WOSSSC BOD Minutes meeting 07-18-15 approved

WHITEOAK SHORES SEWER SERVICE CORPORATION

MINUTES OF MEETING

BOARD OF DIRECTORS

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Date: 07/18/2015

Place of Meeting: WOS Park Office

Meeting Time: 9:00 A.M.

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

Absent: Lois Compton and Jerry Kennedy

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1. Meeting called to order by Vice President Ed Homan.
2. Vice President Homan declared a quorum is established. All Board Members present except Lois Compton and Jerry Kennedy.
3. Motion was made by Bruce Coleman and seconded by Benny Jackson to approve the June 6, 2015 Board meeting minutes as written.

All Board Members present approved.

1. Old Business
2. TCEQ Plant Review Update – No Report
3. Plant Expansion update
4. Fence – Section of fence taken down by Tex Tech has been replace, not stained. Tabled
5. Netting – Will check with Hooten’s. Tom Belcher will check with Hooten’s
6. Bids for welding of frame over sewer plant – Received bids from Bruce Coleman and Larry Roach. It was suggested to get a third bid from Hooten’s.
7. Ed Homan reported the plant was up and running with a few minor issues to be corrected. Tom Belcher asked if the power surge had been corrected and it has been.
8. Ground work around the plant will be addressed with Tex Tech. It is not finished as Tex Tech explained it would be.
9. Security Cameras – Tabled – Ed sent an e-mail to Jesse Simpson concerning the cameras. Jesse responded the cameras were ordered and on the way. He would be installing the cameras at the Office and both lift stations. Installation will be on a week-end.
10. Lift Station – Repair Update – Completed
11. Association Water Bill – Completed - WOSSSC paid WOSOA’s water bill on June 20, 2015 for May, 2015 in the amount of $105.92 for water used to fill the new plant expansion.
12. Annual Meeting moved to Yantis Community Center – Tabled - Tammy reported the Community Center cannot be reserved until September 1, 2015.
13. Storage Shed for OSHA equipment – Tabled - Ed checked with 3 vendors. Discussion followed with the Board. The Board discussed using the storage building by the plant that houses the chlorine for the sewer plant. The storage building will need ventilation.

Motion was made by Tom Belcher and seconded by Bruce Coleman to purchase two vents and/or solar vent for the storage building not to exceed $200.00

All Board members present approved.

1. Gravel for Drive Ways and area around plant – Tabled
2. Lights at Lift Stations – Benny reported the prices for the lights would run around $20.00 to $25.00 each with switches. Discussion.

Motion was made by Wanda Hammons and seconded by Tom Belcher to purchase four lights and all supplies for the lights for the lift stations and plant not to exceed $250.00. After further discussion by the board, motion was made by Wanda Hammons and seconded by Tom Belcher to revise the amount from $250.00 to not exceed $1,000.00 for lights, supplies and an electrician.

All Board members present approved.

Tom Belcher volunteered to get an electrician to get a price and any other information needed. Bruce and Benny will also check.

1. Mud at Upper Lift Station – Completed Ed and Jack Hammons cleared the mud and put in pavers under the gate to correct the gate from hanging up.
2. Treasurer’s Report – Wanda Hammons went over the bank account balances with the Board.

Motion was made by Bruce Coleman and seconded by Tom Belcher to approve the Treasurer’s report as presented by Wanda Hammons.

All Board members present approved.

1. Audit Report discussed– Tabled

Wanda reported she contacted approximately twenty CPAs from Dallas, Tyler, Longview, Paris and all surrounding towns. Of those twenty CPAs, only two will do audits. The other CPAs stated they don’t do audits for anyone because it is not monetarily feasible due to the needed staffing and stricter guidelines for CPAs by the state. Of this list of CPAs I found two will do an audit. Donna McGriff, CPA from Wills Point, TX, sent a proposal for an audit to start at $3,000.00 to $3,500.00. Wanda will do follow up on questions the Board asked with Mrs. McGriff.

1. WOSOA Fence repairs – Discussion by the Board of the repairs on the fence by Tex Tech. The Board will compile a list of correction for Tex Tech prior to final payment.
2. LFW financial report – Tammy – see attached report.
3. Motion was made by Benny Jackson and seconded by Bruce Coleman to approve engineer Charles Gillespie bid to proceed with the WWTP permit renewal which expires March, 2016 with application due by September 1, 2015 and to not exceed $3,030.00. Budgeted amount is $4,500.00.

All Board member present approved.

1. Cleve Weyenberg, Jr. – information and invoices – Completed

* Repair to upper lift station. $3,231.03
* Parts and Labor to repair aeration basin in old plant. $1,231.01
* Parts for four pumps. $3,367.57
* Tex Tech replaced and reimbursed WOSSC for 1 barrel of chlorine due to defective pump. $207.79

1. Cleve Weyenberg, Jr. – updated Certificate of Liability received. Completed
2. Monthly reports to TCEQ from Tony – see attached report
3. Maintenance report – Pumps – Upper and Lower lift stations – see reports

Note: Due to undesirable products being put into the sewer lines, the pumps in the upper and lower lift stations, all four pumps were repaired nine times in a week. The parts and repairs were approximately $3,500.00.

1. Sludge removal – no report
2. Letters to Membership – Discussion by the Board - Tammy Loftis and Wanda Hammons will be sending out a letter reminding the members of the Dos and Don’ts of products going into the sewer system, pictures of the damage to the pumps of those products and for members to inform the office of the sale or purchase of property.
3. E-coli test to be done in August 2015 – E-coli test will be taken to Ana-Lab in Kilgore, Texas the second or third week of August.
4. Approve New Memberships - Tammy Loftis reported the Sewer Corporation has three new members.

Motion was made by Tom Belcher and seconded by Benny Jackson to approve new members James Kindred lots 371 and 372, Ron Caldwell lots 362, 363, 364 and Michael Poteete lot 526,529, 552.

All Board members present approved.

1. Sewer Tap Connections – Tammy Loftis reported no new sewer connection. Tammy stated James Kindred had paid for a new sewer tap but the office had not received the paper work.
2. Open Forum

* Jack Hammons asked if the Fullingim’s extra trailer was charged for a sewer tap. Reply was the situation for that property is WOSOA’s issue. This trailer belongs to their son and the Sewer Corp. can’t charge him because he is not a member.
* Dan Wax suggested using security screws for signs.
* Board discussed issuing a storage building key to Jack Hammons due to his overseeing and repairs on the sewer plant and lift stations.

Motion was made Bruce Coleman and seconded by Benny Jackson to issue a storage building key.

All Board members present approved with Wanda Hammons abstaining.

Next Meeting – August 22, 2015 at 9:00 AM in the WOS park office.

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

All Board member present approved.

Respectfully submitted,

Wanda Hammons

WOSSSC Secretary