

# Rio Brazos Water Supply Corporation

202 Hillcroft Dr.  
Weatherford, Tx 76087  
[riobrazoswsc@gmail.com](mailto:riobrazoswsc@gmail.com)

## Regular Meeting Minutes

3/27/24

7 PM Rio Brazos POA Building

1. 6:59 PM Call to order and accept agenda. Directors present, Richard Kienle, Justin Sharp, Albert Tucker, Erica Graf. Six members of the community present.  
Motion to accept agenda, Kienle/Tucker, vote unanimous.
2. Accept minutes from last meeting. Motion Kienle/ Tucker, vote unanimous.
3. Review of tariff and make changes for submittal and ratification. Stepped through all items in tariff, it was last updated 7 years ago. Multiple updates and changes were made. New Tariff will be submitted to TCEQ for approval, when approved it will be posted on Rio Brazos web page.
4. Review of accounts over 60 days late and take action. At the end of the session, general attendees were excused and we reviewed accounts that were over 60 days late. Notices were composed and shall be delivered to accounts tomorrow.
5. Motion to adjust payment due date to 21 days. Motion Kienle/ Graff, vote unanimous. Old system had late payments due after 16 days, we have extended that to 21 days to accommodate logistics in moving payments to our control at the POA building. This insures control of receipts, regardless of what management company we use now or in the future. Due to a time lag in getting checks to Lipan, we have extended the due dates. Customer are strongly encouraged to pay bills promptly, so we do not have issues with late payments
6. Motion to start charging late fees per our existing tariff. Motion Kienle/ Graff, vote unanimous. Due to changes in management companies and integration challenges over the past year we stopped late fees. Now that system is working, late fees shall be applied as they had in the past, per our existing tariff. After the due date, late fee of 10% of the balance shall be applied.
7. Motion to notify all customers with accounts over 60 days late with cutoff notice. Motion Sharp/ Tucker, vote unanimous. Per above item 4., we are noticing customers who are in arrears over 60 days, they have 10 days to bring accounts current, or the water service will be terminated, per our current tariff and Texas Law.
8. New Business. None
9. 8:45 PM Adjourn. Motion Kienle/ Tucker, Vote unanimous.