WOSSSC BOD Minutes meeting 09-19-15

Approved October 24, 2015

WHITEOAK SHORES SEWER SERVICE CORPORATION

MINUTES OF MEETING

BOARD OF DIRECTORS

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Date: 09/19/2015

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, Jerry Kennedy and Bruce Coleman.

Absent: Benny Jackson

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1. Meeting called to order by President Lois Compton.

2. President Compton declared a quorum is established. All Board Members present except Benny Jackson.

 Tom Belcher stated, effective at of the end of this meeting he will be resigning from the Sewer Board. He has sold his property and is not a member of WhiteOak Shores Owners Association.

 Lois said the Board appreciated his time of serving on the Board and he would be greatly missed.

3. Motion was made by Ed Homan and seconded by Bruce Coleman to approve the August 22, 2015 Board meeting minutes as written.

 All Board members present approved.

4. Old Business

1. TCEQ Plant Review Update – Lois stated she had spoked to the Engineer, Charles Gillespie and he has been in touch with TCEQ. No report
2. Plant Expansion
* Lois explained to the Board that a punch list has been created of Tex Tech.
* Fence - Tabled
* Netting – Wanda called venders with three to call back. When she hears from them she will report to the Board via e-mail with results.
* Ground Maintenance – this is in the punch list that will be given to Tex Tech. Ed will check with Larry Roach on a retaining wall behind the plant.
1. Tammy Loftis reported the Annual meeting will be at the Yantis Community Building on March 19, 2016 at 1:00 P.M. The building has been reserved from 12:30 PM to 3:30 PM. A deposit of $50.00 was made which will be returned if the building is left clean. Cost will be for $30.00 for 3 hours and every hour after the 3 hours will be $10.00 an hour.
2. Motion was made by Bruce Coleman and seconded by Ed Homan to approve the electricians bid from James Hopper for $950.04.

All Board members present approve.

1. Metal Frame for Treatment Plant – 4 bids were received. Bruce Coleman -$2120.00 no paint and can start in two weeks. Clint Pasteka $2500.00. Thomas Proctor bid not received by 9/16/2015 and Larry Roach $3,000.00 verbal.

Motion was made by Ed Homan and seconded by Jerry Kennedy to approve the bid from Bruce Coleman for $2120.00 (material no labor charges).

All Board members present approved. Bruce Coleman abstained.

1. Audit Information – Wanda explained she had contacted Donna McGriff, CPA several times with no response. I called 2 CPA referred by Rachael Anderson with Lake Fork Water. One CPA in Quitman stated she did not do audits, does not have the staff to do audits. Thomas Smith, CPA in Mineola, can do an audit for the same fee as Mrs. McGriff and can have 2015 books audit ready by the annual meeting in March.

Motion was made by Ed Homan and seconded by Jerry Kennedy to vote to resend if an earlier vote was for an audit and instead have a review done.

All Board members present approved.

Motion was made by Bruce Coleman and seconded by Ed Homan to hire James Smith CPA from Mineola to have a review of the book for year 2015.

All Board members present approved.

1. WOSOA fence repair – Lois will contact Cleve with Tex Tech to repair the fence. She explained it is on the punch list.
2. Repurpose chamber on old plant – Tabled
3. Insurance Renewal – Completed - $3,367.00 paid on August 22, 2015 check 2311
4. Grant Check from SRA – Check was received and deposited on August 22, 2015. The $10,000.00 grant money was applied to the principal on the Loan. A notification to the members will be posted on the WOSOA web site.
5. Surveillance Signs for Treatment plant and lift stations has been received. Cost $88.29.
6. Camera have been installed at a cost of $727.48.
7. The Board has asked for information on Tony Parkers’ report for the TSS and BOD numbers. Tony said as long as the plant is under construction, TCEQ sees no issues. Also, the TSS and BOD numbers will remain the same but the large fluctuation is due to the chlorine.
8. Motion was made by Ed Homan and seconded by Jerry Kennedy to approve the treasurer’s report as presented.

All Board members present approved.

1. Lois stated the 2016 budget needs to be ready by January 1, 2016. A workshop will be on Wednesday September 23, 2015. Ed Homan, Lois and Wanda volunteered.
2. Motion was made by Bruce Coleman and seconded by Wanda Hammons to have a key to the storage building made for Steven Rickey with Lone Star Maintenance for the delivery of the chlorine.

All Board member present approve.

1. LFW financial report – see attached report.
2. Monthly report to TCEQ from Tony – No report for August and the report for September will be done the week of the 20th.
3. Maintenance report – Upper & Lower lift stations – no report
4. Maintenance report – Pumps – Upper & Lower lift stations – no report
5. Maintenance report – Treatment Plant – see report attached
6. Sludge removal – no report
7. Motion was made by Ed Homan and seconded by Bruce Coleman to approve new members Mike & Wendy Dusek, purchased lots from Bob and Theresa Hejl.

All Board members present approved.

1. Sewer Tap Connections – Tammy reported 1 connection by James Kindred on lot #372.
2. Tammy report the final draw invoice was received from Tex Tech on September 15, 2015.

Open Forum

* LeRoy Wood stated the man hole behind his lot is open and will there be a riser put on it. Lois said she would have the Board look at it.
* Dan Wax asked if this is the final payment to Tex Tech, when does the warranty starts and is it in writing. Lois responded, the warranty starts when Tex Tech receives the final payment and it is in writing.

Dan also asked if the Board was going to appoint someone to fill Tom Belcher’s position.

1. Motion was made by Jerry Kennedy and seconded by Bruce Coleman to accept Tom Belcher’s resignation

All Board members present approved.

1. Replacement procedures for a member to fill his vacancy until the Annual meeting in March. Lois, Wanda and Ed will ask several members to volunteer to fill this vacancy on the board.

 Next meeting - October 24, 2015

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

 All Board members present approved.

Respectfully submitted,

Wanda Hammons - Secretary