

BRUNNER HILL WATER ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, October 21, 2025

1. The President, Danny Woods, called the meeting to order at 7:04 p.m.

2. BOARD MEMBERS PRESENT:

President	Danny Woods
Vice President	David Phillips
Board Members	Richard Hazel
Secretary	Angela Johnson

3. BOARD MEMBERS ABSENT: Shaun Dubois (resigned) and Shawn Hargett

4. MEMBERS OF THE AUDIENCE: None

5. MINUTES FROM SEPTEMBER, 16th, 2025: David Phillips motioned to approve the minutes; Richard Hazel seconded. Motion passed.

6. APPROVAL OF SEPTEMBER 2025 FINANCIAL STATEMENTS: David Phillips motioned to approve the financials; Richard Hazel seconded. Motion passed.

7. PRESIDENT'S REPORT: Danny initiated a brief discussion about Gerry's hours as a salaried employee. Gerry is in a position of trust (and has demonstrated trustworthiness) and can manage his own hours provided the work continues to get done. Danny also noted a load of gravel was delivered to Jordan Road.

8. FIELD TECHNICIAN'S REPORT: Gerry Lance reviewed the Superintendent's Report noting that several leaks have been found and fixed, decreasing water-loss by 12%. He informed the Board that the chlorinator heads are so worn they cannot be rebuilt. The Board advised him to replace both. Gerry also brought up holiday pay for hourly employees, an opportunity to help keep quality staff. Richard Hazel motioned to pay all employees for approved holidays, 8 hours for full-time and 5 hours for part-time employees. Danny Woods seconded and David Phillips agreed. Motion passed.

9. SECRETARY'S REPORT: Angela Johnson reviewed the Secretary's report. Angela asked about the date of the Annual General Membership Meeting; it will be held on January 3, 2026. Location will be determined after meeting with the attorney. Angela reported that she and Candace have finished researching meter and meter deposit accountability. Dave Phillips also pointed out that meter deposit revenue and refunds should never be reported as income or expense. Angela will make appropriate adjustments for the year to ensure deposits are properly accounted for.

10. OPEN ITEMS:

Topic: ARWA – Public Water System
Discussion: 6/17/25 This is a topic Shawn Hargett wanted to discuss. He was unable to attend.

7/15/25 Shawn briefly discussed the potential to change from an association to a public water authority. Gerry also discussed the option to other board members. The change would open opportunities for reduced cost equipment and employee benefits. The board heard a recommendation to hold a Town Hall meeting with the members to discuss this opportunity. 8/19/25 Gerry reported that he is still awaiting revised documents from the ARWA lawyer, which include revised Bylaws that will fix the issues revolving around elections and a reasonably attainable quorum. Once we receive the documents, they will be presented to our attorney to determine if we need to have a board member or a general membership vote. Danny suggested that if a general membership vote is required, we hold a Fish Fry with door prize(s) in order to attain the number of members necessary for a legal quorum. 9/16/25 Additional changes to the draft bylaws were identified. Questions about who can hold the office of Board Secretary and Board Treasurer were also raised. 10/21/25 Danny informed the Board, during his report, the earliest he could schedule an appointment with the attorney is 9am on 10/29/25. Once the attorney advises us on what we can do with regards to the proposed bylaws and approving the conversion, we will set details for the next Annual General Membership Meeting.
Conclusion: Danny and any other interested board member will meet with the attorney for advice on converting to a PWA.
Topic: Heavy Equipment / Rifle Raffle
Discussion: 8/19/25 Danny offered to donate a rifle to raffle. BHWA can use the proceeds to purchase new equipment. Details are still to be determined tickets will likely be limited to 500 tickets at \$20 per ticket. Danny will obtain pictures of the gun(s) that the winner may choose from. 9/16/25 During the President's Report, Danny reported that ticket sales have slowed down. 10/21/25 Ticket sales continue to be slow. We may have to pick a day and conduct the drawing, even if we do not sell all the tickets. This decision is postponed until after the meeting with the attorney. There was also brief discussion regarding dump trucks vs. dump trailers, if we were able to purchase one in the future. Those present also discussed selling the tractor and attachments separately if necessary, so long as we get as close as possible to the target sales price.
Conclusion: Raffle sales will continue.
Topic: Director vacancy
Discussion: 9/16/25 Mr. Shaun Dubois has expressed his desire to resign from the Board of Directors. He has also asked to be removed from email distribution lists. This lead to discussion about him assigning a proxy and how and when to backfill his seat and documenting the resignation and backfill. 10/21/25 Shaun has no intent to attend any future meetings.
Conclusion: No action taken at this time.

11. NEW BUSINESS: In addition to the discussions below, the long-range plan was reviewed and accepted.

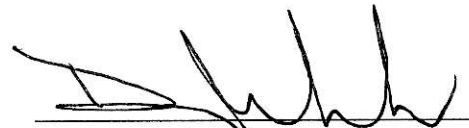
Topic: 2026 Proposed Budget
Discussion: The proposed budget was presented to the Board. Those present briefly discussed income and possible increase of projected income and some of the expected expenses and projects.
Conclusion: David Phillips motioned to approve the proposal for the 2026 Budget without changes; Richard Hazel seconded the motion. Motion carried. The 2026 Budget is recorded as part of these minutes.
Topic: Taxes & Financial Report from CPA.
Discussion: The taxes and report were not received in time to discuss at the board meeting
Conclusion: This topic is tabled until next month.

12. PUBLIC FORUM: None.

13. ANNOUNCEMENTS: The next board meeting is scheduled for 7:00 pm on Tuesday, November 18th, 2025 at the water office and the office will be closed November 27th & 28th for Thanksgiving.

14. ADJOURNMENT: Richard Hazel motioned to adjourn the meeting. Dave Phillips seconded; motion carried. The meeting adjourned at 8:35 pm.


Angela Johnson, Secretary


Danny Woods, Board President

BRUNNER HILL WATER ASSOCIATION

2026 PROPOSED BUDGET

Attached is the 2026 proposed budget for approval of the Board of Directors.

☒ Approved. The attached budget proposal for 2026 is approved in its entirety.

☐ Approved with revisions. The attached budget proposal for 2026 with the following revisions is approved for 2026. _____

☐ Disapproved. The attached budget proposal for 2026 is disapproved. Action will be taken as follows: _____

Date of Board Meeting: 10/21/2025

☒ This document with attachments is to be recorded with the minutes and filed in the record labeled "5006 Approved Budgets".



Angela Johnson, Secretary



Danny Woods, Board President

Proposed Budget 2026

Accounts	Budget totals	Jan-Mar 2026 (Q1)	Apr-Jun 2026 (Q2)	Jul-Sep 2026 (Q3)	Oct-Dec 2026 (Q4)
Income					
Interest Income	500	125	125	125	125
Water Income	405000	99000	103000	103000	100000
Other Income	10000	10000			
Total Income	415500	109125	103125	103125	100125
Expense					
Misc Payroll Expenses	580	145	145	145	145
Taxes	12000	3000	3000	3000	3000
Wages	133000	33000	33000	33000	34000
Total Payroll Expenses	145580	36145	36145	36145	37145
AUDIT (CPA Firm)	4400	4400	0	0	0
Building Maintenance	2750	500	750	750	750
DIRT, GRAVEL, SAND	2000	500	500	500	500
Dues & License	2525	650	625	625	625
EQUIPMENT RENTAL	900	200	250	250	200
Equipment Repair/Maint	1600	400	400	400	400
Fuel/Oil	5200	1300	1300	1300	1300
Insurance Expense	14800	3300	3300	4700	3500
Loan Payment	61728	15432	15432	15432	15432
LEGAL FEES	800	400	0	400	0
Meter AMR Project	29500	8000	8000	7500	6000
Meter Deposit Refunds	600	150	150	150	150
Miscellaneous Expense	650	500	50	50	50
Office Equipment	550	150	150	150	100
Office Supplies	1200	300	300	300	300
One Calls	360	90	90	90	90
PEST CONTROL	250	0	250	0	0
Postage Expense	4800	1200	1200	1200	1200
PUBLICATIONS	300	100	100	100	0
Sales Tax Paid	28000	7000	7000	7000	7000
Security	2400	0	0	0	2400
Service Fees	420	105	105	105	105
Software	3000	2000	1000	0	0
System Maint and Repairs	7000	1000	3000	1000	2000
System Supplies	27000	6000	7000	7000	7000
Tires/Tubes	1400	200	200	800	200
TOOLS & EQUIPMENT	2250	750	750	750	0
TRAINING/CLASSES	400	100	100	100	100
Travel Expense	2300	100	100	2000	100
UNIFORMS	1000	0	1000	0	0
Utilities-Electric	35200	8300	9100	8900	8900
Utilities-Other	30	0	15	15	0
Utilities-Phone	2000	500	500	500	500
UTILITIES-PROPANE	1000	600	0	400	0
Vehicle Repair/Maint.	3200	800	800	900	700
Water Insurance Expense	13200	3300	3300	3300	3300
Total Expense	410293	104472	102962	102812	100047
Total Net Income	5207	4653	163	313	78