

# DEBERRY WATER SUPPLY CORPORATION DIRECTORS MEETING

Date: **December 9, 2025 @ 6:00 pm**

Place: De Berry Fire Station

## Attendees:

Sara Edwards – President

Mary Robinson – Board Member

Matt Tillman – Vice President

Steve Werner - Board Member

6Members (including Bookkeeper Morgan Irvin) and 2 non-Member attended.

The DeBerry Water Supply Corporation (Corporation) Directors Meeting was called to order by President Sara Edwards. A quorum of the directors was present.

## Public Comment

None.

## Consent Agenda

- The minutes of the November 11<sup>th</sup> board meeting were reviewed. Edwards moved to approve the minutes and Robinson seconded the motion, which passed with all in favor.
- The approved minutes with the attachment will be uploaded to the website.

The bills were reviewed and paid by the Board members. It was noted at the last meeting that there is an outstanding balance from 8.6.2025 by On Demand for \$1,550.00 that has not been paid to the Corporation. A new contact was found for On Demand Company and invoice has been re-sent.

The financial summary for November 2025 was presented. Bookkeeper Irvin covered key points of the summary. Of note: The Financials for CY2025-Q4 will be considered for approval at the January 2026 Board Meeting.

Irvin suggested closing the Corporation account at the First State Bank since all DWSC business there has been fully transferred to Vera Bank. Edwards moved to close the account at First State Bank, Werner seconded the motion, and the motion passed, 4-0.

The Board received a letter of resignation from Board Member Kathy Yates. Edwards moved to accept the letter of resignation, Tillman seconded the motion, and the motion carried 4-0.

To fill the Board position, Edwards moved to appoint Bookkeeper Morgan Irvin in the interim, until the position can be filled via the upcoming Board Elections in March 2026. Tillman seconded the motion. In the discussion, Irvin was asked if she was willing to take on this responsibility, to which she answered in the affirmative. The motion carried, 4-0.

As the vacated position was also the Secretary/Treasurer, the next item of business was to elect the Secretary/Treasurer. Edwards nominated Irvin to this position, and Irvin affirmed her willingness to serve in this capacity. Edwards then moved to elect Irvin to the Secretary/Treasurer position. Werner asked for confirmation that there was no conflict of interest or other barriers to having the Bookkeeper also serve on the Board of Directors as Secretary/Treasurer. It was determined that there is no restriction in the Tariff nor in any of the guidance from State Water authorities. Werner seconded the motion, which passed 4-0.

## Customer Reports

Edwards reported over eighty (80+) customer service calls in November, most of which were related to the recent re-emergence of the brown tint in the water.

Of note: The operators and the Board have been aggressively working through various potential causes and conducting numerous tests to identify the real source of the issue. A thorough description of these efforts is found on the DWSC Water System website [see: <https://deberry.myruralwater.com/alerts>] and has also been the topic of numerous text notifications sent out to the DWSC members.

## System Updates

Edwards reported that there were six (6) major leak repairs during the month.

Werner presented the Directors Report for the month of November 2025:

- Water produced (pumped and treated) by the Corporation was 3,097,100 gallons, and water sold was 1,479,500 gallons, resulting in a Percent Sold figure of 47.8%.
- The average Percent Sold year-to-date is 53.9%.
- The water produced figure was higher than normal due to the significant leaks experienced which required extra production to keep the water tanks filled.

## DWSC Annual Elections Preparatory Actions

Credentials Committee member Ms. Betty Bryant and Board Members Robinson and Werner are responsible for meeting the milestones in preparation for the upcoming DWSC Annual Elections, and to date, we are current on all milestones. Upcoming key milestone(s):

- January 21<sup>st</sup>, 2026: Deadline for receipt of any applications for Board elections. Notification and Application instructions were cited on the most recent billing statements and further information is provided at: <https://deberry.myruralwater.com/2026-annual-meeting-information>.

## Other Business

Tillman presented his research of a pump house and water tank monitoring system. He brought an estimate by Power Edge Industrial for a system capable of monitoring water tank levels and well pressures. Such a system would be configured to automatically notify the Operators and Board Members of any potential issues and thereby enable the Operators to immediately move to rectify the issue and help prevent significant water loss. Tillman moved that the Board approve acquisition of the monitoring and notification system. Such as system costs \$3,850 to install, with a nominal data fee for the text notifications. Robinson seconded the motion, which passed 5-0.

Tillman summarized the recent water quality issues, as described on the DWSC website, and discussed the status of the various wells.

- Wells 2 and 4 are currently having the shaft lining replaced.
- Kyle Wilburn at Hawkins Company is testing the water to see if a polyphosphates treatment would help and determine what concentration would be most effective. DWSC can employ polyphosphates in a limited use to help determine the efficacy and concentration needed. Edwards moved to pre-approve the use of a polyphosphate/ortho treatment, with potential regular use subject to the recommendations of state water experts and Hawkins Company. This measure serves to discover the effectiveness and ideal dosage and eventual TCEQ notification and approval. Werner seconded the motion, which passed 5-0.

Updates on SRA approval and USDA Grant:

- We are still awaiting word from the USDA on their Grant.

- We have procured an exception (time waiver) on our current SRA Grant application, so DWSC is still in the running for this grant also.

#### Topic: Leak Adjustment Policy Rules

- With respect to the requirements for a successful Customer Leak Adjustment Request: After discussion with State Water authorities, Edwards moved to add a cut-off valve requirement at the customer-side supply line, with the provision that DWSC shall not bill the installation cost through DWSC accounts (e.g., the customer-side cut-off valve installation must be either commissioned by an independent contractor or performed by the customer). This is to avoid any potential conflict of interest by the Board. Werner seconded the motion, which passed 5-0.
- Per the recommendation from State water authorities, Edwards moved to add a customer-side cut-off valve as a stipulation for a successful Leak Adjustment Request. Robinson seconded the motion which then passed, 5-0.
- Pending further guidance from the State water authorities on whether an “application for account” is a justified requirement, as well as the status of a shut-off valve installation and further information about the circumstances of an additional 10K gallon loss in the days following the Request, Edwards moved to table a recent Leak Adjustment Request. Werner seconded the motion, which passed unanimously.

## Adjourn

With the Board having no further business, Edwards made the motion that the meeting be adjourned with Robinson seconding the motion. The motion passed with all directors voting in favor. Meeting was adjourned.

## Annex A - 2026 Election Notices Printed/Placed on Water Bills:

**MAIL PAYMENTS TO:**  
**DE BERRY WATER SUPPLY**  
**PO BOX 278**  
**DE BERRY, TX 75639**

**Dispatcher: Debbie**  
**Bookkeeper: Morgan**

**Interested in serving on the**  
**Water Board? Deadline to**  
**apply is Jan 21, 2026.**  
**Info below:**  
**<https://deberry.myruralwater.com/2026-annual-meeting-information>**

**(903) 766-3973**  
**Mon-Fri 9-5**  
**After hours please leave a**  
**message.**  
**[deberrywsc@gmail.com](mailto:deberrywsc@gmail.com)**  
**[deberry.myruralwater.com](http://deberry.myruralwater.com)**

**EMERGENCY ONLY CONTACT:**  
**G&S Construction**  
**(903) 315-6812**

**Board Meeting: Tuesday,**  
**November 11, 2025 at 6 p.m.**  
**DeBerry Fire Dept**

See Reverse Side for 2026  
Board Member Election Info  
or phone 903 766 3973