

BRUNNER HILL WATER ASSOCIATION  
 BOARD OF DIRECTORS MEETING MINUTES  
 Tuesday, January 13, 2026

1. The Vice President, David Phillips, called the meeting to order at 6:00 p.m.

2. BOARD MEMBERS PRESENT:

President	Danny Woods assigned David Phillips as proxy, see attached
Vice President	David Phillips
Board Members	Richard Hazel, Jeff Berry
Superintendent	Gerry Lance
Secretary	

3. BOARD MEMBERS ABSENT: Shawn Hargett, Angela Johnson

4. MEMBERS OF THE AUDIENCE: None

5. MINUTES FROM DECEMBER 16<sup>th</sup>, 2025: after brief discussion about equipment, the annual and special meetings, and the conversion to a Public Water Authority, as recorded with applicable topics below, Richard Hazel motioned to approve the minutes; Jeff Berry seconded. Motion passed.

6. APPROVAL OF DECEMBER 2025 FINANCIAL STATEMENTS: David Phillips commented about being within state mandated the Debt Service Coverage (DSC) ratio. There was brief discussion about financial status of the association and ACT 601 and some of its requirements, i.e. rate studies, Director training, DSC ratio, etc. Richard Hazel motioned to approve the financials; Jeff Berry seconded. Motion passed.

7. PRESIDENT’S REPORT: Dave welcomed Jeff Berry as a new Director and commented on having a good annual meeting of the members. The board members appreciated Hollis being available.

8. FIELD TECHNICIAN’S REPORT: Gerry Lance reviewed the Superintendent’s Report noting repairs and clean ups to service lines, meter connections, and fire hydrants. Lucas has begun attending training. He should take the test in March and will then be a Water Operator Training. Gerry then happily reported that the water loss is down to 14% as compared to the 57% when he was hired in July! He and Lucas have fixed at least 42 leaks. Gerry also commented that he will not attend the next meeting; Lucas will present the Superintendent’s Report in his absence.

9. SECRETARY’S REPORT: Dave and Gerry briefly reviewed the Secretary’s Report. See enclosed Affidavit of Records Destruction. Gerry also provided information pertaining to the maintenance and cost of each truck over the past year. The F150 has approximately 300,000 miles and is used on very rough terrain. The cost of repairs over the past year would likely have covered half the payments on a brand-new truck.

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.
- 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.
- 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 regarding the proposed bylaws and approving the conversion, we will set details for the next Annual General Membership Meeting.
- 11/18/25 Danny reported we are awaiting reply from the attorney regarding inquiries made at the last meeting.
- 12/16/25 Danny has not received word from the attorney. A special meeting will be held in conjunction with the annual meeting to discuss converting to a Public Water Authority. We invited a lawyer who is experienced and knowledgeable about such conversions to attend the meeting to field questions. A special meeting is a required step in the conversion process. Notification must be made between 10 and 40 days prior to the meeting.
- 1/13/26 Danny consulted with Roger, our attorney, after our annual meeting to verify we still need to obtain a quorum of the general membership to convert to a Public Water Authority. Jeff contacted Hollis to clarify the conversion documents, conversion process, and sequence of actions. Gerry provided an update of the ballot count and reported common questions and concerns about new bylaws and potential impact to water rates. The Directors agreed to bring Akynna Nielsen onboard to call members to obtain their ballots.

Conclusion: Gerry will contact Akynna to start calling members as soon as possible.

Topic: Heavy Equipment / Rifle Raffle

Discussion:

- 8/19/25 Danny offered to donate a rifle to raffle. BHOWA 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.

<p>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>12/16/25 There is no progress on the sale of the tractor. It is likely to be springtime before we see much interest. The raffle draw occurred as planned; congratulations goes to Jewell Stinson! He selected the Henry 30-30 Lever Action Golden Boy!</p> <p>1/13/26 Gerry listed the tractor and the trailer on Facebook Market Place for \$20,000 and \$3,500 respectively.</p> <p>Conclusion: No action necessary at this time, while we wait for interest in the tractor and/or trailer.</p>
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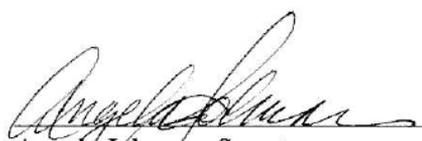
11. NEW BUSINESS:

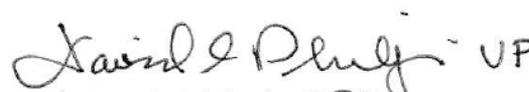
Topic: Annual and Special Meetings
Discussion: The general membership meetings went well. There was a lot of participation without contention. Questions and comments were very constructive.
Conclusion: No action. Topic is closed.
Topic: Officers
Discussion: Dave proposed to continue with current officers until we are complete with the process of converting to a Public Water Authority. Richard Hazel motioned to continue with the same officers; Jeff Berry seconded. Motion carried.
Conclusion: No action. Topic is closed.

12. PUBLIC FORUM: No comments.

13. ANNOUNCEMENTS: The next board meeting is scheduled for 6:00 pm on Tuesday, February 17<sup>th</sup>, 2026, at the water office.

14. ADJOURNMENT: Richard Hazel motioned to adjourn the meeting. Jeff Berry seconded; motion carried. The meeting adjourned at 7:01 pm.

  
 Angela Johnson, Secretary

 VP  
 AS DESIGNATED  
 AUTHORITY  
 \_\_\_\_\_  
 Danny Woods, Board President

## **Brunner Hill Water Association, Inc.**

### **Proxy**

The undersigned, President of the Board of Directors for Brunner Hill Water Association, Inc. (Company) hereby appoints David Phillips, Vice President of the Board of Directors to serve as the undersigned's agent-in-fact and proxy, and hereby authorizes said agent to cast the undersigned's vote with regard to Company business and any matter properly submitted to the Board of Directors at the Regularly scheduled meeting of the Board of Directors that is scheduled to occur on Tuesday, January 13, 2026, along with all continuations of such meeting. This proxy shall be deemed rescinded by the personal appearance of the undersigned at the afore mentioned meeting.



**Danny Woods, President of the Board of Directors  
Brunner Hill Water Association, Inc.**

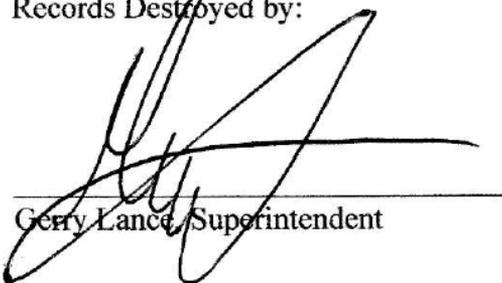
## AFFIDAVIT OF RECORDS DESTRUCTION

Enclosed is the approved Disposition of Records 2026 and a list of records that were destroyed on January 8, 2026. Destruction of records was in accordance with approved retention schedule, reference Arkansas General Records Retention Schedule, dated 2006 and Arkansas Public Water System Compliance Summary, dated 2018.

Date of Destruction: January 8, 2026

Method: Burned

Records Destroyed by:

  
\_\_\_\_\_  
Gerry Lance, Superintendent

Destruction Witnessed by:

  
\_\_\_\_\_  
Angela Johnson, Secretary

Enclosures:

as stated

## 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 Instruction	Year of Action	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	