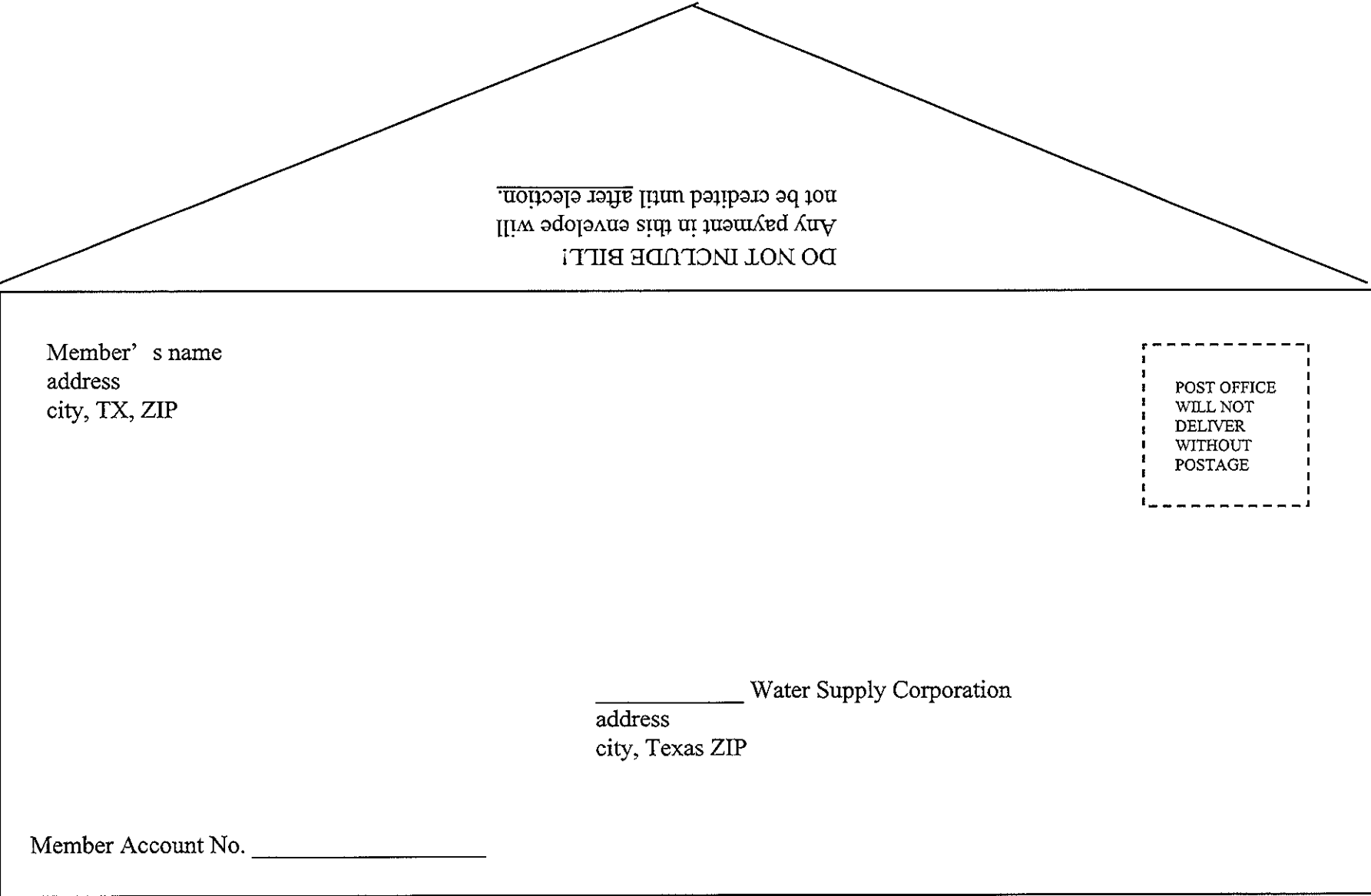
Mark your selections by **placing an X or a √ inside the appropriate boxes.**

Reproduced ballots will not be accepted as an official ballot

Candidate names are listed in alphabetical order.

<b>Director Candidate(s),</b> Only vote for _____ candidates. Casting a vote for more than the allowed candidates may void the ballot.		<b>Proposed Bylaw Change:</b> Amend bylaws to move the annual meeting to the third Tuesday in April	
<input type="checkbox"/> Alice Alright	<input type="checkbox"/> Ben Better	<input type="checkbox"/> For	<input type="checkbox"/> Against
<input type="checkbox"/> Charles Careful	<input type="checkbox"/> Dan Diligent		

**(If all the candidates are unopposed the board may send out this ballot with the language listed below)**  
 "Unopposed Candidates Declared Elected" The following candidate(s) is/are declared elected by the official board resolution pursuant to Texas Water Code Section 67.005 Alice Alright, Ben Better, Charles Careful, Dan Diligent (list position/district # if applicable)



DO NOT INCLUDE BILL!  
Any payment in this envelope will  
not be credited until after election.

Member' s name  
address  
city, TX, ZIP

POST OFFICE  
WILL NOT  
DELIVER  
WITHOUT  
POSTAGE

\_\_\_\_\_ Water Supply Corporation  
address  
city, Texas ZIP

Member Account No. \_\_\_\_\_

ATTACHMENT 5: SAMPLE RETURN ENVELOPE

\_\_\_\_\_ **Water Supply Corporation**  
**20\_\_ Board of Director Candidate Information**  
 Candidate names are listed in alphabetical order

**Board Position**

Alice Alright	Water System Member Since: 2001
<p>Previous Committee/Community Involvement/Director, etc. Experience:</p> <p>Professional Experience: Owner of Alright Insurance Company</p> <p>Education: Graduated from Texas State University in 1985 with a Bachelor of Science degree</p> <p>Personal Statement: With nine years in the insurance industry, I understand the importance of strong internal controls, proper oversight and full financial reporting. Combined with my other corporate experience gained from employment and consulting services, I can assist in the development of excellent policies for the employees of the Corporation.</p>	

**Board Position**

Ben Better	Water System Member Since: 1995
<p>Previous Committee/Community Involvement/Director, etc. Experience:</p> <p>Professional Experience: Served in the United States Air Force and the Texas Air National Guard. Own and Operate Careful Construction</p> <p>Education: BS Business and Management - University of Texas</p> <p>Personal Statement: As one of three reform directors elected in 2009, I initiated the first budget for this water system and the first internal control function. The results of the new budget have been very impressive – we have been able to reduce costs even while the system is growing. I welcome the opportunity to continue to work towards our goal of providing low cost water while maintaining high standards of reliability and customer service.</p>	

## Board Position

Charles Careful	Water System Member Since: 1990 – 1992 and 2000-Present
<p>Previous Committee/Community Involvement/Director, etc. Experience:</p> <p>Professional Experience: Corporate human resources, followed by 20+ years as a business entrepreneur in retail/rental.</p> <p>Education: Bachelor of Business Administration Texas A &amp; M University</p> <p>Personal Statement: The water system should be run for the benefit of the members delivering the best service at the lowest feasible price while being operated as transparently as possible. I will bring straight-forward common-sense business practices to obtain this goal.</p>	

**RESOLUTION DECLARING UNOPPOSED CANDIDATES OF  
\_\_\_\_\_ WATER SUPPLY CORPORATION ELECTION**

WHEREAS, \_\_\_\_\_ Water Supply Corporation posted notice of the opportunity for candidates to submit applications to run for \_\_\_\_\_ (*insert number of*) positions on its Board of Directors pursuant to Texas Water Code Section 67.0052(b); and

WHEREAS, only \_\_\_\_\_ (*insert number of*) people submitted applications for these open positions, thus creating an unopposed election for each position pursuant to Texas Water Code Section 67.0055;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF \_\_\_\_\_ WATER SUPPLY CORPORATION DECLARES ELECTED TO THESE POSITIONS:

*(insert names of unopposed candidates)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board of Directors so orders that this resolution be posted at the Corporation's main office and read into the record at the Corporation's annual meeting, pursuant to Texas Water Code Section 67.0055.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_ Water Supply Corporation

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_ Water Supply Corporation

**§ 67.0052. BALLOT APPLICATION.**

(a) To be listed on the ballot as a candidate for a director's position, a person must file an application with the Corporation that includes:

- (1) the director's position sought, including any position number or other distinguishing number;
- (2) if the Corporation has 1,500 or more members or shareholders, a petition signed by 20 members or shareholders requesting that the person's name be placed on the ballot as a candidate for that position;
- (3) the person's written consent to serve, if elected;
- (4) biographical information about the person; and
- (5) a statement of the person's qualifications, including a statement that the person has the qualifications prescribed by Section 67.0051.

(b) The application must be filed with the Corporation not later than the 45th day before the date of the annual meeting. The Corporation shall notify the members or shareholders of the application deadline not later than the 30th day before the deadline.

(c) The Corporation shall make available director candidate application forms at the Corporation's main office and shall provide application forms by mail or electronically on request.

(d) This section applies only to a Corporation that provides retail water or sewer service.

**§ 67.0053. BALLOT.**

(a) Not later than the 30th day before the date of an annual meeting, the Corporation shall mail to each member or shareholder of record:

- (1) written notice of the meeting;
- (2) the election ballot; and
- (3) a statement of each candidate's qualifications, including biographical information as provided in each candidate's application.

(b) The election ballot must include:

- (1) the number of directors to be elected; and
- (2) the names of the candidates for each position.

(c) This section:

- (1) applies only to a Corporation that provides retail water or sewer service; and
- (2) does not apply to an election in relation to a candidate for a director's position for which the board has adopted a resolution under Section 67.0055.

**§ 67.0054. ELECTION PROCEDURES.**

(a) A member or shareholder may vote:

- (1) in person at the annual meeting;
- (2) by mailing a completed ballot to the office of the **Independent Election Auditor** selected under Section 67.007(d) or to the Corporation's main office, which ballot must be received by the Corporation not later than noon on the business day before the date of the annual meeting; or
- (3) by delivering a completed ballot to the office of the **Independent Election Auditor** or to the Corporation's main office not later than noon on the business day before the date of the annual meeting.

(b) The **Independent Election Auditor** shall receive and count the ballots before the annual meeting is adjourned.

(c) For each director's position, the candidate who receives the highest number of votes or who is the subject of a resolution described by Section 67.0055 is elected.

(d) If two or more candidates for the same position tie for the highest number of votes for that position, those candidates shall draw lots to determine who is elected.

(e) The **Independent Election Auditor** shall provide the board with a written report of the election results.

(f) The board may adopt necessary rules or bylaws to implement this section, including rules or bylaws to ensure the fairness, integrity, and openness of the voting process.

(g) This section applies only to a Corporation that provides retail water or sewer service.

**Sec. 67.0055. ELECTION OF UNOPPOSED CANDIDATE.**

(a) This section applies only to an election for a director's position on a board of a Corporation that provides retail water or sewer service in which a candidate who is to appear on the ballot for the position is unopposed.

(b) The board by resolution may declare a candidate elected to a director's position if the board certifies in writing that the candidate is unopposed for the position. A copy of the resolution shall be posted at the Corporation's main office.

(c) If a declaration is made under Subsection (b), the election for that position is not held.

(d) If the election for the unopposed candidate would have been held with an annual meeting of the members or shareholders of the Corporation, the text of the declaration described by Subsection (b) shall be read into the record at the annual meeting.

(e) The ballots used at a separate election that is held at the same time as an election for an unopposed candidate would have been held shall include after measures or contested races the position and name of a candidate declared elected under this section, under the heading "Unopposed Candidates Declared Elected."

(f) A person may not, by intimidation or by means of coercion, influence or attempt to influence a person to withdraw as a candidate or not to file an application for a place on the ballot so that an election may be canceled.

(g) The board may adopt necessary rules or bylaws to implement this section, including rules or bylaws to ensure the fairness, integrity, and openness of the process.

#### § 67.007. ANNUAL OR SPECIAL MEETING OF RETAIL CORPORATION.

(a) The annual meeting of the members or shareholders of the Corporation must be held between January 1 and May 1 at a time specified by the bylaws or the board.

(a-1) A quorum for the transaction of business at a meeting of the members or shareholders is a majority of the members and shareholders present. In determining whether a quorum is present, all members and shareholders who mailed or delivered ballots to the **Independent Election Auditor** or the Corporation on a matter submitted to a vote at the meeting are counted as present.

(b) The board shall adopt written procedures for conducting an annual or special meeting of the members or shareholders in accordance with this section and Sections 67.0052, 67.0053, and 67.0054. The procedures shall include the following:

- (1) notification to eligible members or shareholders of the proposed agenda, location, and date of the meeting;
- (2) director election procedures, including candidate application procedures;
- (3) approval of the ballot form to be used; and
- (4) validation of eligible voters, ballots, and election results.

(c) The board shall adopt an official ballot form to be used in conducting the business of the Corporation at any annual or special meeting. No other ballot form will be valid. Ballots from members or shareholders are confidential and are exempted from disclosure by the Corporation until after the date of the relevant election.



(d) The board shall select an **Independent Election Auditor** not later than the 30th day before the scheduled date of the annual meeting. The **Independent Election Auditor** is not required to be an experienced election judge or auditor and may serve as an unpaid volunteer. At the time of selection and while serving in the capacity of an **Independent Election Auditor**, the **Independent Election Auditor** may not be associated with the Corporation as:

- (1) an employee;
- (2) a director or candidate for director; or
- (3) an independent contractor engaged by the Corporation as part of the Corporation's regular course of business.

(e) This section applies only to a Corporation that provides retail water or sewer service.

**Independent Election Auditor Official Report for**  
**\_\_\_\_\_ Water Supply Corporation Election**  
**\_\_\_\_\_, \_\_\_\_\_ 20\_\_**

I, the undersigned **Independent Election Auditor**, do hereby certify that all ballots received were counted with the assistance of:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Total number of ballots cast in person \_\_\_\_\_

Total number of ballots cast prior to election \_\_\_\_\_

Total number of ballots cast \_\_\_\_\_

Total number of ballots not counted due to defects \_\_\_\_\_

**Director Election vote totals (start with the highest count)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Bylaw vote totals**

For \_\_\_\_\_

Against \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Independent Election Auditor

\_\_\_\_\_  
Signature of Independent Election Auditor

Date \_\_\_\_\_

# RICARDO WATER SUPPLY CORPORATION

2302 E. SAGE RD.

KINGSVILLE, TEXAS 78363

Office (361) 592-3952 Fax (361) 592-5965

## Memorandum

To: All RWSC Members

From: RWSC Board of Directors and John Marez

Date: January 21, 2022

Re: Application for Ricardo Water Supply Corporation Board of Directors Position

The Ricardo Water Supply Corporation Board of Directors is contacting all its members to notify them of the upcoming election to be held on April 12, 2022. There are two (2) positions up for election. These positions are currently held by Oliver Hinojosa and Frank Escobedo who have indicated that they are willing to serve another term. The term for these positions ends in 2025. At this time, the Corporation is requesting members interested in running for the position of Director to submit the necessary information. If you are submitting another person's name as a potential candidate, please note that the same paperwork is needed. Enclosed is a Ricardo Water Supply Corporation Application for 2022 Board of Director and Candidate Information Form.

**This completed form must be returned by February 28, 2022.**

The current election procedures were adopted in November of 2014. The Corporation is operating under Election Procedures in accordance with laws in the Texas Water Code. If you have any questions regarding this information, please contact our office.

JM/fdl  
Enclosure

**Ricardo Water Supply Corporation**  
**Application for 2022 Board of Director and Candidate Information**

The application form must be completed and submitted to the Corporation's office by **February 28, 2022** for the applicant's name to be placed on the ballot.

**Biographical Information:**

Name of Candidate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (if different from mailing): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Member of Corporation's System Since: \_\_\_\_\_

**Qualifications:**

Previous Board of Director Experience: \_\_\_\_\_

\_\_\_\_\_

Business or Governmental Experience: \_\_\_\_\_

\_\_\_\_\_

Education/Training Experience: \_\_\_\_\_

\_\_\_\_\_

Personal Statement (100 word limit): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Affirmation and Pledge to Serve:**

I, \_\_\_\_\_, will be at least 18 years of age on the first day of the director term; am a member of the Corporation; have not been determined by a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and have not been finally convicted of a felony.

I have reviewed the Corporation's Articles of Incorporation and Bylaws and I meet the qualifications set forth therein.

If elected, I pledge to serve as a director on the Corporation's Board of Directors; and will do my best to attend all meetings, regular or called, as designated by the board.

Under penalties of perjury, I declare that I have reviewed the information presented in this Application, including accompanying documents, and to the best of my knowledge and belief, the information is true, correct and complete.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT NEATLY OR TYPE YOUR RESPONSES. A COPY OF THIS FORM WILL BE  
DISTRIBUTED TO CORPORATION MEMBERS AS A MEANS OF PROVIDING YOUR  
QUALIFICATION STATEMENTS.

**Ricardo Water Supply Corporation**  
**Timeline for Election Procedures for Annual Membership Meeting**  
**and Election of Directors**

Immediately After the Membership Meeting – Hold a Regular Meeting and:

1. Appoint a Credentials Committee
2. Elect Officers

At least 90 Days before Membership Meeting – Ballot, Director Application Form and Election Procedures are reviewed and adopted by the Board. **This is by January 12, 2022.**

At least 80 Days before Membership Meeting – Notice of opportunity to submit application for director offices is sent to members. **Due to the weekend, this is on January 21, 2022.**

45 Days before Membership Meeting – Applications for director offices are due. RWSC will review applications upon receipt and notify candidates of any defects that need to be cured. RWSC cannot guarantee the opportunity to cure if application is submitted less than 48 hours before this deadline. RWSC determines if candidates are unopposed. **This is on February 28, 2022.**

40 Days before Membership Meeting – Board meets to:

1. Select an independent election auditor;
2. Finalize and approve the ballot, agenda and meeting packet for the member meeting;
3. If applicable, pass resolution declaring elected all unopposed candidates and direct that resolution be posted at the RWSC's main office. **This is on March 3, 2022.**

At least 30 Days before Membership Meeting – Members' meeting packets, including notice of meeting, agenda and ballots are mailed. **Due to the weekend, this is on March 11, 2022.**

28 Days before Membership Meeting – Voting Roster is made available to the members of the Corporation in the office. **This is on March 15, 2022.**

3 days (72 hours) before the Membership Meeting – RWSC posts notice of the Membership Meeting and Board meeting immediately following membership meeting in accordance with the Open Meetings Act. **This is on April 8, 2022.**

12 Noon, 1 day before the Membership Meeting – Deadline for submittal of the ballots by mail or hand delivered to the office. **This is April 11, 2022.**

Meeting/Election Day – Meeting is held and ballots are accepted until presiding director makes a last call for ballots. If applicable, presiding director reads into the record resolution declaring unopposed candidates elected. Upon adjournment, new Board of Directors meets. **This day is April 12, 2022.**

ATTACHMENT 9

TxDOT Upgrades

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: TXDOT Upgrades on US 77/I-69

### Background:

Attached are the documents supplied by TXDOT for the Ricardo US77/I69 upgrades for water line replacement due to highway, Right of Way changes. Staff is participating with engineers from LNV, TXDOT staff and construction management from Max Underground to coordinate on this plan. The project is set to begin on November 15, 2021 and expected to end by January 15, 2022.

### Analysis:

This is to inform of the waterline reroute being created as part of the Ricardo highway expansion. Staff is receiving updates from the contractor, engineer and TXDOT representatives. The latest update includes an estimate of waiting 6-8 weeks for the contractor to receive adequate materials to complete the entire project. TXDOT has reassured all parties that this deficiency should not interfere with the final completion of their road project which is expected in March 2022.

### Staff Recommendation:

Review attachments. The construction team expects to provide updates every few weeks.

### Board Action:

No action is needed, this is a presentation item only.

### Summary:

Receive the latest update on the progress being made for the US 77/I69 upgrades. The board will be contacted for any substantial progress or obstacles.



## John Marez

---

**From:** John Marez <jmarez@stwa.org>  
**Sent:** Friday, November 5, 2021 11:49 AM  
**To:** 'bgarcia@gtek.com'  
**Cc:** dcantu@stwa.org; Joella Wagner; 'ngomez@stwa.org'; fvrosales@stwa.org  
**Subject:** US 77 (I-69) Waterline Relocation Project Update #1  
**Attachments:** RWSC Notice to Proceed.pdf

President Garcia & Board,

On Thursday, November 4th I along with Joella Wagner and Nigel Gomez participated on your behalf with LNV, TXDOT, and Max Underground for a Pre-Conference Meeting to discuss the US 77 (I-69) Waterline Relocation Project Phase 2. The Ricardo Water Supply Corporation is the owner of the project with (Adurra) LNV serving as the engineer of record, and MAX Underground Construction as the contractor. As you recall this project, located in the area of US77 & CR 2170, will consists of installing approximately 3,246 linear feet of 6-inch PVC waterline, steel casing, fittings, and valves in accordance with the contract documents, technical specifications, and plans. A Notice to Proceed was agreed to at this meeting with Max Underground required to begin construction no later than November 15<sup>th</sup>. The expected contract time will last approximately 60 Calendar Days with final completion expected no later than January 14, 2022. O&M Supervisor Dony Cantu and I were identified to coordinate on the Corporation's behalf with the project engineer, contractor, inspector and TXDOT to ensure all deadlines and requirements are met.

Since the cost of PVC has recently increased the price for materials will likely grow. Because of previous board action taken you accounted for any potential increases of materials cost, therefore, it is anticipated this change should not exceed the budget you approved over the summer. During the meeting it was also discussed there may be a need to require the RWSC to shut down the water supply for customers while the contractor works to add and connect the waterline. This will occur only after adequate notice is given to the RWSC to ensure staff can notify impacted residents with plenty of warning. (Adequate was noted to be more than a few days' notice prior to any temporary water stoppage.)

If you have any questions about this or any other matter please do not hesitate to contact me.

**Reminder: Please do not reply all or to a majority of the board to discuss this or any board related items. Any discussions may constitute a violation of the Open Meetings Act.**

To: Pres. Garcia  
Cc: STWA Staff  
Bcc: RWSC Board

Attachment: RWSC Notice to Proceed

*John*

John Marez  




engineers | architects | contractors

Solutions Today with a  
**Vision for Tomorrow**

**NOTICE TO PROCEED**

**DATE:** November 4, 2021

**TO:** MAX Underground Construction, LLC

**ADDRESS:** PO Box 271106  
Corpus Christi, TX 78427

**OWNER:** Ricardo Water Supply Corporation

**PROJECT:** US 77 Waterline Relocation Project Phase 2

You are hereby notified that the Contract Time for the above referenced project will commence to run on **November 15, 2021**. By this date, you are to start performing your obligations under the Contract Documents. In accordance with Article 3 of the Agreement, the date of Final Completion is **January 14, 2022**.

Please notify us of your anticipated start date and construction schedule so that we can coordinate your activities with RWSC.

Sincerely,  
LNV, LLC.  
TBPE Firm No. F-366

Eric Villarreal, P.E.  
Principal

U:\Ricardo Water Supply Corp\190122 Waterline Adjustment for US 77\000\04-Construction\RWSC Notice to Proceed.doc

## APPROVAL

To Nigel Gomez

Ricardo Water Supply Corporation

P.O. Box 1572

Kingsville, TX 78364

Date 10/30/2021

Application No. CRP20210930135436

District App. No. CRP20210930135436

Highway US 0077

Control Section 010204

Maintenance Section Kleberg County Maintenance (Kingsville)

County Kleberg

TxDOT offers no objection to the location on the right-of-way of your proposed utility installation, as described by Notice of Proposed Utility Installation No. CRP20210930135436 (District Application No. CRP20210930135436) dated 10/30/2021 and accompanying documentation, except as noted below.

### Not applicable

When installing utility lines on controlled access highways, your attention is directed to governing laws, especially to Texas Transportation Code, Title 6, Chapter 203, pertaining to Modernization of State Highways; Controlled Access Highways. Access for serving this installation shall be limited to access via (a) frontage roads where provided, (b) nearby or adjacent public roads or streets, (c) trails along or near the highway right-of-way lines, connecting only to an intersecting roads; from any one or all of which entry may be made to the outer portion of the highway right-of-way for normal service and maintenance operations. The Installation Owner's rights of access to the through-traffic roadways and ramps shall be subject to the same rules and regulations as apply to the general public except, however, if an emergency situation occurs and usual means of access for normal service operations will not permit the immediate action required by the Utility Installation Owner in making emergency repairs as required for the safety and welfare of the public, the Utility Owners shall have a temporary right of access to and from the through-traffic roadways and ramps as necessary to accomplish the required emergency repairs, provided TxDOT is immediately notified by the Utility Installation Owner when such repairs are initiated and adequate provision is made by the Utility Installation Owner for convenience and safety of highway traffic.

The installation shall not damage any part of the highway and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Installation Owner fails to comply with any or all of the requirements as set forth herein, the State may take such action as it deems appropriate to compel compliance.

It is expressly understood that the TxDOT does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway; and it is further understood that the TxDOT may require the Installation Owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) days written notice.

If construction has not started within six (6) months of the date of this approval, the approval will automatically expire and you will be required to submit a new application. You are also requested to notify this office prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right-of-way, so that we may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts and clean up. These specifications are intended to preserve our considerable investment in highway planting and beautification, by reducing damage due to trimming.

### Special Provisions:

You are required to notify TxDOT 48 hours (2 business days) before you start construction to allow for proper inspection and coordination of work days and traffic control plans. Use the UIR website for the 48-hour notification. DO NOT start construction until you have coordinated the construction start date and inspection with TxDOT. You are also required to keep a copy of this Approval, the Notice of Proposed Installation, and any approved amendments at the job site at all times.

Texas Department of Transportation  
By James Harris  
Title Director of Operations  
District Corpus Christi



Installation Application  
Online version 4/2006

# Notice of Proposed Installation Utility Line On TxDOT Highway Right of Way

To the Texas Transportation Commission  
c/o District Engineer  
Texas Department of Transportation  
Corpus Christi District, Texas

Date 10/20/2021  
Application No. CRP20210930135436

Formal notice is hereby given that Ricardo Water Supply Corporation  
proposes to install a utility facility within the right-of-way of US0077  
in Kleberg County, Texas as follows: (details are shown on page 2)

The project proposes a 6" waterline to be relocated as directed by Halff Associates Inc on the East side of US Highway 77. The proposed project includes 81 linear feet of 8" waterline, 3246 linear feet of 6" waterline, waterline connections, gate valves, 6" caps, waterline re-connections, 6" 90° bends, 6" 45° bends, 6"x6", proposed split casings, 5879 linear feet of waterline to be removed, and 8" 45° bends. The driving direction is facing North; while driving on Highway 77 in the North direction, the proposed site locations reside on the East side of the highway. Location 1 starts at approximately 2975 LF North of County Road 2170. Location 2 starts at approximately 1900 LF North of County Road 2170. Location 3 starts at approximately 3000 LF North of County Road 2180. Location 4 starts at approximately 1250 LF North of County Road 2205. The relocated waterline will be five (5) feet inside of the TxDOT ROW – parallel to US Highway 77.

The line will be constructed and maintained on the highway right-of-way as shown on the attached drawing and in accordance with the rules, regulations and policies of the Texas Department of Transportation (TxDOT), and all governing laws, including but not limited to the "Federal Clean Water Act," the "National Endangered Species Act," and the "Federal Historic Preservation Act." Upon request by TxDOT, proof of compliance with all governing laws, rules and regulations will be submitted to TxDOT before commencement of construction.

Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will revegetate the project area as indicated under "Revegetation Special Provisions."

Our firm will ensure that traffic control measures complying with applicable portions of the Texas Manual of Uniform Traffic Control Devices will be installed and maintained for the duration of this installation.

The location and description of the proposed installation and appurtenances is more fully shown by 2 files containing drawings and other pertinent information uploaded to the website.

Construction will begin on or after October 25, 2021 and end on or before January 25, 2022.

I certify that I am authorized to represent the Firm listed below, and that our Firm agrees to the conditions/provisions included in this notice.

Utility Installation Owner Ricardo Water Supply Corporation  
By Nigel Gomez  
Title Field Foreman  
Address P.O. Box 1572  
Kingsville, TX 78364  
Phone No. 361-675-0640  
E-mail address ngomez@stwa.org

# Application Details

Application No. CRP20210930135436  
Date 10/20/2021  
Utility Installation Owner Ricardo Water Supply Corporation  
By Nigel Gomez  
TxDOT District Corpus Christi District  
County Kleberg  
Route US0077  
Control Section 010204

Description      The project proposes a 6" waterline to be relocated as directed by Halff Associates Inc on the East side of US Highway 77. The proposed project includes 81 linear feet of 8" waterline, 3246 linear feet of 6" waterline, waterline connections, gate valves, 6" caps, waterline re-connections, 6" 90° bends, 6" 45° bends, 6"x6", proposed split casings, 5879 linear feet of waterline to be removed, and 8" 45° bends. The driving direction is facing North; while driving on Highway 77 in the North direction, the proposed site locations reside on the East side of the highway. Location 1 starts at approximately 2975 LF North of County Road 2170. Location 2 starts at approximately 1900 LF North of County Road 2170. Location 3 starts at approximately 3000 LF North of County Road 2180. Location 4 starts at approximately 1250 LF North of County Road 2205. The relocated waterline will be five (5) feet inside of the TxDOT ROW – parallel to US Highway 77.

Attachments      210085 - 10 - WL IMP LOC 4 STA 69200 TO STA 69600.pdf  
210085 - 11 - TYP SEC - REV 1.pdf

**TxDOT - Corpus Christi District**  
**CHECKLIST FOR REVIEW OF NOTICES OF PROPOSED INSTALLATION**  
Online version 04/2021

Yes No N/A

- Is this proposed work or relocation due to TxDOT construction? If so then please state that in the Basic Information.
- 
- 
- Is the repair and/or installation in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and all applicable State and Federal laws and regulations? See the TMUTCD and other TxDOT manuals on the UIR website. See also Utility Installation Regulations on the special provisions.
- 
- 
- In the Basic Information, has the following information been provided in the description: What is being proposed? What road/highway will this installation be on? What is the distance from the nearest county or state intersection? What is the purpose of the utility or pipeline?
- 
- 
- Have the material specifications of the utility or pipeline to be installed or repaired been included on the design sheets?
- 
- 
- Are all coordinates in North American Datum 1983 (NAD83), North American Vertical Datum 1988 (NAVD88) and/or Texas Coordinate System South Zone? Please state the system used on the sheet(s). North American Datum 1927 is no longer used by TxDOT.
- 
- 
- For high pressure (over 60 psi) petroleum pipeline installations, has the following information been provided on the sheets: Both ROW lines? GPS or LAT LONG coordinates where the pipeline crosses each ROW line? Distance from crossing to a county or state intersection? Distance between proposed or existing lines? The names of any existing pipelines this line will be paralleling? The angle of crossing? Type of cathodic protection to be used? A bore profile showing depth under ditches and roadway? A completed Barlow formula (see Exhibit A) signed and stamped by a certified Engineer?
- 
- 
- For utilities or pipelines to be installed parallel to the road, have you included or shown in the design sheet(s) the following information: proposed location; vertical elevations; horizontal alignments from ROW line; relationship to existing utilities; and total length of project?
- 
- 
- For all aerial installations, do the plans clearly show and differentiate between existing and new poles?
- 
- 
- For aerial or underground bored crossings, is the location of the crossing as close to 90° degrees as practical? If the angle is more than 5 degrees from 90, provide justification in the Basic Information on why the crossing will be at the proposed angle.
- 
- 
- For all underground installations or repairs, will non-metallic detection devices be emplaced? If not please state the reason.
- 
- 
- Is it understood that a copy of the permit AND approval form must be on the job site during

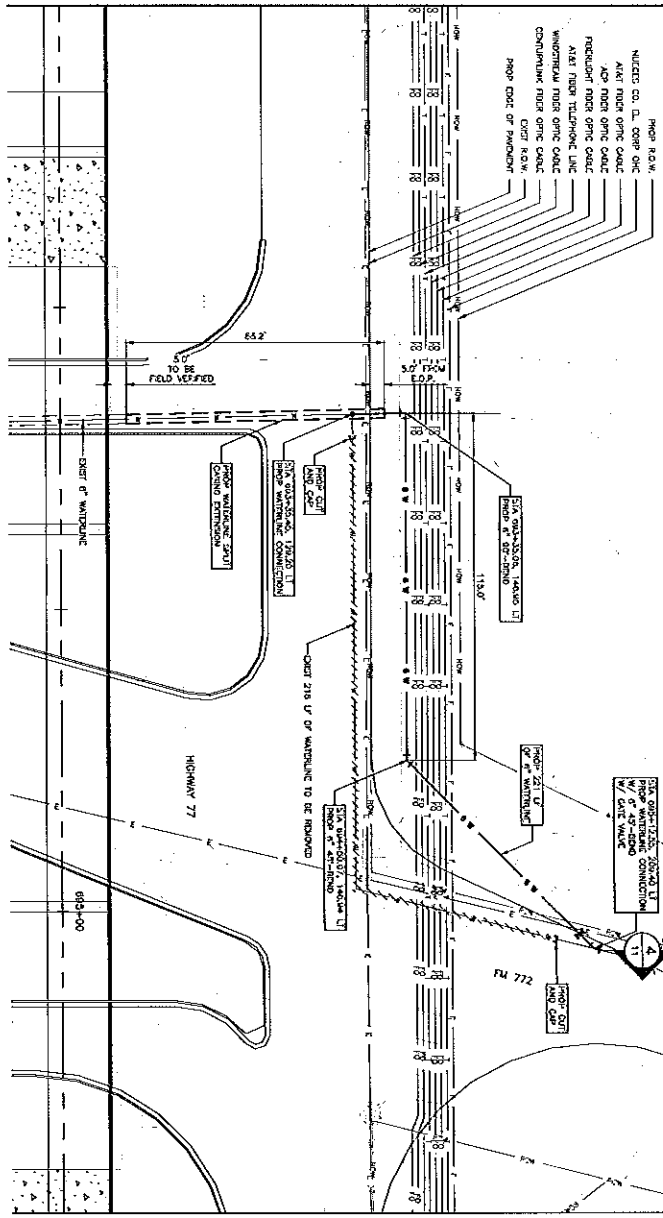
construction or repair?

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- Will there be abandonment of an existing utility as part of the installation of this proposed utility? If so, contact Leonel Tovar: District Utility Coordinator 361-808-2257 Leonel.Tovar@txdot.gov and inform him of the proposed abandonment. He will provide you information for the abandonment process. Once that abandonment process is completed and signed, PDF it and attach it to this installation request. The abandonment paperwork must be part of this installation request.
- 
-

MATCHLINE STA 692+00



MATCHLINE STA 696+00



3 WATER LINE IMPROVEMENTS - LOCATION 4 STA. 692+00 TO STA. 696+00  
 SCALE: 1"=40' (PLAN) 3/4"=10' (VERTICAL)  
 SCALE: 1"=40' (FULL SIZE SHEET)

DATE	10
DESCRIPTION	AS BUILT
BY	AS BUILT
APPROVED BY	AS BUILT
DATE	11/13/25

**ARDURRA**  
 CONSULTANTS, ENGINEERS, ARCHITECTS

611 N. Loop West, Suite 100  
 Irving, TX 75039  
 Phone: (972) 251-1000  
 Fax: (972) 251-1001  
 www.ardurra.com

Engineering License No. 5879  
 Architect License No. 54258  
 Professional Seal

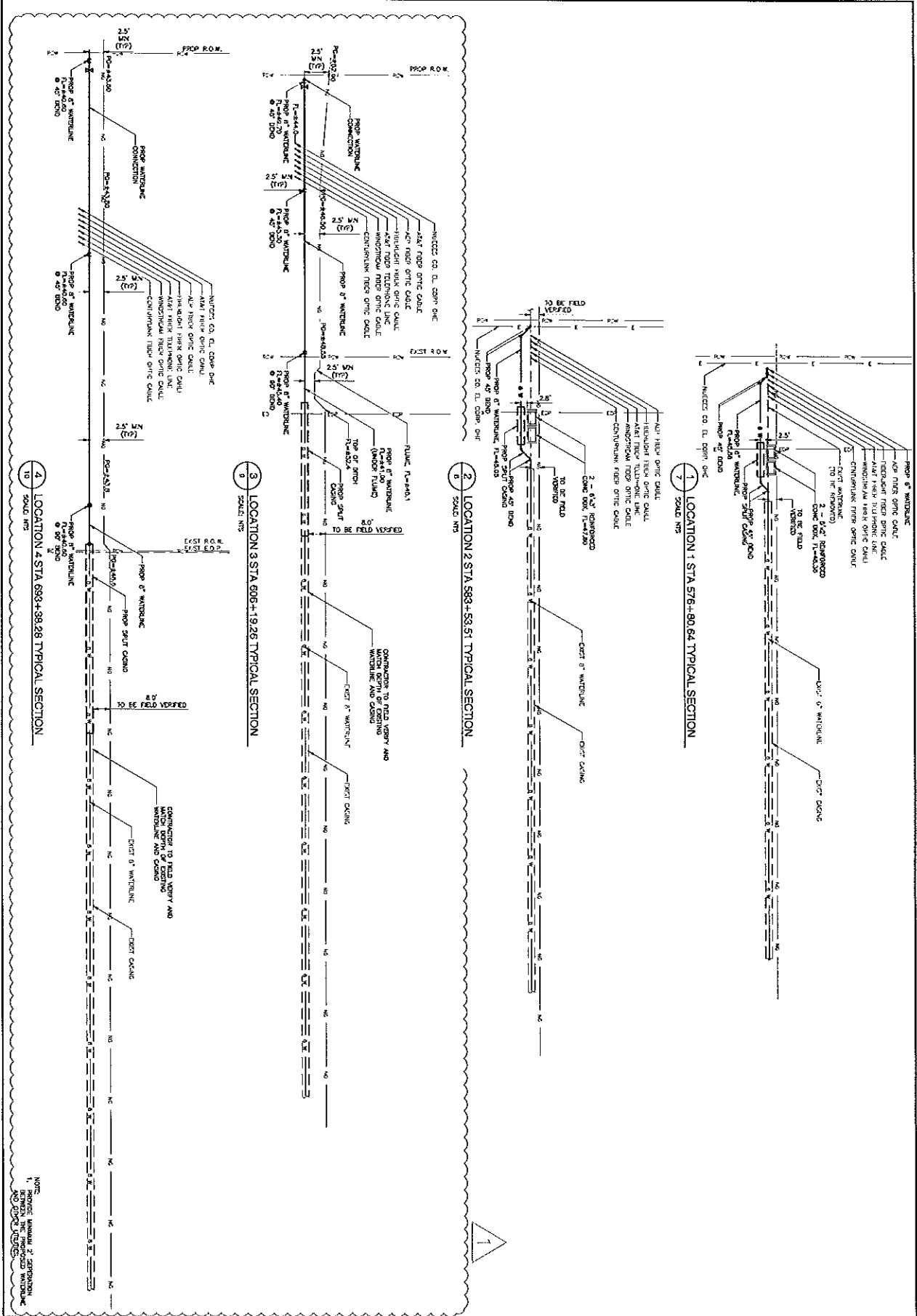
RICARDO WATER SUPPLY CORP  
 KLEBERG CO. TEXAS

**WATERLINE IMPROVEMENTS LOCATION 4  
 STA 692+00 TO STA 696+00**

ISSUES / REVISIONS

NO.	DESCRIPTION	DATE





<p><b>ARDURRA</b> VOLUNTARY PROFESSIONAL ENGINEERS</p>	<p>RICARDO WATER SUPPLY CORP KLEBERG CO. TEXAS</p> <p><b>TYPICAL SECTIONS</b></p>	<p>ISSUES / REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DESCRIPTION										
NO.	DATE	DESCRIPTION													

## APPROVAL

To Nigel Gomez

Ricardo Water Supply Corporation

P.O. Box 1572

Kingsville, TX 78364

Date 10/30/2021

Application No. CRP20210921122856

District App. No. CRP20210921122856

Highway US 0077

Control Section 010204

Maintenance Section Kleberg County Maintenance (Kingsville)

County Kleberg

TxDOT offers no objection to the location on the right-of-way of your proposed utility installation, as described by Notice of Proposed Utility Installation No. CRP20210921122856 (District Application No. CRP20210921122856) dated 10/30/2021 and accompanying documentation, except as noted below.

### Not applicable

When installing utility lines on controlled access highways, your attention is directed to governing laws, especially to Texas Transportation Code, Title 6, Chapter 203, pertaining to Modernization of State Highways; Controlled Access Highways. Access for serving this installation shall be limited to access via (a) frontage roads where provided, (b) nearby or adjacent public roads or streets, (c) trails along or near the highway right-of-way lines, connecting only to an intersecting roads; from any one or all of which entry may be made to the outer portion of the highway right-of-way for normal service and maintenance operations. The Installation Owner's rights of access to the through-traffic roadways and ramps shall be subject to the same rules and regulations as apply to the general public except, however, if an emergency situation occurs and usual means of access for normal service operations will not permit the immediate action required by the Utility Installation Owner in making emergency repairs as required for the safety and welfare of the public, the Utility Owners shall have a temporary right of access to and from the through-traffic roadways and ramps as necessary to accomplish the required emergency repairs, provided TxDOT is immediately notified by the Utility Installation Owner when such repairs are initiated and adequate provision is made by the Utility Installation Owner for convenience and safety of highway traffic.

The installation shall not damage any part of the highway and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Installation Owner fails to comply with any or all of the requirements as set forth herein, the State may take such action as it deems appropriate to compel compliance.

It is expressly understood that the TxDOT does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway; and it is further understood that the TxDOT may require the Installation Owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) days written notice.

If construction has not started within six (6) months of the date of this approval, the approval will automatically expire and you will be required to submit a new application. You are also requested to notify this office prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right-of-way, so that we may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts and clean up. These specifications are intended to preserve our considerable investment in highway planting and beautification, by reducing damage due to trimming.

### Special Provisions:

You are required to notify TxDOT 48 hours (2 business days) before you start construction to allow for proper inspection and coordination of work days and traffic control plans. Use the UIR website for the 48-hour notification. DO NOT start construction until you have coordinated the construction start date and inspection with TxDOT. You are also required to keep a copy of this Approval, the Notice of Proposed Installation, and any approved amendments at the job site at all times.

Texas Department of Transportation  
By James Harris  
Title Director of Operations  
District Corpus Christi



Installation Application  
Online version 4/2006

# Notice of Proposed Installation Utility Line On TxDOT Highway Right of Way

To the Texas Transportation Commission  
c/o District Engineer  
Texas Department of Transportation  
Corpus Christi District, Texas

Date 10/20/2021  
Application No. CRP20210921122856

Formal notice is hereby given that Ricardo Water Supply Corporation  
proposes to install a utility facility within the right-of-way of US0077  
in Kleberg County, Texas as follows: (details are shown on page 2)

The project proposes a 6" waterline to be relocated as directed by Halff Associates Inc on the East side of US Highway 77. The proposed project includes 81 linear feet of 8" waterline, 3246 linear feet of 6" waterline, waterline connections, gate valves, 6" caps, waterline re-connections, 6" 90° bends, 6" 45° bends, 6"x6", proposed split casings, 5879 linear feet of waterline to be removed, and 8" 45° bends. The driving direction is facing North; while driving on Highway 77 in the North direction, the proposed site locations reside on the East side of the highway. Location 1 starts at approximately 2975 LF North of County Road 2170. Location 2 starts at approximately 1900 LF North of County Road 2170. Location 3 starts at approximately 3000 LF North of County Road 2180. Location 4 starts at approximately 1250 LF North of County Road 2205. The relocated waterline will be five (5) feet inside of the TxDOT ROW – parallel to US Highway 77.

The line will be constructed and maintained on the highway right-of-way as shown on the attached drawing and in accordance with the rules, regulations and policies of the Texas Department of Transportation (TxDOT), and all governing laws, including but not limited to the "Federal Clean Water Act," the "National Endangered Species Act," and the "Federal Historic Preservation Act." Upon request by TxDOT, proof of compliance with all governing laws, rules and regulations will be submitted to TxDOT before commencement of construction.

Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will revegetate the project area as indicated under "Revegetation Special Provisions."

Our firm will ensure that traffic control measures complying with applicable portions of the Texas Manual of Uniform Traffic Control Devices will be installed and maintained for the duration of this installation.

The location and description of the proposed installation and appurtenances is more fully shown by 5 files containing drawings and other pertinent information uploaded to the website.

Construction will begin on or after October 25, 2021 and end on or before January 25, 2022.

I certify that I am authorized to represent the Firm listed below, and that our Firm agrees to the conditions/provisions included in this notice.

Utility Installation Owner Ricardo Water Supply Corporation  
By Nigel Gomez  
Title Field Foreman  
Address P.O. Box 1572  
Kingsville, TX 78364  
Phone No. 361-675-0640  
E-mail address ngomez@stwa.org

# Application Details

Application No. CRP20210921122856  
Date 10/20/2021  
Utility Installation Owner Ricardo Water Supply Corporation  
By Nigel Gomez  
TxDOT District Corpus Christi District  
County Kleberg  
Route US0077  
Control Section 010204

Description The project proposes a 6" waterline to be relocated as directed by Halff Associates Inc on the East side of US Highway 77. The proposed project includes 81 linear feet of 8" waterline, 3246 linear feet of 6" waterline, waterline connections, gate valves, 6" caps, waterline re-connections, 6" 90° bends, 6" 45° bends, 6"x6", proposed split casings, 5879 linear feet of waterline to be removed, and 8" 45° bends. The driving direction is facing North; while driving on Highway 77 in the North direction, the proposed site locations reside on the East side of the highway. Location 1 starts at approximately 2975 LF North of County Road 2170. Location 2 starts at approximately 1900 LF North of County Road 2170. Location 3 starts at approximately 3000 LF North of County Road 2180. Location 4 starts at approximately 1250 LF North of County Road 2205. The relocated waterline will be five (5) feet inside of the TxDOT ROW – parallel to US Highway 77.

Attachments 210085 - 5 - WL IMP LOC 1 STA 54900 TO STA 55900.pdf  
210085 - 6 - WL IMP LOC 1 STA 55900 TO STA 56900.pdf  
210085 - 7 - WL IMP LOC 1 STA 56900 TO STA 57900.pdf  
210085 - 8 - WL IMP LOC 2 STA 58300 TO STA 58550.pdf  
210085 - 9 - WL IMP LOC 3 STA 60450 TO STA 60850.pdf

**TxDOT - Corpus Christi District**  
**CHECKLIST FOR REVIEW OF NOTICES OF PROPOSED INSTALLATION**  
Online version 04/2021

Yes No N/A

Is this proposed work or relocation due to TxDOT construction? If so then please state that in the Basic Information.

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Is the repair and/or installation in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and all applicable State and Federal laws and regulations? See the TMUTCD and other TxDOT manuals on the UIR website. See also Utility Installation Regulations on the special provisions.

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In the Basic Information, has the following information been provided in the description: What is being proposed? What road/highway will this installation be on? What is the distance from the nearest county or state intersection? What is the purpose of the utility or pipeline?

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Have the material specifications of the utility or pipeline to be installed or repaired been included on the design sheets?

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Are all coordinates in North American Datum 1983 (NAD83), North American Vertical Datum 1988 (NAVD88) and/or Texas Coordinate System South Zone? Please state the system used on the sheet(s). North American Datum 1927 is no longer used by TxDOT.

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---

For high pressure (over 60 psi) petroleum pipeline installations, has the following information been provided on the sheets: Both ROW lines? GPS or LAT LONG coordinates where the pipeline crosses each ROW line? Distance from crossing to a county or state intersection? Distance between proposed or existing lines? The names of any existing pipelines this line will be paralleling? The angle of crossing? Type of cathodic protection to be used? A bore profile showing depth under ditches and roadway? A completed Barlow formula (see Exhibit A) signed and stamped by a certified Engineer?

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For utilities or pipelines to be installed parallel to the road, have you included or shown in the design sheet(s) the following information: proposed location; vertical elevations; horizontal alignments from ROW line; relationship to existing utilities; and total length of project?

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For all aerial installations, do the plans clearly show and differentiate between existing and new poles?

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For aerial or underground bored crossings, is the location of the crossing as close to 90° degrees as practical? If the angle is more than 5 degrees from 90, provide justification in the Basic Information on why the crossing will be at the proposed angle.

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For all underground installations or repairs, will non-metallic detection devices be emplaced? If not please state the reason.

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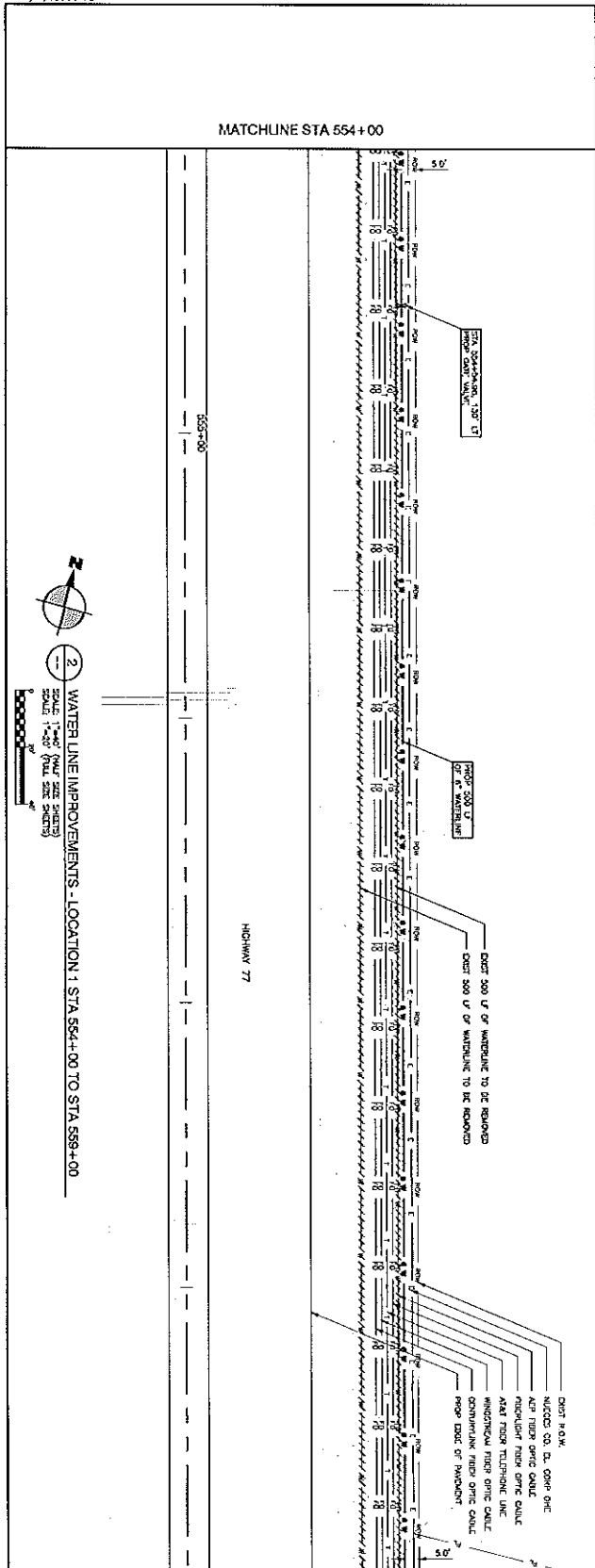
Is it understood that a copy of the permit AND approval form must be on the job site during

construction or repair?

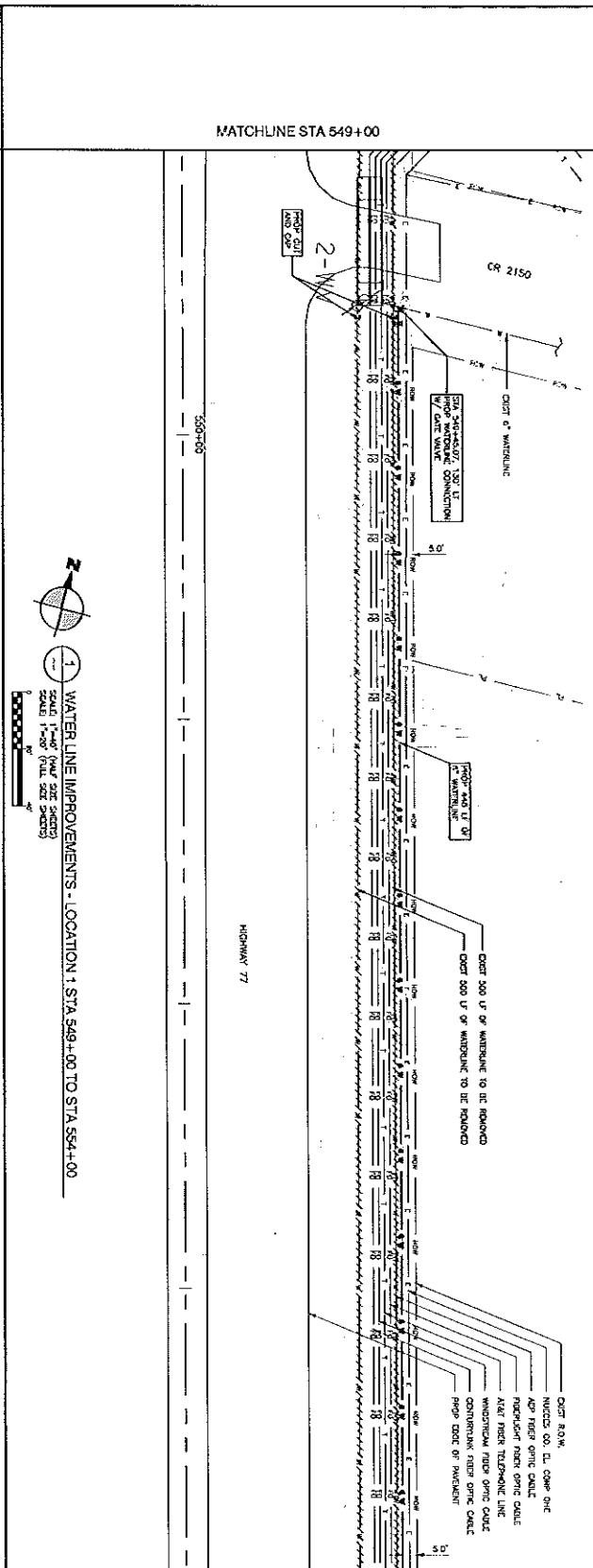
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- Will there be abandonment of an existing utility as part of the installation of this proposed utility? If so, contact Leonel Tovar: District Utility Coordinator 361-808-2257 [Leonel.Tovar@txdot.gov](mailto:Leonel.Tovar@txdot.gov) and inform him of the proposed abandonment. He will provide you information for the abandonment process. Once that abandonment process is completed and signed, PDF it and attach it to this installation request. The abandonment paperwork must be part of this installation request.
- 
-



MATCHLINE STA 559+00  
SEE SHEET 6



MATCHLINE STA 554+00

DATE	BY	DESCRIPTION
11/15/2017	J...	ISSUED FOR PERMIT
11/15/2017	J...	ISSUED FOR PERMIT
11/15/2017	J...	ISSUED FOR PERMIT
11/15/2017	J...	ISSUED FOR PERMIT
11/15/2017	J...	ISSUED FOR PERMIT

**ARDURRA**  
CONSULTANTS

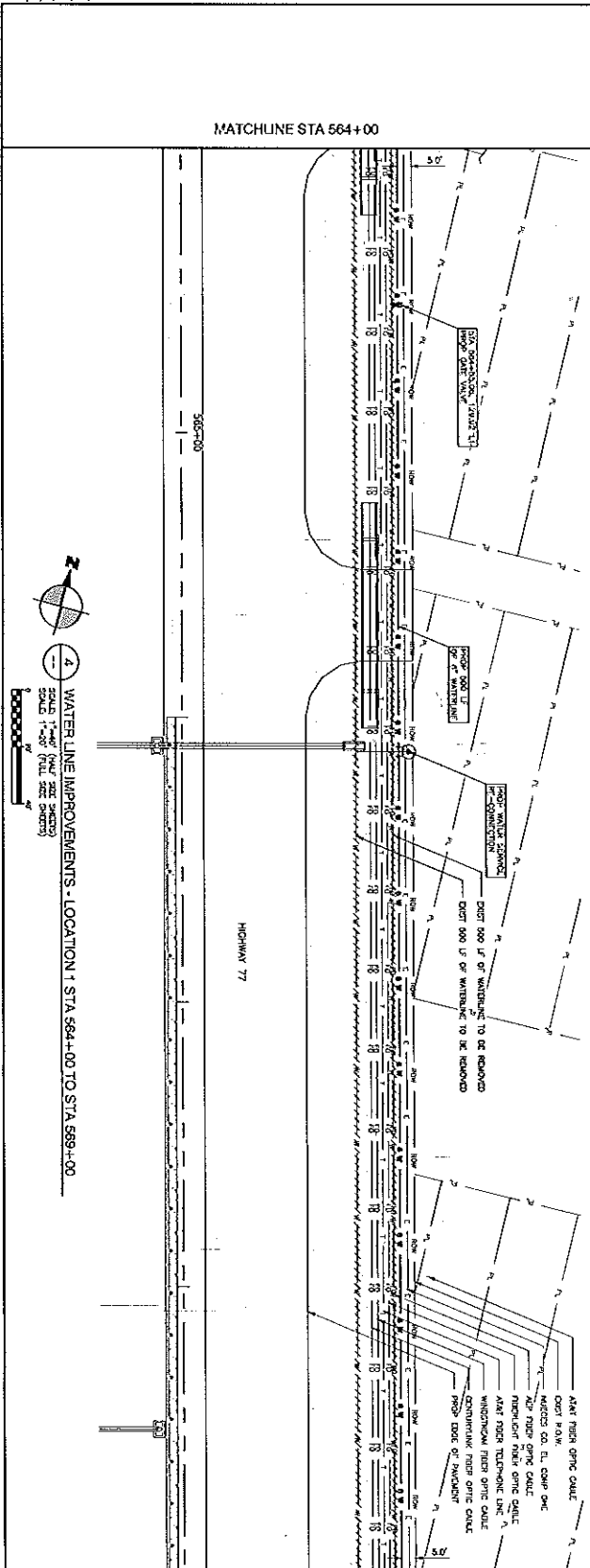
1111 North Loop West, Suite 300  
Coppell, Texas 75019  
Phone: (972) 412-1111  
www.ardurra.com

RICARDO WATER SUPPLY CORP  
KLEBERG CO. TEXAS

**WATERLINE IMPROVEMENTS LOCATION 1  
STA 549+00 TO STA 559+00**

NO.	DATE	DESCRIPTION

ISSUES / REVISIONS



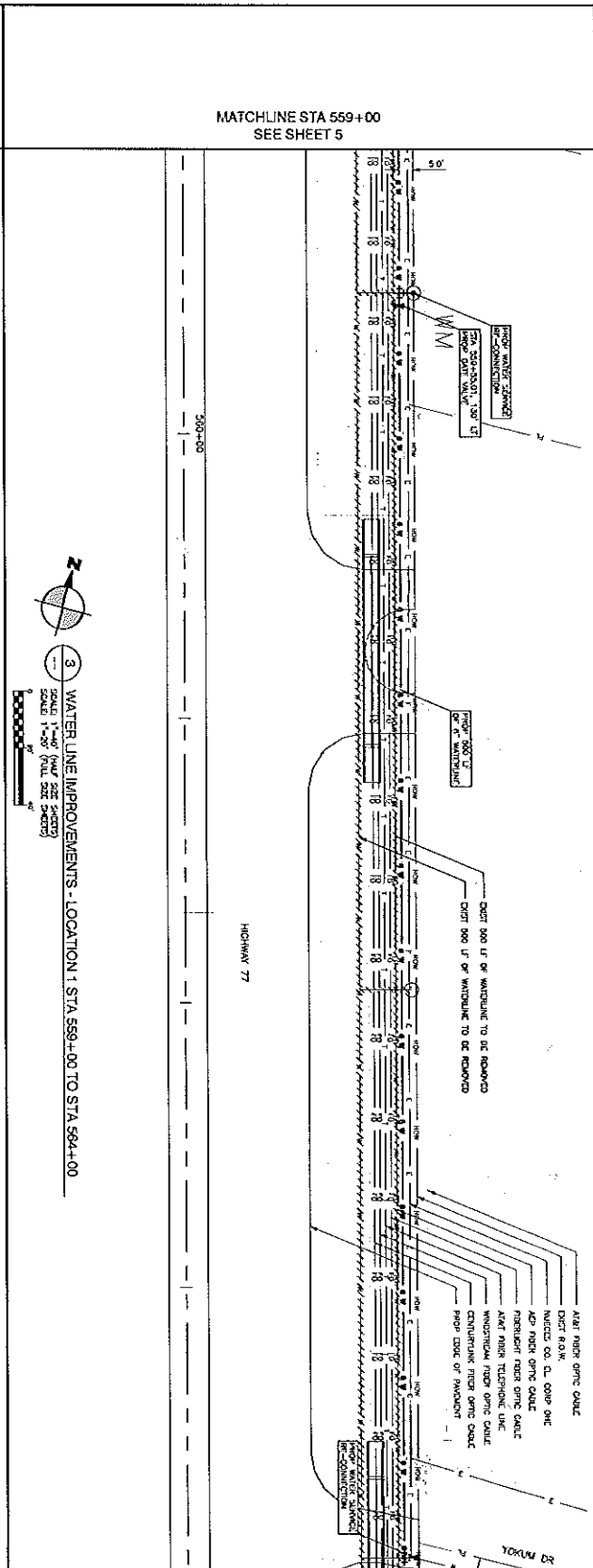
MATCHLINE STA 564+00



4 WATER LINE IMPROVEMENTS - LOCATION 1 STA 564+00 TO STA 569+00

SCALE 1"=40' (WALL SEE SHEETS)  
SCALE 1"=20' (TALL SEE SHEETS)

MATCHLINE STA 569+00  
SEE SHEET 7



MATCHLINE STA 559+00  
SEE SHEET 5



3 WATER LINE IMPROVEMENTS - LOCATION 1 STA 559+00 TO STA 564+00

SCALE 1"=40' (WALL SEE SHEETS)  
SCALE 1"=20' (TALL SEE SHEETS)

MATCHLINE STA 564+00

NO.	DATE	DESCRIPTION

ARDURRA  
CONSTRUCTION

RD 144, Springdale, TX 75774  
P.O. Box 1000, Springdale, TX 75774  
Tel: 936-295-1100  
Fax: 936-295-1101  
www.ardurra.com

**RICARDO WATER SUPPLY CORP**  
KLEBERG CO. TEXAS

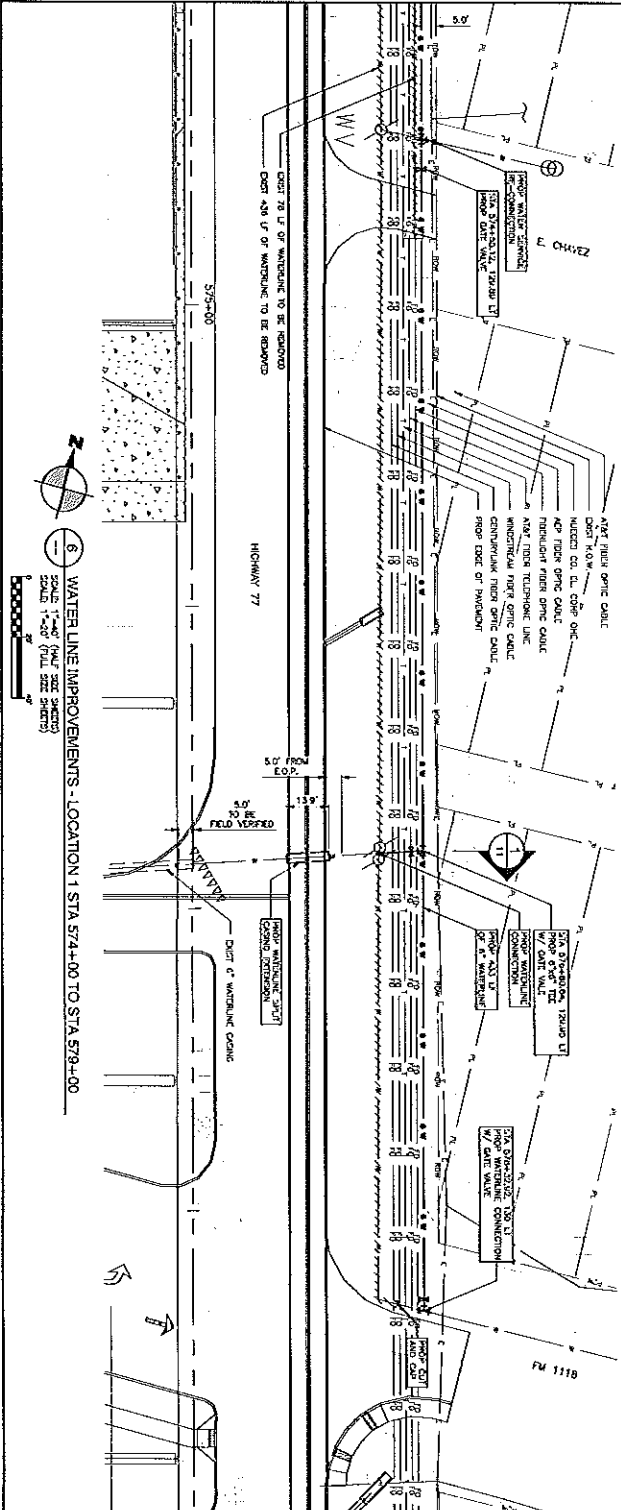
**WATERLINE IMPROVEMENTS LOCATION 1**  
STA 559+00 TO STA 569+00

**ISSUES / REVISIONS**

NO.	DESCRIPTION

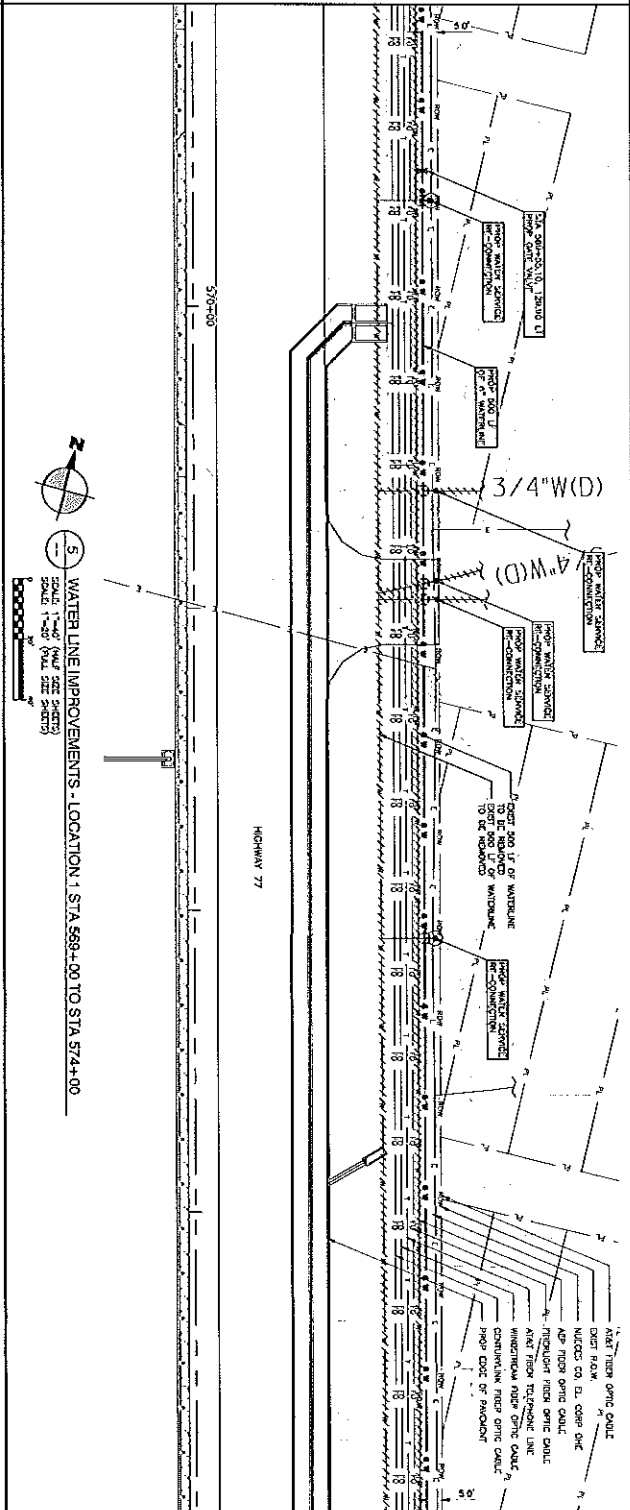


MATCHLINE STA 674+00



MATCHLINE STA 579+00

MATCHLINE STA 569+00  
SEE SHEET 6



MATCHLINE STA 574+00

**ARDURRA**  
CORPORATION

6110 Highway 190  
Grape Creek, Texas 76248  
Phone: 817.380.8000  
Fax: 817.380.8001  
www.ardurra.com

Engineering License: 4634-K-71  
Professional Seal: 4634-K-71

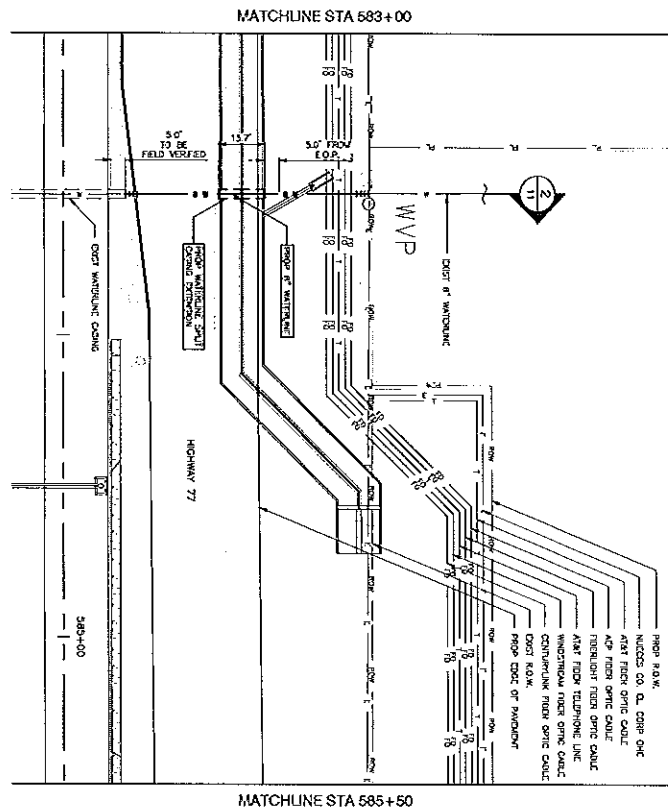
Arduora Corp. Inc.  
6110 Highway 190  
Grape Creek, Texas 76248  
Professional Seal: 4634-K-71

RICARDO WATER SUPPLY CORP  
KLEBERG CO., TEXAS

**WATERLINE IMPROVEMENTS LOCATION 1  
STA 569+00 TO STA 579+00**

NO.	DESCRIPTION	DATE

ISSUES / REVISIONS



WATERLINE IMPROVEMENTS - LOCATION 2 STA 583+00 TO STA 585+50  
 SCALE 1"=40' (HALF SIZE SHEET)  
 SCALE 1"=20' (FULL SIZE SHEET)

DATE	DESCRIPTION
05/15/2025	ISSUED FOR PERMIT

**ARDURRA**  
 COLUMBIA, MISSOURI, USA

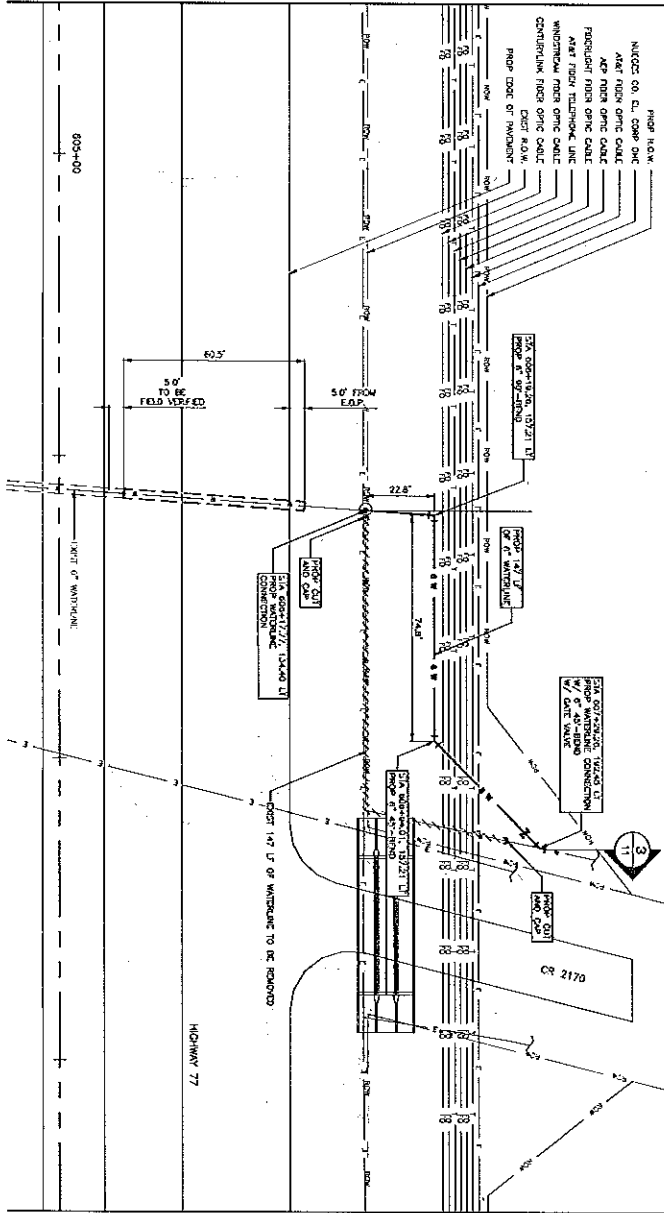
Engineering License No. 10007  
 Ricardo Water Supply Corp.  
 10007  
 KLEBERG COUNTY, TEXAS

RICARDO WATER SUPPLY CORP  
 KLEBERG CO. TEXAS

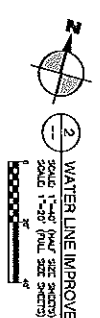
**WATERLINE IMPROVEMENTS LOCATION 2  
 STA 583+00 TO STA 585+50**

ISSUES / REVISIONS	
NO.	DESCRIPTION

MATCHLINE STA 604+50



MATCHLINE STA 608+50



2 WATER LINE IMPROVEMENTS - LOCATION 3 STA 604+50 TO STA 608+50  
 SCALE 1"=40' (PLAN SIZE SHEET)  
 SCALE 1"=20' (FULL SIZE SHEET)

9  
**ARDURRA**  
 CONSULTING ENGINEERS  
 421 West Loop West, Suite 200  
 Fort Worth, Texas 76102  
 Phone: (817) 335-1400  
 Fax: (817) 335-1401  
 www.ardurra.com  
 Engineering License No. 3419  
 Ardurra Group, Inc.  
 4400 West Loop West, Suite 200  
 Fort Worth, Texas 76102  
 Phone: (817) 335-1400  
 Fax: (817) 335-1401  
 www.ardurra.com

RICARDO WATER SUPPLY CORP  
 KLEBERG CO. TEXAS  
**WATERLINE IMPROVEMENTS LOCATION 3  
 STA 604+50 TO STA 608+50**

ISSUES / REVISIONS

DATE	NO.	DESCRIPTION	BY

ATTACHMENT 10

TTHM Violation

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: Update on TCEQ Notice of TTHM Violation and Public Notification to Customers

### Background:

On September 28, 2021 the RWSC received notice of a Total Trihalomethane (TTHM) violation for exceeding the state and federal threshold of 0.080 mg/L. The RWSC samples were registered at 0.081 mg/L for DBP2-02 or 1/1000<sup>TH</sup> over the established US Environmental Protection Agency's Maximum Contaminant Level for TTHMs. Upon notification Field Technicians began increased flushing of the waterlines to continue water flowing through the system. Additional monitoring is on-going and the latest lab results indicate decreasing levels although there has been continued fluctuation of the data.

### Analysis:

This item is to inform the board of staff's actions taken to resolve this TTHM violation.

### Staff Recommendation:

Our crews continue to monitor and flush the waterlines to keep water flowing through the system. We will continue to work with the state to ensure our numbers fall well below the stated limits.

### Board Action:

No action is needed, this is a presentation item only.

### Summary:

Receive the most up-to-date information related to MCL violation. In October, the Texas Rural Water Association in conjunction with TCEQ sent a representative to meet with and train our field staff and management team in response to this violation. This free training was well received and beneficial as it not only provided further information on the issues facing the water system but also made a valued contact with the TRWA representative.

# RICARDO WATER SUPPLY CORPORATION

2302 E. SAGE RD.

KINGSVILLE, TEXAS 78363

Office (361) 592-3952 Fax (361) 592-5965

## Mandatory Language for a Maximum Contaminant Level Violation MCL, LRAA/ TTHM

The Texas Commission on Environmental Quality (TCEQ) has notified the Ricardo Water Supply Corporation (TX 1370006) that the drinking water being supplied to customers had exceeded the Maximum Contaminant Level (MCL) for total trihalomethanes. The U.S. Environmental Protection Agency (U.S. EPA) has established the MCL for total trihalomethanes to be 0.080 milligrams per liter (mg/L) based on a locational running annual average (LRAA), and has determined that it is a health concern at levels above the MCL. Analysis of drinking water in your community for total trihalomethanes indicates a compliance value in Quarter three 2021 of 0.081 mg/L for DBP2-02.

Trihalomethanes are a group of volatile organic compounds that are formed when chlorine, added to the water during the treatment process for disinfection, reacts with naturally-occurring organic matter in the water.

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidney, or central nervous systems, and may have an increased risk of getting cancer.

**You do not need to use an alternative water supply. However, if you have health concerns, you may want to talk to your doctor to get more information about how this may affect you.**

We are taking the following actions to address this issue:

- Field Technicians have increased flushing of the waterlines to keep water flowing through the system.
- Additional monitoring is being performed and the latest lab results indicate that levels are decreasing. The latest result for DBP2-02 is 0.0658 mg/L which is below the 0.080 mg/L MCL.

Please share this information with all people who drink this water, especially those who may not have received this notice directly (i.e., people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

If you have questions regarding this matter, you may contact John Marez, Ricardo Water Supply Corporation, at 361-592-3952.

Posted/Delivered on: October 22, 2021

TCEQ Data - [dww2.tceq.texas.gov](http://dww2.tceq.texas.gov)

Texas Commission on Environmental Quality County Map of TX	Office of Water Water System Search	Public Drinking Water Section Office of Compliance and Enforcement
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Water System Detail				
Water System Facilities	Violations	Enforcement Actions	TCR Sample Results	TTHM HAA5 Summaries
Source Water Assessment Results	Assessments		Recent Positive TCR Results	PRCQ Summaries
Sample Points	Compliance Schedules		Other Chemical Results	Chlorine Summaries
Sample Schedules / PATs / Plans	TOC/Akalinity Results		Chemical Results: Sort by Name Cont.	Trihalomethanes
Site Visits / Inspections	LRAA (TTHM/HAA5)		Recent Non-TCR Sample Results	TCR Sample Summaries
Operators / MFOC	Glossary			DWW Instructions

Water System Detail Information			
Water System No.	EX1570006	Federal Type:	C
Water System Name:	RICARDO WSC	Federal Source:	SWP
Principal County Served:	KLEBERG	System Status:	A
Principal City Served:		Activity Date:	01-01-1913

Violation Detail			
Violation No:	2021-660	Determination Date:	09-28-2021
Violation Type:	02	Violation Name:	MCL, LRAA
Violation Category:	MCL	Status:	V
Analyte code:	2950	Analyte Name:	TTHM
Comp Prd Begin Date:	07-01-2021	Comp Prd End Date:	09-30-2021
Measurement:	0.081 MG/L	Facility ID/Sample Pt:	DS01,DBP2-02

Enforcement Actions					
EA Number	Action Type	PN Due/Proof PN Due PN Demo/Proof PN Due	Action Name	Status	Date
2021-1367	SLA		ST VIOLATION/REMINDER NOTICE	T	09-28-2021
2021-1368	SIE	10-28-2021 / 11-07-2021 10-22-2021 / 11-02-2021	ST PUBLIC NOTIF REQUESTED	T	09-28-2021
2022-1369	SIF		ST PUBLIC NOTIF RECEIVED	T	11-02-2021

Public Notice Originating Violations				
Violation No:	Violation Type	Violation Name	Analyte Name	Analyte Code

Associated Sample Results							
Type	Lab Sample No.	Date	Result	Units	Method	Analyte Code	Analyte Name
RT	AF67129	08-18-2021	105	UG/L	VOC, GC/MS, P&T, CAPCOLUMN	2950	TTHM

ATTACHMENT 11

Leak on Transmission Line – CR 1030



## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: Update on Transmission line leak for CR 1030

### Background:

On August 27, 2021 two leaks were reported at the 14" transmission line on CR 1030 (photos attached). After crews assessed both leaks our field staff determined the need to immediately repair the leak and monitor the necessity of repairs for the second leak since there was not an imminent need to fix. Staff along with contractor Bridges Specialties, Inc. were on sight to fix the line. A 20-foot section was ultimately required replacing at an estimate of \$7,500 provided by Bridges. On October 26, 2021 the line was replaced by Bridges and with base material used to fill and dry up the area.

### Analysis:

All steps have been taken to resolve the break and now require our field technicians to go back to County Road 1030 to provide a clean-up of the property since all repairs are complete.

### Staff Recommendation:

Our crews will review the property to ensure that no additional leaks have occurred and that the property is returned to its original condition.

### Board Action:

Receive the final update regarding leaks reported on CR 1030 from August 27, 2021. No action is needed, this is a presentation item only.

### Summary:

The leaks have been repaired and staff will return for a final observation of the site and to clean up the property since all maintenance is complete.











ATTACHMENT 12

Emergency Preparedness Plan – Ardurra Proposal

## Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Interim Administrator  
Date: November 19, 2021  
Re: Professional Contract - Emergency Preparedness Plan

### Background:

During the 86<sup>th</sup> Regular Legislative Session, Senate Bill 3 (SB3) was adopted and signed into law. SB3 was created in response to Winter Storm Uri which took most Texas utilities off-line and presented life threatening situations for the customers of electric, water and wastewater providers. The principal response to SB3 was to require that all Texas utilities file with their Electric providers for "Critical Load Status" allowing each, priority to receive electricity first for any future infrastructure disasters. The current documentation needed to complete these forms are extremely complex with most water providers seeking to outsource this time-consuming task. The RWSC through our Finance Manager sought an outside bid from Adurra to complete the 40 plus page (Emergency Preparedness Plan) EPP document to submit to TCEQ no later than March 1, 2022.

### Analysis:

The EPP is a time-consuming form that many utility providers are outsourcing since staffing levels cannot devote enough time for this sole responsibility. Using an outside firm will free up time and resources to allow the RWSC staff to focus on their regular essential jobs. This bid amount is on par with other companies offering similar bid estimates.

### Staff Recommendation:

Staff recommends entering into agreement with Adurra for \$5,620 to complete the form to be submitted to the Texas Commissioner on Environmental Quality.

### Board Action:

Approve the contract to allow Adurra to finish the EPP prior to the March deadline.

### Summary:

Approving this agreement follows general practice of water providers, reduces the time staff would be required to complete. Adurra is a firm that can finish this work based on the resources available to them as a national firm with a local office. Awarding this bid cannot be delayed since the RWSC board does not meet again until January 2022 which places a shorter timeframe to have the documentation complete by March 1, 2022.



# ARDURRA

October 22, 2021  
Jo Ella Wagner  
Finance Manager  
Ricardo Water Supply Corporation

Subject: Ricardo Water Supply Corporation Emergency Preparedness Plan  
Proposal for Engineering Services

Dear Ms. Wagner,

I would like to present this proposal to assist the Ricardo Water Supply Corporation (RWSC) with the Emergency Preparedness Plan (EPP) required under the Senate Bill 3 for water systems serving, residents in central Kleberg.

A detailed scope of work and fees is included under Attachment 1 for your review.

In case you have any questions or need any clarifications, please feel free to reach out to me.

Regards,

Ardurra  
801 Navigation Blvd., Ste 300  
Corpus Christi, TX 78408  
(361) 883-1984  
lburton@ardurra.com

For Logan Burton  
Practice Director





**Attachment 1**  
**Ricardo Water Supply Corporation Emergency Preparedness Plan**  
**Project Scope and Fees**

**BACKGROUND & PURPOSE**

**Emergency Preparedness Plan**

The Texas Commission on Environmental Quality (TCEQ) requires utilities to complete and submit an Emergency Preparedness Plan by March 1, 2022. In addition, the EPP is required to be implemented by July 1, 2022, according to Senate Bill 3.

**SCOPE OF WORK:**

An EPP Form provided by TCEQ will be filled out to include how the affected utility will maintain a minimum pressure of 20 psi (pounds per square inch) throughout the distribution system when the power has been off for more than 24 hours during an emergency and contains emergency contact information. It is assumed that the RWSC has sufficient existing documents, and the scope of this task will include updating and compiling these documents as necessary. The Engineer will perform the following tasks:

- Conduct kick-off meeting with RWSC staff to discuss EPP requirements, availability of relevant documents and information with the RWSC, project timeline and future steps.
- Using existing documents as base, develop a draft EPP for RWSC review and comment.
- Conduct a submittal workshop to discuss draft document and get RWSC input and comments.
- Submit final EPP document for RWSC use.

***Deliverables:***

- DRAFT Emergency Preparedness Plan
- FINAL Emergency Preparedness Plan

***Meetings:***

- One (1) 2-hour kick-off meeting
- One (1) 4-hour project workshop/asset site visit

***Notes on scope of work:***

- RWSC utility staff is requested to provide required information such as system maps, existing emergency response documents, record drawings along with access to asset sites as required and available.
- RWSC will coordinate with non-utility agency staff (such as from police or fire departments) who are identified as part of the EPP Response Team.
- RWSC is requested to identify utility staff to assist with the project by participating in workshop.



- The RWSC staff will be responsible for certifying by letter to the Administrator of the TCEQ, that the EPP has been completed, copying the Engineer on the correspondence. Such certification will remain valid for five years. It is recommended that the RWSC perform a review yearly and significant revision after four years, recertifying to TCEQ following each revision.
- This scope only includes EPP preparation, it does not include EPP implementation.

**SCHEDULE**

The deadline set forth by TCEQ under the SB3 is as follows:

- EPPs are required to be submitted to TCEQ for review by March 1, 2022

In order to meet the deadlines and providing the RWSC with sufficient time to certify the completion of these tasks to TCEQ, the Engineer anticipates completing this project as per the following schedule:

TASK	DURATION
Notice to Proceed (NTP)	To be determined
Task: Emergency Response Plan Preparation	1 month

**FEE**

The services for this project will be provided on a Lump Sum (LS) basis. The engineering fee proposed for this project is \$5,620.00. The Engineer will not incur cost in excess of this not-to-exceed amount without prior authorization from the RWSC.

ATTACHMENT 13

Materials Inventory

Memorandum

To: Ricardo Water Supply Corporation Board of Directors  
From: John Marez, Administrator  
Date: November 22, 2021  
Re: Purchasing Stockpile of Materials for Field Operations

Background:

Throughout the COVID19 Pandemic various supplies of materials have been in limited stock including foods and paper products to name a few. Matching that trend, we have observed over the last several months a scarcity of materials in the water utility industry with shortages of PVC pipes, fittings, valves, etc. This is based on the reduced production of petroleum-based products which translates to reduced manufacturing and ultimately rising cost for materials we use to repair water lines or new/existing connections.

While our supplies remain in adequate amounts staff has noticed longer wait times for ordering materials that that in some cases are estimated to take a one and a half (1 ½) to eight (8) months delay in receiving those materials.

Analysis:

All current projects show a continued slow-down of material output for the foreseeable future. This trend also correlates with an increase of materials cost. Immediate action is recommended to gain a substantial amount of supplies to address the corporation's needs.

Staff Recommendation:

Staff recommends purchasing materials to serve as a stockpile to counter the current trends of delays in transporting supplies, decreasing amounts of materials and increasing cost.

Board Action:

Provide staff guidance to purchase materials to ensure the RWSC has an adequate stockpile to respond to daily needs, emergencies and small projects.

Summary:

Due to various factors out of our control, the RWSC faces a possible shortage of materials to fix daily repairs or emergencies. In addition, without an adequate supply of PVC pipe, fittings and valves places our crews in a bind to provide immediate relief for the member's emergency or everyday needs. Selecting an amount for stockpile will better ensure that the RWSC has enough resources on hand to fix most, if not all, problems that arise.



**Bid Proposal for Nueces Water Supply Corp. - 3" & 4" Water Line**

**NUECES WATER SUPPLY CORP**  
**Bid Date: 11/29/2021**  
**Core & Main 2065682**

**Core & Main**  
**6941 Leopard St**  
**Corpus Christi, TX 78409**  
**Phone: 361-289-1388**  
**Fax: 361-289-2660**

Seq#	Qty	Description	Units	Price	Ext Price
<p><b>DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.</b></p>					
10		<b>CORE &amp; MAIN</b>			
20		<b>6941 LEOPARD STREET</b>			
30		<b>CORPUS CHRISTI, TX 78409</b>			
40		<b>TELEPHONE: 361-289-1388</b>			
50		<b>FAX: 361-289-2660</b>			
60					
70		<b>BID DATE: 11/08/2021</b>			
80					
90		*****			
100					
110		<b>3" MATERIAL</b>			
120		<b>ETA</b>			
130		<b>3" PIPE NOT AVAILABLE UNTIL</b>			
140		<b>JULY OF 2022</b>			
150	3500	3 PVC SDR21 PR200 PIPE (G)	FT	3.15	11,025.00
160	2	3 SIP EZGRIP PVC REST W/ACC F/ IPS PVC PIPE EZPVCP03	EA	42.00	84.00
170	2	3 MJXIPS PVC TRANS GASKET	EA	6.50	13.00
180	1	3 F6100 MJ RW GV OL ON L/ACC CLOW GATE VALVE EPOXY COATED W/STAINLESS STEEL BOLTS & NUTS	EA	415.00	415.00
190	1	461-S VALVE BOX COMPLETE	EA	71.00	71.00
200	1	6X3 MJ TEE C153 IMP	EA	125.00	125.00
210	20	6 PVC SCH40 PIPE SWB 20'	FT	14.65	293.00
220	2	6 EBAA MEGALUG W/ACC 2006PEC EBAA SEAL GSKT & 6 BOLTS/NUTS (3/4") INCLUDED, F/C900	EA	72.00	144.00
230	1	3 MEGALUG W/ACC F/PVC 2003PEC EBAA SEAL GSKT & 4 BOLTS/NUTS (5/8") INCLUDED	EA	54.00	54.00
240	1	3 MJXIPS PVC TRANS GASKET	EA	6.50	6.50
260	2	226-060012-000 6X12-1/2 REP CLP 5.95-6.35 OD	EA	164.00	328.00
270	4	2X1000' DET TAPE WATER	EA	22.00	88.00
280	4	LUBE 1 GAL F/WTR/SWR PIPE	EA	19.00	76.00
300		<b>PURCHASE BY CORPORATION</b>			
310		<b>NOT BILLED TO CUSTOMER</b>			
320	1	B11-777WNL 2 B CURB FIPT W/LW NO LEAD	EA	305.00	305.00
330	1	DFW1300.12.1R METER BOX W/BLK PLASTIC READER LID	EA	25.00	25.00
340	20	2 PVC SCH40 PIPE SWB 20'	FT	2.95	59.00
350	5	80LB QUIKRETE CONCRETE MIX	EA	5.95	29.75
360	1	3 MJ 90 C153 IMP	EA	62.00	62.00
370	2	3 SIP EZGRIP PVC REST W/ACC F/ IPS PVC PIPE EZPVCP03	EA	42.00	84.00



**Bid Proposal for Nueces Water Supply Corp. - 3" & 4" Water Line**

Bid #: 2065682

Seq#	Qty	Description	Units	Price	Ext Price
380	2	3 MJXIPS PVC TRANS GASKET	EA	6.50	13.00
390	1	2 ALUM MALE CAMLOCK X FPT "A" ADAPTER, PART "A"	EA	12.75	12.75
400	2	2 PVC S80 MALE ADPT MIPTXH 836-020	EA	16.05	32.10
			<b>3" MATERIAL</b>		<b>13,345.10</b>
420	<b>4" MATERIAL</b>				
430	ETA				
440	<b>4" PIPE NOT AVAILABLE UNTIL</b>				
450	<b>JULY OF 2022</b>				
460	3500	4 PVC SDR21 PR200 PIPE (G)	FT	5.30	18,550.00
470	2	4" SIP EZGRIP PVC JT REST&ACC F/C900, C905 & IPS PIPE	EA	49.00	98.00
480	2	4 MJXIPS PVC TRANS GASKET	EA	7.20	14.40
490	1	4 F6100 MJ RW GV OL ON L/ACC CLOW GATE VALVE EPOXY COATED W/STAINLESS STEEL BOLTS & NUTS	EA	460.00	460.00
500	1	461-S VALVE BOX COMPLETE	EA	71.00	71.00
510	1	6X4 MJ TEE C153 IMP	EA	140.00	140.00
520	20	6 PVC SCH40 PIPE SWB 20'	FT	14.65	293.00
530	2	6 EBAA MEGALUG W/ACC 2006PEC EBAA SEAL GSKT & 6 BOLTS/NUTS (3/4") INCLUDED, F/C900	EA	72.00	144.00
540	1	4 MEGALUG W/ACC F/C900 2004PEC EBAA SEAL GSKT & 4 BOLTS/NUTS (3/4") INCLUDED	EA	60.00	60.00
550	1	4 MJXIPS PVC TRANS GASKET	EA	7.20	7.20
570	2	226-060012-000 6X12-1/2 REP CLP 5.95-6.35 OD	EA	164.00	328.00
580	4	2X1000' DET TAPE WATER	EA	22.00	88.00
590	4	LUBE 1 GAL F/WTR/SWR PIPE	EA	19.00	76.00
610	<b>PURCHASE BY CORPORATION</b>				
620	<b>NOT BILLED TO CUSTOMER</b>				
630	1	811-777WNL 2 B CURB FIPT W/LW NO LEAD	EA	305.00	305.00
640	1	DFW1300.12.1R METER BOX W/BLK PLASTIC READER LID	EA	25.00	25.00
650	20	2 PVC SCH40 PIPE SWB 20'	FT	2.95	59.00
660	5	80LB QUIKRETE CONCRETE MIX	EA	5.95	29.75
670	1	4 MJ 90 C153 IMP	EA	63.52	63.52
680	2	4" SIP EZGRIP PVC JT REST&ACC F/C900, C905 & IPS PIPE	EA	49.00	98.00
690	2	4 MJXIPS PVC TRANS GASKET	EA	7.20	14.40
700	1	2 ALUM MALE CAMLOCK X FPT "A" ADAPTER, PART "A"	EA	12.75	12.75
710	2	2 PVC S80 MALE ADPT MIPTXH 836-020	EA	16.05	32.10
			<b>4" WATERLINE</b>		<b>20,969.12</b>

**Branch Terms:**

**PIPE TERMS:**

PIPE MUST BE ORDERED BY 00/00/00 AND SHIPPED COMPLETE ON OR BEFORE 00/00/00 PER THE MANUFACTURERS QUOTE. AFTER SAID DATES, PIPE PRICES ARE SUBJECT TO MARKET PRICING.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT:

<https://coreandmain.com/TandC/>