WOSSSC BOD Minutes meeting 04-18-15 draft

WHITEOAK SHORES SEWER SERVICE CORPORATION

MINUTES OF MEETING

BOARD OF DIRECTORS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 04/18/2015

Place of Meeting: WOS Park Office

Meeting Time: 9:00 A.M.

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Meeting called to order by President Lois Compton.
2. President Compton declared a quorum is established. All Board Members present.
3. Motion was made by Bruce Coleman and seconded by Jerry Kennedy to approve the February 7, 2015 Board meeting minutes with correction under New Business j) to read “no sewer tap connections.”

All Board Members present approved.

Motion was made by Tom Belcher and seconded by Ed Homan to approve the March 20, 2015 Board meeting minutes following the Annual Meeting correcting the spelling of the word decline to “declined” and remove “was” in number 4 in the third paragraph.

All Board Members present approved.

1. The Annual Meeting Minutes were reviewed by the Board. These minutes will be approved by the members at the 2016 WOSSSC annual meeting.
2. Old Business
3. TCEQ Plant Review update – President Lois Compton reported no new information has been received from TCEQ.
4. Plant Expansion update – Fence
5. Tex Tech has sent the 3rd invoice meaning the plant is ready to be set. The bank received the invoice and has processed the check. The office received the check on 4/17/2015 and the check will be given to Tex Tech when the plant is set. The Board will be informed of the progress of the plant installation.
6. Bruce submitted update on the fence for the sewer plant. See report in Board packet.
7. Fence – Tabled
8. Signs – Tom Belcher reported that Lt. Jackson with the Wood County Sheriff’s Department stated the verbiage at this time on the signs located on the plant and both lift station as fine. This verbiage has not been challenged in Wood County about how criminal trespassing signs were worded so at this point of time the wording was fine. He also stated security cameras are good as long as they don’t have a flash and to get as much video recording as possible to be able to identify a person. It would also be beneficial to get the license plates of the vehicle. Lt. Jackson also suggested taking pictures of the sign in case the signs are taken and if an officer comes out, hand them a picture of the signs. When a violator is prosecuted the law will have pictures of the signs and fence. Also, there is not a time limit on warnings but if someone is inside the fence a warning should be given. If they are inside the fence a second time, charges could be filed. The Board may have to push to get the case filed. The second violation would be a Class A misdemeanor because it is a waste facility plant.

Wanda Hammons will check with her son on needed equipment for security system.

Tom suggested if we can’t get a system for the plant at least get one that records a vehicle’s license plate.

Motion was made by Bruce Coleman and seconded by Jerry Kennedy to invest in security cameras for Sewer System.

All Board members present approved.

Lois Compton addressed Dan Wax, representative for WOS Board, to inform the WOS Board of a security systems being installed.

1. OSHA Update Safety Equipment- harness, respirator, tripod, forced air fan and meter.
2. Tex Tech stated WOSSSC is not required to have a confined space permit.
3. Bruce Coleman recommended Sargent Sewell for safety equipment. Bruce also recommended the purchase of 2 respirators at $300.00 and 2 harnesses at $500.00. Bruce volunteered to build the tripod with a 12 volt battery operated wench costing around $325.00. Larry Compton and Ed Homan volunteered to help Bruce with the tripod. Meter around $1,000.00.
4. Lois and Wanda will check on purchasing the safety equipment.
5. Storage of the safety equipment should not be with the chemicals in current shed. Bruce suggested a metal storage container in a central location.

Motion was made by Ed Homan and seconded by Benny Jackson to purchase all safety equipment, meter and materials to build the tripod for no more than $2,500.00.

All Board members present approved.

1. President Compton explained there are two reports defining the difference between a CPA (Certified Public Accountant) and an EA (Enrolled Agent) in the Board’s packet and a copy of the 2014 Financial Review prepared by Berry Carlson, EA with BTP Services, LLC. She explained that BTP does not input data into WOSSSC books, only Tammy Loftis, office assistant and Wanda Hammons does. Tammy is responsible for the data input into Quick Books with Wanda doing a needed check at a time Tammy is not in the office. BPT Services prepares WOSSSC’s Income Tax, the year ending Federal and State Taxes and for any question on data being in the right account.

Also, Lois mention a rumor was going around the park that the Sewer Corp. has a hidden fund account. She asked that those present to please clarify if they hear this rumor as it is definitely not true. She explained the Budget is tightly built with funds set up for emergency or unexpected expenses.

1. President Lois Compton gave a copy of the $10,000.00 grant application request being sent to Sabine River Authority. Along with the application a copy of the plant diagram, the purpose and our Profit and Loss. The grant will be mailed on Monday.
2. New Business
3. Treasurer’s Report – Wanda Hammons presented to the Board copies of the bank, savings, CD balances and the financials reports for the first quarter.

Motion was made by Ed Homan and seconded by Bruce Coleman to approve the treasurer’s report as presented.

All Board members present approved.

1. WOS Owners Association water bill – President Lois Compton suggested WOSSSC pay WOSOA’s water bill for that month. She will also call the Yantis Fire Department to assist in filling the plant and Lake Fork Water about a break in cost of water.
2. Motion was made by Ed Homan and seconded by Tom Belcher to approve Jack Hammons mowing and poisoning of the lawn and areas around the plant and lift stations.

All Board members voted to approve the contract with Wanda Hammons abstaining.

 Tammy Loftis will notify Jack Hammons.

1. Billing Update – Tabled until Lois Compton, Wanda Hammons and Tammy Loftis address the billing with Lake Fork Water.
2. Tom Belcher asked if a billing update goes into effect, how it would affect Tammy Loftis’ other job. Lois informed the Board that Tammy had resigned her other job and would be working for the Sewer Corp. on Wednesday and Thursday.
3. Motion was made by Bruce Coleman and seconded by Tom Belcher to reserve the Yantis Community Center for a deposit of $50.00 and $10.00 an hour for two hours to move the Annual Meeting there. The $50.00 deposit will be refunded.

All Board members present approved.

Tammy will call to set up for two hours from 1 PM to 3 PM on the third Saturday of March.

1. Lake Fork Water financial report by Tammy Loftis – see report.
2. Monthly report to TCEQ from Tony Parker, plant operator for January – see report.
3. Maintenance report for Upper & Lower lift stations – see report.
4. Maintenance report for Pumps in Upper & Lower lift stations – see report.
5. Sludge removal – no report.
6. Motion was made by Ed Homan and seconded by Tom Belcher to approve new members Robert and Linda Poulter. Robert & Linda Poulter bought Doug & Laurel McQuire’s property.

All Board members present approved.

1. Sewer Tap Connections – None
2. Open Forum
3. Tom Belcher asked for Tammy Loftis’s start date for Wednesday and Thursday. Tammy will start on the week of April 27, 2015.
4. Tom Belcher asked for information about WOSOA wanting WOSSSC to start sharing the office cost? Lois explained WOSOA hasn’t notified the office on this.
5. Questions on Liability. Lois checked with TRWA and they said to check with our insurance company about the liability. Lois explained she hasn’t had time but will.

Tom Belcher asked Tammy Loftis about what the liability concerns are and to call the Insurance Company for clarification.

1. It was asked about cost for Tex Tech to work on lift stations. Tex Tech will send two people to work on the lift stations at $200.00 per hour including one way drive time. Drive time will be from Burleson, Texas.
2. Next Meeting – June 6, 2015 at 9:00 AM in the WOSOA park office.

Motion was made by Tom Belcher and seconded by Bruce Coleman to adjourn the meeting.

All Board members present approved.

Respectfully submitted,

Wanda Hammons

WOSSSC Secretary