WOSSSC BOD Minutes meeting 10-11-14 APPROVED 10-20-2014

WHITEOAK SHORES SEWER SERVICE CORPORATION

MINUTES OF MEETING

BOARD OF DIRECTORS

Date: 10/11/2014

Place of Meeting: WOS Park Office

Meeting Time: 10:02 AM

In Attendance: Lois Compton, President, Ed Homan, Vice President, Wanda Hammons, Secretary/Treasurer, Tom Belcher, Jerry Kennedy, Benny Jackson and Bruce Coleman.

1. Meeting called to order by President Lois Compton
2. President Compton declared a quorum is established.
3. Motion was made by Tom Belcher and seconded by Jerry Kennedy to approve the Board of Director’s meeting minutes with corrections and punctuation as presented.

All Board members present approved

Motion carried

1. Lois called for a motion to approve Bruce Coleman to fill the vacancy on the Board by Nick Garner.

Motion was made by Ed Homan and seconded by Benny Jackson to approve Bruce Coleman to fill the vacancy.

All Board members present approved.

Motion carried.

5. WOS Board members present with questions on the extension for the sewer plant were; Ed Grimsley, Roger Johnson and Nick Garner. Lois explained John Tarlton with Junction Management had e-mailed the WOSSSC office stating the WOS Board is requesting a copy of the plans for the sewer plant expansion. President Compton asked if the WOS Board would like to come up to the table to look at the plans and go over them.

 Questions:

a) Ed Grimsley asked Lois if she had responded to John. Lois responded yes.

b) Nick Garner asked if a copy of the plant expansion had been sent to John. Lois replied, no, she told John the WOS Board would be on the agenda for the next meeting.

d) Ed Grimsley stated he apologized, but had not looked at his e-mails. Lois stated it has been over a week and she replied as soon as the e-mail was received.

 e) Lois asked again if the WOS Board would like to come up and go over the plans.

 f) Ed Grimsley asked again if a copy of the sewer plant expansion plans could be sent to John Tarlton

 so all the WOS Board members could look at them and if they had any questions, they could get

with WOSSSC Board. Lois asked the WOSSSC Board their opinion. Lois stated the diagrams would be e-mailed to John Tarlton. The plans will be for the WOS Board to review. Ed Grimsley stated the copy would help them see what would have to be done. Lois stated only one tree that was leaning toward the office trailer would be removed the diagrams would not show the WOS Board what is required to have the property prepared for the expansion.

6. Old Business:

a) Lois reported the Tex-Tech site review for the Sewer Expansion resulted in the following; Ed Homan reported, Larry Roach quoted $1,000.00 for excavation site for the sewer plant expansion, Lois Compton will contact Mr. Tackett for tree removal, Lois will contact the electric company for moving the electric pole when plant is delivered and phone numbers for two concrete contractor will be e-mailed to Tex-Tech.

 b) Wanda reported the loan process with CRG and Tex-Tech. Tex-Tech sent the first invoice for

 the first draw, the invoice with draw request was sent to CRG, check was mailed to WOSSSC,

WOSSSC representative endorsed the check and then forward by mailed to Tex-Tech for endorsement. This process started the first phase of the sewer plant expansion. At the completion of the project, if the total amount of money borrowed is not drawn, the loan will be recalculated for the monies borrowed.

 c) Wanda reported the Lake Fork Water usage report for WOSSSC member’s water usage was received. LFW charged $1.00 per page for a total cost of $131.00. Payment approved at the September 6, 2014 meeting by the Board.

 7. New Business:

 a) Motion was made by Tom Belcher and seconded by Ed Homan to approve the Treasurer’s

 report by Wanda Hammons as presented.

 All Board members present approved.

 Motion carries.

 b) Wanda reported contacting a CPA and BPT Booking Service to have a financial audit. She

 will contact more and get prices for next meeting.

 c) 2015 Budget is in progress and a workshop is scheduled for Wednesday October 15, 2015 at

 10:00 A.M. Any Board members available welcome to participate. Budget needs to be

 approved before December 31, 2014.

 d) Discussion by the Board for the need of a new printer and small fire safe. Lois will check on prices and report at the next meeting.

 e) Motion was made by Ed Homan and seconded by Jerry Kennedy to approve a Tariff change to increase the Special Assessment from $21.00 to $25.00 per month.

 All Board members present approved.

 Motion carried.

 f) Motion was made by Bruce Coleman and seconded by Tom Belcher to approve renewing

 TRWA’s fee due in December 2014. Fee is in the 2014 budget.

 All Board members present approved.

 Motion carried

 g) Capps Insurance contacted Lois after reviewing WOSSSC’s policies. WOSSSC doesn’t have coverage for Sewer Drain and Back Up. The question was asked if this policy covered fines from TCEQ. Lois will call Capps with the questions and report at the next meeting.

 h) Tammy Loftis gave the Board the LFW financial report for review.

 i) Monthly report to TCEQ from Tony Parker, operator, for August for Board review. A discussion followed by the Board and explanation to the WOS Board.

 j) Maintenance report – Upper & Lower stations. No Report.

 k) Maintenance report – Pumps – Upper & Lower Lift Stations. No Report

 l) Sludge was removed from the sewer plant on September 8, 2014 by Ford Septic for $323.40. This process is done four times a year and shouldn’t have to be done with the plant expansion resulting in a savings.

 m) Lois called for a discussion to schedule smoking of the sewer line due to seeing extra water in the lower lift station. Ed Homan stated if during the raining season, if problem persist, then schedule a smoking.

 n) Motion was made by Jerry Kennedy and seconded by Tom Belcher to approve new membership for Paul and Kim Franklin. They purchased Royce and Loyce Franklin’s lots.

 All Board members present approved.

 Motion carries.

 o) Sewer Tap Connections – Tammy reported none.

 p) Open Forum

1. Dan Wax – has the Board looked for grants? Lois explained grants are not given to wastewater plants and when they are they are usually for Municipalities. Talking with Sabine River Authority (SRA) representative, they do not do grants at the present time for wastewater plants. Her suggestion was to fill out the request and mail it in. She would put the application on the next board meeting but could not commit to what the board may do. Grants are in the amount of up to $10,000.00.

Motion was made by Bruce Coleman and seconded by Benny Jackson to apply next quarter with SRA for a grant.

All Board members present approved

Motion carried

1. Roger Johnson – how many bids did the Board get? Lois explained the existing plant was built by Tex-Tech so the Board went with the same contractor.
2. Dan Wax – he has taken the “Texas Open Meeting Act” course and Public Meeting course through the Texas Attorney Generals web site and suggested the WOSSSC Board do the same. Lois explained we have Board member who have taken the Open Meetings Act course.

Dan also, asked WOSSSC Board post their meetings via e-mail, WOS web site, at the office and on the board by the entrance gate. Lois stated the Board could do these postings.

1. Jack Hammons thanked Ed Homan, Larry Compton, Nick Garner and all members that have volunteered to take care of issues concerning the sewer.
2. Dan Wax offered information on printer needed in the office. Laser printers can be purchased for less than $200.00 with cartridges for less than $50.00.
3. Tammy Johnson suggested getting a larger message board with the cost being shared by both WOS and the Sewer Corporation. Tammy also asked where WOSSSC’s minutes were. Lois explained we are going to put on the web site and if she wanted to read them, there is a binder with all the approved minutes.
4. Question was asked why the two Boards didn’t have combined meetings. Tom Belcher responded there were several times WOSSSC and WOS Boards were to have these meetings but they never happened. The Sewer Corporation is willing to meet with the WOS Board at any time.
5. Dee Sprinkle asked for information on the “Sinking Fund”, “Rainy Day Fund” and the “Reserve Account.” Wanda explained each account; Sinking Fund approved by the first WOSSSC Board to put in an account monies in the event of an emergency, Rainy Day Fund approved by the 2014 Board to have funds for available if needed for the general checking account for unexpected expenses and the Reserve Account is an account required by Community Resource Group to save 10% of the amount of the loan payment until it reaches $34,410.60.
6. Dan Wax asked if the Sewer Corp. had any leverage to required Lake Fork Water to repair the water leak on Red Oak St. Lois responded WOSSSC doesn’t and to notify Lake Fork Water.
7. Ed Grimsley asked about what would be done on the Frasier’s lots if sold as there is not a sewer line on it. He stated the sewer line stops on his lot that are next to the Frasier’s lots. Lois responded that the sewer needs for the lots will be addressed when they are sold.

 Next Meeting November 15, 2014 at 10:00 A.M. at the park office.

 Motion was made by Ed Homan and seconded by Bruce Coleman to adjourn the meeting.

 All Board members present approved.

 Motion carries.

 Respectfully submitted,

 Wanda Hammons

 WOSSSC Secretary