WOSSSC BOD Minutes meeting 08-22-15 draft

WHITEOAK SHORES SEWER SERVICE CORPORATION

MINUTES OF MEETING

BOARD OF DIRECTORS

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Date: 08/22/2015

Place of Meeting: WOS Park Office

Meeting Time: 9:00 A.M.

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

Absent: Lois Compton and Benny Jackson

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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 Benny Jackson.

3. Motion was made by Tom Belcher and seconded by Bruce Coleman to approve the July 18, 2015 Board meeting minutes as written.

 All Board members present approved.

4. Old Business

1. TCEQ Plant Review Update – no report
2. Plant Expansion update – fence, netting and ground maintenance. Tabled

Wanda Hammons will check with Hooten’s about the netting over the plant.

1. Security cameras – Ed Homan reported Jesse Simpson has installed six cameras on the office toward the plant, storage building, front gate and the dumpsters. The cameras on the lift stations have not been installed.

Wanda explained there were limbs to be cut at the office on camera six and will check with Jack about cutting them.

1. Annual Meeting move to Yantis Community Center – Tammy Loftis. Tabled
2. Lights at Lift Station – Tabled. Benny didn’t purchase. Wanda volunteered to get the lights.
3. Electricians Bid for lights at the Treatment Plant – Tom Belcher reported he received a bid from James Hopper for $950.04. See bid for details. There were no other bids. Tootie Joiner was asked to give a bid but declined due to not being a licensed electrician. Dan Wax gave a name and telephone number for Richard Good. Wanda will call him.
4. Cover for Treatment Plant – Tabled.

 A bid from Bruce Coleman for $2,100.00 but will adjust for the added metal cover over the clear water chamber.

Tammy explained Clint Pasteda, a welder was coming today at 10:00 AM to look at the plant and to give a bid.

Wanda will check with Hooten’s for a bid also.

1. Vents for storage shed, total cost $157.55 and Tom Belcher has been reimbursed. Material purchase – Completed. Tom explained he didn’t purchase a solar vent so the vent will need to be wired. Tom explained the electrician James Hopper would wire on a separate circuit from the lights for the plant even if he doesn’t get the bid.
2. Audit Information – after Board discussion – Tabled.

Due to the extra expenses for recent repairs, Wanda will check on the price for a review with Donna McGriff. Board went over her references and additional information from a CPA from Paris.

1. WOSOA Fence Repair – Tabled. Will follow up with Tex Tech.
2. Charles Gillespie – price for permit renewal, first payment of $1,030.00 mailed on July 22, 2015 on check number 2292. This payment is to start the application due on September 1, 2015. The 2015 budget has $4,500.00 allotted for the permit renewal in March 2016.
3. Pollutant Analysis for Wastewater Treatment Facilities – samples dropped off at Ana-Lab on August 10, 2015 by Wanda Hammons. Waiting for test results needed for processing the permit renewal.
4. Keys for Jack Hammons to the storage shed and lift stations – Completed.
5. E-Coli test completed on August 10, 2015.
6. Letters to Membership mailed on August 5, 2015 – Completed. There were six to eight letters returned due to incorrect address.
7. Repurpose chamber in old plant. Tony Parker, plant operator will get a helper to install a lot cheaper than the quote given by Tex Tech.
8. Update on Grant from SRA – check for $10,000.00 was received and will be used to pay on the loan.
9. Invoice from Tex Tech – Completed. See attached invoice for belts oil and labor. Total $338.35.

5. New Business

1. Treasurers Report – Wanda Hammons

Board was given a Profit & Loss Budget vs Actual to go over. As of August 21, 2015 the budget is over by $5,625.65. This is due to unexpected expenses with the lift stations and plant. Board was also given the bank balances.

1. Motion was made by Bruce Coleman and seconded by Jerry Kennedy to renew the D & O liability, general liability with pollution, workers compensation and non-owned auto liability insurance for $3,636.00 for one year.

All Board members present approved.

1. LFW financial report – Tammy. See report. Tammy also reported the check from LFW hasn’t been received this month. Check from WOSOA was for $525.00.
2. Monthly report to TCEQ from Tony – see report for June and July. Board asked Tammy to check with Tony for the numbers on a single grab.
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 form for input. Tabled

Tammy to get additional information from Tony.

1. Sludge removal – no report.
2. Approve New Memberships – Tammy

Motion was made by Tom Belcher and seconded by Jerry Kennedy to approve new member Jackie Lewis, purchased Bill Pullen’s lots 289 and 290.

All Board members present approved.

1. Sewer Tap Connections – Tammy – no sewer tap connections.
2. Motion was made by Bruce Coleman and seconded by Tom Belcher to purchase 10” by 14” surveillance signs for $14.75 each plus tax to be installed at the treatment plant and both lift stations.

All Board members present approved.

6. Open Forum

Dan Wax, WOSOA Board member, asked the WOSSSC Board to e-mail him if there was anything needed to be passed on to the Association Board.

Tammy stated she needs to be informed sooner for returns for pumps.

7. Next meeting – September 19, 2015 at 9:00 A.M. in the park office.

8. Motion was made by Wanda Hammons and seconded by Bruce Coleman to adjourn the meeting.

 All Board members present approved.

Respectfully submitted,

Wanda Hammons

WOSSSC Secretary