

BRUNNER HILL WATER ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, November 18, 2025

1. The President, Danny Woods, called the meeting to order at 7:00 p.m.

2. BOARD MEMBERS PRESENT:

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

3. BOARD MEMBERS ABSENT: Shawn Hargett

4. MEMBERS OF THE AUDIENCE: Jeff Berry

5. MINUTES FROM OCTOBER 21st, 2025: David Phillips motioned to approve the minutes with one clarification edit; Richard Hazel seconded. Motion passed.

6. APPROVAL OF OCTOBER 2025 FINANCIAL STATEMENTS: There was brief discussion about accounts receivable not being listed on the Balance Sheet, but there is an addendum; and about the value of our inventory being added to the Balance Sheet as an asset, which will be reflected in November's financials. David Phillips motioned to approve the financials; Richard Hazel seconded. Motion passed.

7. PRESIDENT'S REPORT: Danny reported on topics listed below in Open Items.

8. FIELD TECHNICIAN'S REPORT: Gerry Lance reviewed the Superintendent's Report noting that he and Lucas found several more leaks and fixed them since last month.

9. SECRETARY'S REPORT: Angela Johnson reviewed the Secretary's report. There was discussion about how to charge Rand Rodeo for water usage from the blowoff near the arena. Danny will follow up with Mr. Rand to agree upon a way to calculate charges for past and future usage. The board also agreed to an annual subscription for a phone application for Gerry that can provide coordinates for asset locations and that shows property lines and ownership.

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 commented. 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.

<p>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, we will present them 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) to attain the number of members necessary for a legal quorum.</p> <p>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.</p> <p>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 regarding the proposed bylaws and approving the conversion, we will set details for the next Annual General Membership Meeting.</p> <p>11/18/25 Danny reported we are awaiting reply from the attorney regarding inquiries made at the last meeting.</p>
<p>Conclusion: We are waiting for a response after Danny and Dave met with the attorney for advice on converting to a PWA.</p>
<p>Topic: Heavy Equipment / Rifle Raffle</p>
<p>Discussion:</p> <p>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.</p> <p>9/16/25 During the President's Report, Danny reported that ticket sales have slowed down.</p> <p>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.</p> <p>11/18/25 Danny reported there have been people interested in the tractor; however, no offers. We have had an offer of \$4500 for the backhoe attachment; however, we want an offer on the tractor before we remove the backhoe. There was also discussion about the length of time it has taken to sell raffle tickets.</p>
<p>Conclusion: The drawing will take place this coming Saturday, November 22nd at the Water Office. Angela will bring in her granddaughter to pull the ticket. The event will be video recorded and posted to Facebook. We will also post results on the home page.</p>
<p>Topic: Director vacancy</p>
<p>Discussion:</p> <p>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 led to discussion about him assigning a proxy and how and when to backfill his seat and documenting the resignation and backfill.</p>

10/21/25 Shaun has no intent to attend any future meetings.
11/18/25 Shaun's name remains on the website as a board member.
Conclusion: Angela will remove Shaun's name as a director on the home page or any other documents. Appointment of a new Director is tabled.
Topic: Taxes & Financial Report from CPA.
Discussion: 10/21/25 We did not receive the financial report and taxes in time to discuss at the board meeting. 11/18/25 The board members reviewed the financial report and taxes from the CPA.
Conclusion: David Phillips motioned to accept the report and the tax return; Richard Hazel seconded the motion. Motion carried.

11. NEW BUSINESS:

Topic: Policy Updates
Discussion: Angela presented a proposal to change the Customer Service policy to shorten the time before disconnecting water service when a customer fails to pay and to implement a "Lock-Off" procedure before pulling the meter.
Conclusion: David Phillips motioned to approve changes to the Customer Service policy, specifically the Payment Terms and Termination of Water Service portion, as written in the proposal.
Topic: Tank Float Repair
Discussion: Gerry obtained three bids.
Conclusion: Dave Phillips motioned to approve the lowest bid; Richard Hazel seconded the motion. Motion carried.
Topic: Records scheduled for destruction in 2026.
Discussion: Angela presented the list of records scheduled for destruction in 2026 in accordance with appropriate schedules.
Conclusion: Dave Phillips motioned that records scheduled for destruction in 2026 be burned in January. The records will remain available in the office for review until they are destroyed. The Disposition approval is included with these minutes.
Topic: Lucas Bockstahler's 90-day probationary period ends 11/21/2025.
Discussion: Discussion will take place during executive session.
Conclusion: See report of executive session below.

12. PUBLIC FORUM: Mr. Jeff Berry offered commitment to the vacant Director position.

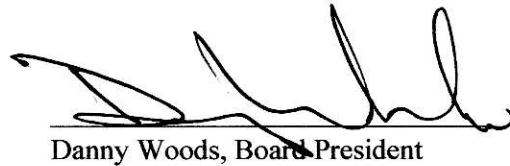
13. ANNOUNCEMENTS: The next board meeting is scheduled for 6:00 pm on Tuesday, December 16th, 2025, at the water office. The office will be closed November 27th & 28th for Thanksgiving;

December 25th for Christmas; and January 1st for New Years. And, the annual General Membership meeting is scheduled for 10:00 am on Saturday, January 3rd, 2026.

14. ADJOURNMENT: Richard Hazel motioned to adjourn the meeting. Dave Phillips seconded; motion carried. The meeting adjourned at 9:37 pm.
15. REPORT OF EXECUTIVE SESSION: The Board of Directors held an executive session immediately after the regular session adjourned. The Board approved a \$2.00 per hour increase in Lucas Bockstahler's hourly wage.



Angela Johnson, Secretary



Danny Woods, Board President

DISPOSITION OF RECORDS 2026


Attached is a list of records that are scheduled for destruction on or after January 1, 2026 in accordance with Arkansas General Records Retention Schedule, dated 2006; Arkansas Public Water System Compliance Summary, dated 2018; and operational requirements of Brunner Hill Water Association.

- ☒ Approved. The attached list of records, in its entirety, is approved for destruction on or around January 2026.
- ☐ Approved, with revisions. The attached list of records, with noted changes, is approved for destruction on or around _____.
- ☐ Disapproved. The attached list of records is not approved for destruction. Action will be taken as follows: _____.

Date of Board Meeting: 11/18/2025

This document with attachments is to be recorded and filed with the minutes of the board meeting.


Angela Johnson, Secretary


Danny Woods, Board President

Record Number	Title	Disposition Instructions	Year of Accum	DESTRUCTION date	DESTROYED DATE
1005	News or Press Releases	1 year	2024	Jan 2026	
1006	Publications From the State		2024	Jan 2025	
1015	Work Orders & Line Locates	4 years if unable to attach to another more directly related record	2021	Jan 2026	
2003	BOD Supporting Documents	1 year	2024	Jan 2026	
3001	Software User Instructionw		2024	Jan 2025	
4009	Wage and Hour Records	per Legislative Auditor (7 years)	2018	Jan 2026	
4012	Recruitment, Hiring, Interview & Selection Records	3 years after position is filled or action is complete	2022	Jan 2026	
5000	Fiscal Correspondence	4 years if unable to attach to another more directly related record	2021	Jan 2026	
5001	Accounts Payable	per Legislative Auditor (7 years)	2018	Jan 2026	
5002	Paid Invoices	per Legislative Auditor (7 years)	2018	Jan 2026	
5003	Interest Paid	per Legislative Auditor (7 years)	2018	Jan 2026	
5004	Taxes Paid	per Legislative Auditor (7 years)	2018	Jan 2026	
5005	Accounts Receivable	per Legislative Auditor (7 years)	2018	Jan 2026	
5006	Approved Budgets	per Legislative Auditor (7 years)	2018	Jan 2026	
5007	Budget & Funds Requests	per Legislative Auditor (7 years)	2018	Jan 2026	
5008	Audits	per Legislative Auditor (7 years)	2018	Jan 2026	
5009	Bank Statements, Registers, and Slips	per Legislative Auditor (7 years)	2018	Jan 2026	
5010	Daily Receipts Registers	per Legislative Auditor (7 years)	2018	Jan 2026	
5011	System Totals - Automated Reports	per Legislative Auditor (7 years)	2018	Jan 2026	
5016	Petty Cash Log	per Legislative Auditor (7 years)	2018	Jan 2026	
5018	Inventories & Capital Assets	per Legislative Auditor (7 years)	2018	Jan 2026	
6003	Contracts & Agreements	5 years after termination	2020	Jan 2026	
8000	Arkansas State Correspondence	4 years if unable to attach to another more directly related record	2021	Jan 2026	
8001	Bacteriological Monitoring Records	5 years	2020	Jan 2026	
8002	Treatment Operation Records	10 years	2015	Jan 2026	

Record Number	Title	Disposition Instructions	Year of Accum	DESTRUCTION date	DESTROYED DATE
8003	Chemical Analysis Records	10 years	2015	Jan 2026	
8004	Written Reports - Sanitary Surveys & Engineering Reports	10 years	2015	Jan 2026	
8007	Public Notices	3 years	2022	Jan 2026	
8008	Consumer Confidence Reports	3 years	2022	Jan 2026	
8009	Lead & Copper Rule analysis, reports, surveys, etc.	12 years	2013	Jan 2026	
8011	Review of Connections - Service Fee Act Billing	3 years	2022	Jan 2026	

BRUNNER HILL WATER ASSOCIATION
BOARD MEETING GUESTS

DATE: 11/18/2025

#	Name	Signature	Acct# if known
1	JEFF BERRY	JA Berry	
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