

**Oak Forest Water Supply Corporation
Regular Meeting
3740 Ranch Road 967, Buda TX
Tuesday, October 7, 2014
Meeting Minutes**

Board of Directors Present: Phil Suitt, Nancy Ellsworth, Russell Taylor and Randy Hunt
Guests: PGMS staff (Carroll Campbell, Kerry King and Pat King)

Phil Suitt opened the meeting at 6:00 pm.

Routine Business

Secretary's Report:

The previous minutes were reviewed. Russell motioned to accept with Randy seconding and the motion passed unanimously.

Treasurer's Report:

Russell presented the current financial report. Randy motioned to accept with Phil seconding and the motion passed unanimously.

Old Business

Online Payment Option:

PGMS presented "Accepting Credit Cards Online". In Summary, costs incurred by OFWSC will include initial expenses of a \$100 application fee, \$100 training fee and \$100 PGMS setup fee. Ongoing overhead fees will be approximately \$70 per month. Customers will pay a \$5 per incident convenience fee. PGMS uses Elavon as their credit card processor company and one OFWSC board member will need to sign application for the merchant account. PGMS will supply and send a notice to customers in their bill. This notice will contain with instructions on how to create and online account and pay bill online.

Nancy motioned that the board instruct PGMS to begin process to accept on-line credit card payments for utility. Russell seconded and the motion passed unanimously.

Russell motioned that the board direct PGMS to charge the customer a \$5.00 Convenience fee per transaction. Phil seconded and the motion passed unanimously.

Phil motioned that MasterCard and Visa are the only accepted forms of payment. Randy seconded and the motion passed unanimously.

Phil motioned that Nancy be the "designated signature person" for the account. Randy seconded and the motion passed unanimously.

New Business

Second Flush Valve:

Phil discussed the possibility of having a second flush valve installed at the corner Oak Forest Cove and Oak Forest Drive. Additionally, future issues/concerns may prove it necessary to have another flush valve installed at RR 967 and Oak Forest Drive.

Well Gate:

Phil advised that because the front gate at the well only has one wheel; it still does not open easily and needs to be fixed properly. Nancy volunteered to discuss the fix and or repair need with Nussell Contracting.

Phil's Board Position:

Phil mentioned that he would not run for re-election at the end of this term.

Public Comment:

N/A.

Adjournment

At 6:55 pm Phil motioned that the meeting be adjourned. Russell seconded and the motion carried. The next regular meeting will be November 4, 2014 at 7:00 PM.