

**Brandon-Irene Water Supply Cooperation Board of Directors Meeting
May 8, 2025
Minutes**

****Attendees:****

- ****Board Members:****

- Jimmy Lehmann

- Janet Walters

- Colin Perry

- Gary Kelm

- Mark Wilson

- ****Staff Members:****

- Shelley Brown

- Terry McGill

****1. Call to Order****

The meeting was called to order by Jimmy Lehmann at 7:00 PM. A quorum of board members was present.

****2. Approval of Previous Meeting Minutes****

- The minutes from the previous meeting were not available. Approval was deferred to the June meeting.

****3. Public Comments/ Open Forum**

******- There were no public comments.

****4. Financial and Leak Loss Discussion/ Master Meter Installation****

- Colin Perry discussed strategies to reduce financial losses due to leaks, suggesting the installation of master meters and cutoff valves.
- Jimmy Lehmann proposed installing two master meters as soon as possible: one at Hill College rodeo grounds and another at Balcones to monitor water usage more effectively.

Janet Walters made a motion that Colin proceeds with building and installing the master meters and flush valves. Gary Kelm seconded the motion

****5. Budget Process****

- Colin Perry emphasized the need for a formal budget process.
- Janet Walters shared a budget proposal for 2024.
- Janet Walters made a motion that Terry develops a monthly and annual budget. Mark Wilson seconded the motion.

****6. Job Descriptions and Roles****

- Discussion on defining job descriptions for clarity, especially with the hiring of a new general manager.

****7. Health Insurance and Salary Discussion****

- Janet Walters highlighted the necessity of offering health insurance to attract a quality general manager. A rate increase was proposed to cover the costs.

****8. General Manager Contract Development****

- Discussed the development of a contract for the general manager position, focusing on terms and conditions to ensure clarity and mutual agreement. Janet suggested using the job description she used in recruit the general manager as his job description.

****9. Rate Increase Discussion****

- Discussed implementing a rate increase to fund employee insurance and the general manager's salary. Mark Wilson made a motion that we increase the rates to pay for a general manager's salary and insurance. Janet Walters seconded the motion.

****10. General Meeting Reports Format****

- Discussed the format for general meeting reports to improve clarity and communication among board members.

****11. Approval of Transfers, Revocations, and New Membership****

- Approved two membership transfers.

****12. Manager's Report****

- Shelley said that all TCEQ violations had been cleared except for one, which is pending and expected to be resolved within a few days. She also said due to the election Citizens National Bank needs new signature cards signed by Jimmy Lehmann, Mark Wilson, Terry McGill and herself. Gary Kelm made a motion to accept the manager's report. Mark Wilson seconded the motion.

****13. Operator's Report****

- David Bowman was not present, so there was no operator's report.

****14. Review Financial Report and Pay Bills****

- The financial report was reviewed. Mark Wilson made a motion to pay the bills; Gary Kelm seconded the motion.

****15. A motion was made by Gary Kelm to have June meeting on June 12th. Seconded by Janet Walters.**

****16. Adjournment****

A motion was made by Gary Kelm to adjourn the meeting. Seconded by Mark Wilson.


Jimmy Lehmann - President


Mark Wilson - Secretary