

**Oak Forest Water Supply Corporation
Regular Meeting
3740 Ranch Road 967, Buda TX
August 2, 2016
Meeting Minutes**

Board of Directors Present: Nancy Ellsworth, Randy Hunt, Will McManus and Tony Blazi
Customers: Bren Locricchio, Phil Suitt, Lillie Suitt, Art Arizpe
Guests: Nelson Smith

Randy Hunt opened the meeting at 7:00 pm. He noted that he would be leading the meeting as Nancy was not expected to attend.

Routine Business

Secretary's Report:

The previous minutes were reviewed by Bren. Art Arizpe was added to the attendees. Nancy motioned to accept with Will seconding and the motion passed unanimously.

Treasurer's Report:

Bren presented the current OFWSC financial report. Bren will modify the GL to show "split" detail. Nancy motioned to accept with Will seconding and the motion passed unanimously.

Old Business

Bren reported that well house motor 1 has been repaired and re-installed. The remainder of the electrical work should be completed by Friday. If not, she will use another electrician to complete the work.

The POA water meter is holding steady around 8800-8900 gallons per month. Bren asked that the key to the sprinkler system remain with the POA since it is their property.

Bren demonstrated the database that she has been building. It will track water use and payment history and will be enhanced as necessary.

New Business

The board discussed putting financials on the website and Phil indicating that previously, the minutes were never published for public review. Also, security issues are a concern. Therefore, Will motioned that in lieu of hard copies being provided at meetings, a link will be placed on the website that allows customers to request the financials, either electronically or through the USPS with hard copies of the annual financials being distributed to customers at the annual meeting. Nancy seconded and the motion passed unanimously. Bren will create the online request form.

Will motioned to set a dollar limit of \$500 for the general manager's non-emergency expenses not requiring board approval. Tony seconded and the motion passed unanimously.

Will motioned to allow the general manager to authorize emergency repairs provided that notification to all board members is made via text at the immediate conclusion of the emergency situation. Tony seconded and the motion passed unanimously.

The board held an open discussion regarding the importance of following the Open Meetings Act and holding a professional, well-run meeting. Accordingly, it was agreed that we really need to stick to the agenda. Non-board members with input will be asked to wait until the Public Comment section of the agenda. Comments will be limited to three (3) minutes, rather than one (1) minute. Those who have topics that will exceed three (3) minutes may submit a request for an agenda item through the web. Requests must be received 7 days prior to the board meeting. Bren will create the online request form.

Adjournment

At 7:53 pm Will motioned that the meeting be adjourned. Nancy seconded and the motion carried. The next regular meeting will be September 6, 2017 at 7:00 pm.