

WHITEOAK SHORES SEWER SERVICE CORPORATION
MINUTES OF MEETING
BOARD OF DIRECTORS

Date: 04/15/2016

Place of Meeting: WOS Park Office

Meeting Time: 4:10 P.M.

In Attendance: Lois Compton, President, Jerry Kennedy, Vice President, Wanda Hammons, Secretary/Treasurer, Bruce Coleman, Dale Bolt and Mike Poteete.

Absent Benny Jackson

1. Meeting called to order by Lois Compton, President.
2. Lois Compton declared a quorum is present.
3. Lois welcomed the new Board members, Mike Poteete and Dale Bolt. Each will serve three year terms.
4. Motion was made by Dale Bolt and seconded by Bruce Coleman to approve the February 6/06/2016 Board's meeting minutes.
All Board members present approved. Motion carries.

Motion was made by Bruce Coleman and seconded by Mike Poteete to approve the Board's meeting minutes
All Board members present approved. Motion carries.

5. Old Business
 - a) TCEQ Plant Review Update – no report
Lois Compton update the new Board members on the violations from TCEQ and the Sewer Corp is waiting on fines information from TCEQ
 - b) Plant Expansion up date.
 - Fence – no report
 - Ground Maintenance bid for \$6,350.00 for cleanup, level ground, retaining wall, two loads of clay, one load of white rock and four large truck loads of washed rock by Larry Roach was approved via e-mail. All Board members approved.
 - c) Ground Maintenance – Punch list
 - Painting the Fence – Jack Hammons and Gunner Grimsley has volunteered to stain the outside fence.
 - d) Repurpose chamber, old plant – Tabled.
 - e) Manhole cover riser – Tabled
Tammy Loftis will contact Tex Tech on Tuesday.
 - f) Permit Update – Permit was received and expiration date is March 1, 2021. Prior permits were for three years but permits are now good for five years. WOSSSC updated permit is good for March 1, 2016 to March 1, 2021.
 - g) Stovall – possible broken sewer pipe – Larry Roach will check and fix pipe if it is broken. This could be allowing excess water in the sewer lines.
 - h) Smoking of pipes – It has been six years since the sewer lines have been smoked and checked for leaks.
Lois Compton called TRWA for help on the smoking of the lines and it was explained by their reprehensive of the program they are building to teach how to do the smoking and would like to use of for the training. Smoking will take place when the weather cools.

New Business

- a) Treasurer's report – Wanda Hammons
Motion was made by Dale Bolt and seconded by Mike Poteete to approve Treasurer's report.
Balance in general checking as of April 12, 2016 is \$6,269.73. Total Assets \$116,917.55 including balance in general checking.
All Board members present approved. Motion carries.
- b) 2016 first quarter review -Wanda presented the Board a report for the first quarter to review. The First Quarter Year to Date Income as **-\$497.10**.
- c) WOSOA e-mail/billing – Tammy Loftis reported to the Board there are 24 WOS owners being billed the \$21.00 Special Assessment and \$13.00 Convenience Fee. Of the 24 owners (8) eight owners have being bill by WOSOA are delinquent owners that have never paid and WOSOA have foreclosed on their property, (10) ten are members of the Sewer Corp. and are being billed by the Sewer Corp. and (6) six owner are being billed by WOSOA.
Lois talked to Adam with Excel and unfortunately some owners received billing from WOSOA and WOSSSC. Both entities are working to correct.
As of date the Sewer Corp. has not received monies for those that have paid WOSOA.

Motion was made by Dale Bolt and seconded by Jerry Kennedy to invoice the owners that are member not connected to water or sewer but are members of the Sewer Corp. \$25.00 from \$21.00 for the Special Assessment.
All Board members present approved. Motion carries.
- d) Lois and Wanda will write letter and send to the six members not connected to water and sewer.
- e) Member with balance due to the Sewer Corp.
Motion was made by Bruce Coleman and seconded by Jerry Kennedy to proceed collection for out-standing balance owed by delinquent member to the Sewer Corp.
All Board members present approved. Motion carries.
- f) TRWA – Eminent Domain – Lois/Tammy – This is an annual filing. A \$250.00 set-up fee and filing was done on February, 2016 that was for 2015. A fine for not filing Eminent Domain report with the Comptroller can be up to \$2,000.00. Next payment will be in November 2016 for \$100.00. The \$100.00 will be a yearly fee to TRWA and TRWA will do all the filing for the Sewer Corp. The \$100.00 will be drafted from the general checking account.
Lois Compton, President made the decision to proceed with the filing.
- g) Murray Energy – annual price increase for meter calibration increased from \$162.38 to \$378.88.
- h) Intuit Quick Books Payroll – payroll will automatically renew on 5/23/2016 at the price of \$399.00. This is a yearly expense.
- i) Upgrade QuickBooks to 2016 – cost for upgrade is \$379.95 (upgrade is every 3 years.)
- j) Motion was made by Bruce Coleman and seconded by Jerry Kennedy to install gutters with down spouts on back of office to redirect rain water away from the sewer plant.
All Board members present approved. Motion carries.

Lois Compton will talk to Larry Roach about installing pipes from the gutter down spouts to redirect water to prevent wash out around the sewer plant.

- k) Tammy Loftis will be updating the Sewer map.
- l) Waived meter – Member David Caswell on lot 137 inquired about waiving the water meter on lot 137 for watering his yard. Discussion by the Board.
- m) Motion was made by Dale Bolt and seconded by Mike Poteete to approve bid for ground maintenance from Jack Hammons for one year starting June 1, 2016.
All Board members present approved. Motion carries. Wanda Hammons abstained.
- n) LRW financial report – Tammy – report given and explained to the Board. See attached report.
- o) Monthly report to TCEQ from Tony Parker – reports for December 2015 and January 2016.
Lois Compton reported the plant is working good and as designed.
- p) Maintenance report – Upper & Lower Lift stations – no report
- q) Maintenance report – Pumps – Upper & Lower Lift stations – no report
- r) Maintenance report – Treatment Plant – no report
- s) Approve New Memberships – Tammy – no new memberships
- t) Sewer Tap Connections – Tammy – no new sewer taps
- u) Open Forum
Lois Compton reported there will be changes in the open forum. Members will be notified before a meeting if they want to speak to the Board. It will be posted with the agenda.
- v) Next Meeting – no meeting scheduled. Board will be notified via e-mail of next meeting.
- w) Motion was made by Bruce Coleman and seconded by Dale Bolt to adjourn the meeting.
All Board members present approved. Motion carries.

Respectfully submitted,
Wanda Hammons
WOSSSC Secretary

