WOSSSC BOD Minutes meeting

Approved Feb. 6, 2016

WHITEOAK SHORES SEWER SERVICE CORPORATION

MINUTES OF MEETING

BOARD OF DIRECTORS

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Date: 01/23/2016

Place of Meeting: WOS Park Office

Meeting Time: 9:00 A.M.

In Attendance: Lois Compton, President, Wanda Hammons, Secretary/Treasurer, Jerry Kennedy, Bruce Coleman and Benny Jackson

Absent Ed Homan and Dale Bolt.

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1. Meeting called to order by President Lois Compton.

2. President Compton declared a quorum is established.

3. Motion was made by Bruce Coleman and seconded by Benny Jackson to approve the October 24, 2015 Board meeting minutes as written with correction of Benny Jackson being added to Attendance.

All Board members present approved.

4. Business Promotion-Approval/Email – Board voted by email to approve Business Promotion for Tony Parker the Sewer Plant operator. All Board members voted yes.

Christmas Bonus for Tammy Loftis was voted by email and approved by all Board members.

5. Old Business

1. TCEQ Plant Review Update – No report.
2. Plant Expansion update
3. Fence – Tabled
4. Netting – Wanda reported the netting material was ordered by Eddie Craft of East Texas Awning and was on back order. Mr. Craft will be notifying the office when available.
5. Ground Maintenance – Tabled
6. Chlorine Meter – Small part was ordered from Tex Tech and has been installed. Meter is working properly.
7. Ground Maintenance – Punch List
8. Water Flow/Retaining Wall – Tabled
9. Gravel – Tabled
10. Painting of Fence – Tabled till spring. Jack Hammons has volunteered to stain the fence.
11. Electricians –

Motion was made by Bruce Colman and seconded by Benny Jackson to hire James Hopper, electrician, to install a timer with an override switch in the storage building.

All Board members present approved.

Tammy Loftis will call on Tuesday.

1. Metal Frame – Completed – Frame was painted by Jack Hammons and Becky Leaser.
2. Annual Meeting – March 19, 2016 @ 1:00 PM in the Yantis Community Center.

By law the credential committee is to be elected at the previous year after the annual meeting. Karen Homan was elected to the committee but due to illness, Lois suggest an alternate for her. Bruce Coleman volunteered Becky Leaser and Debbie Taketa volunteered.

1. Review update – CPA, Mr. Thomas Smith, visited the office and Tammy Loftis supplied him with all documents and a copy of the books to proceed with the review. Mr. Smith will attend the Annual Meeting to go over the results with the members of the Sewer Corporation,
2. Repurpose chamber on old plant – Tabled
3. Manhole cover riser on LeRoy Woods’ lot – Riser ordered October 7, 2015 was reordered on January 7, 2016 to replace the wrong riser received. Waiting on delivery.

* White Riser needs to be returned.

1. Tex Tech one-year warranty began October 14, 2015.
2. Permit Update – all 3 installments have been made.
3. New Business
4. Treasurers Report – Wanda -Board was giving a copy of all Bank Balances.

Motion was made by Benny Jackson and seconded by Jerry Kennedy to approve the Treasurers report as presented.

All Board member present approved.

1. Check signers

Motion was made by Bruce Coleman and seconded by Benny Jackson to add additional signers to the general checking account. Jerry Kennedy agreed to be on the general checking account and the Board also appointed Dale Bolt.

All Board members present approved.

Minutes to be approved via e-mail.

1. 2015 Budget vs Actual -Wanda reported even though there were extra expenses for maintenance of the lift stations and the plant expansion, the budget was close but didn’t go over.
2. Transfer of Extra Funds at End of Year to Rainy Day Fund. – Wanda reported due to the balance of the general checking at the end of year 2015, suggested no monies to be transferred. Board discussion resulted in nothing being transferred.
3. Additional Payment to the loan –

Motion was made by Benny Jackson and seconded by Bruce Coleman to pay $8,000.00 toward the principal of the Loan.

All Board members present approve.

1. Motion was made by Bruce Coleman and seconded by Jerry Kennedy to move all WOSSSC accounting and IRS issues from BTP Bookkeeping to Thomas Smith, CPA.

All Board members present approved.

1. Update Sewer Map – Lois and Wanda are in the process of updating.
2. LFW financial report – Tammy – see report
3. Monthly report to TCEQ from Tony – see report for August, September, October and November.

Lois reported to the Board that all numbers are within range of the permit.

1. Maintenance report – Upper & Lower stations – no report
2. Maintenance report – Pumps – Upper & Lower Stations – no report

Tammy in researching to get parts cheaper than buying from Tex Tech.

1. Maintenance report – Treatment Plant – no report
2. Approve New Memberships – Tammy reported the park has new members but she has no information for paper work.
3. Sewer Tap Connections – Tammy – no new sewer taps.
4. Lois Compton asked the Board for their opinion on a thank you for Jack Hammons. Jack has been there to help during the installing of the plant expansion and when help was needed.

Motion was made by Bruce Coleman and seconded by Jerry Kennedy to approve a thank you to Jack Hammons for $250.00.

All Board members present approved. Wanda Hammons abstained.

1. Open Forum

* Roger Sowell explained they had a water break and water was going out on the ground. He wanted to know if he could get a refund? Lois asked if he got a refund from Lake Fork Water and he said no. Lois and Wanda will get with Lake Fork Water on their policy.
* Dan Wax
* What is the Business Promotion and Bonus for? Board approved and is in the budget to give to the plant operator and office assistant.
* Asked if the broken man hole in the ditch on Sweetgum could be removed. He said members were complaining.
* Will the plant expansion handle the park for years? Lois explained it would unless WOS owners change the deed restrictions to allow homes.
* Dan explained the WOS AC Committee is in the process of approving an application for a member. The drive way the member is installing will be on top of a man hole and feels it needs documented.

Lois said there are two openings for board member positions. Ed Homan is not running and Dale Bolt is

completing a position that expires in March.

As of date no application for the Board has been received.

The Sewer Corp. follows Chapter 67 of the Texas Water Code and Lois will check if no applications are received then what procedures should be followed.

The following Board members will approach these members.

* Jerry Kennedy will ask Steve Certain.
* Lois and Wanda will ask Steve Greene, Susan Miles, Dee Sprinkle, Mike Poteete and Doug Fullingum.

The Board needs to check all manhole lids.

1. Next Meeting – February 6, 2016 at 1:00 P.M.
2. Motion was made by Bruce Coleman and seconded by Jerry Kennedy to adjourn the meeting.

All Board member present approved.

Respectfully submitted,

Wanda Hammons - Secretary