

**Oak Forest Water Supply Corporation  
Regular Meeting 3740 Ranch Road 967  
February 4, 2014  
DRAFT MEETING MINUTES**

Open Meeting 7:13 PM

Board of Directors – Dave Cowan, Nancy Ellsworth, Bryan LaRue, Russell Taylor, and Phil Suitt

**To Approve:**

- 1) Minutes of the Regular Board Meeting held December 3, 2013 (January meeting was cancelled) – On January 10, 2014 Cowan emailed the board draft minutes from the December meeting. Phil motioned that the draft minutes be approved as written and Russell second. The motion passed unanimously.
- 2) December 2013 and January 2014 OFWSC Financial Report – After a brief discussion about the December and January reports, Dave motioned to approve the reports that Russell emailed to the Board on February 2<sup>nd</sup>. Bryan second the motion and it passed unanimously.
- 3) Adopt Customer side of meter water leak Policy – Phil motioned to approve the Water Leak Policy as amended by Dave Cowan. Bryan second and the motion passed unanimously. A copy of the resolution is included with these minutes.

**Opening Discussion**

- 1) Cost of Water from Hays City - \$56.42
- 2) Utility Cost - \$352.53
- 3) Loan Payments - \$2,726.68 for both loans
- 4) BSEACD Charges - \$0
- 5) TCEQ – 700.36 for water system assessment fee
- 6) Professional Svcs \$1,877.78 to PGMS including the cost of chemicals
- 7) Loss or Profit +\$3,844.25

**Old Business**

- 1) Bank Draft Payment – Nancy said that the bank will charge a convenience fee, but she was unable to get the amount from the bank since she doesn't have signatory authority. Phil suggested that they go to the bank to get the information.

**To Discuss and Possibly Take Action On:**

- 1) System Repair or Improvement – None to Report
- 2) 2014 Election Update
  - Change bylaws to reduce number of water board members – Because of the lack of interest from customer members in serving on the water board, Phil proposed that the bylaws be changed to reflect that five board members serve on the board rather than the current number of seven. He made a motion as such and Bryan second. The motion passed and will be put to a vote by customer members at the annual meeting to be held on March 11, 2014.
  - Applications received for vacant board member positions – The board received one application from Nancy Ellsworth. Per state rules governing board elections, a general election is not required for a position when an existing board member runs unopposed. Phil read a resolution that Nancy should continue on the board of the Oak Forest WSC. All present Board members agreed and

signed the resolution. There will be no general election held at the annual meeting to be held on March 11, 2014.

- With no board elections necessary at the annual meeting, Phil motioned to change the annual meeting agenda by removing board member elections and by adding an election to remove two board member positions (from 7 to 5). After some discussion about the changes, Russell second and the motion passed unanimously. Phil will make changes to the election ballots and David will create a cover letter to explain that there will be no board member elections during the annual meeting. Information will be mailed to customers on or before February 12, 2014.
- 3) Public Comment for suggestions, proposals, or grievances - None.
  - 4) Meeting adjourned at 8:41 PM

The next regular meeting is scheduled March 4, 2014 7:00 PM. The Annual Meeting will be March 11, 2014. Both will be at 3740 RR 967.

Oak Forest Water Supply Corporation

Policy

on

*Water Leaks on Customer side of Meters*

With the intention of clarifying responsible party's for excessive water usage caused by leaks the Board of the Oak Forest Water Supply Corporation (OFWSC) offers the following:

- Customer must pay for all water used on the homeowners' side of the meter.
- Disproportionately large bills may be paid in monthly increments at the discretion of the Board
- Total payment must be made within three (3) months of the initial finding.
- Late fees will not be charged on incremental payments.

**Signatory Authorities**

Printed Name: Phil Suitt

Title: President, OFWSC

Signature: \_\_\_\_\_



Printed Name: Russell Taylor

Title: Treasurer, OFWSC

Signature: \_\_\_\_\_

