

**Oak Forest Water Supply Corporation  
Regular Meeting  
3740 Ranch Road 967, Buda TX  
September 6, 2016  
Meeting Minutes**

Board of Directors Present: Nancy Ellsworth, Will McManus and Tony Blazi  
Guests: Art Arizpe

Nancy Ellsworth opened the meeting at 7:02 pm.

Routine Business

Secretary's Report:

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

Treasurer's Report:

The current OFWSC financial report was distributed electronically to the board. Will motioned to accept with Nancy seconding and the motion passed unanimously.

Old Business

The General Manager's report was distributed to the board electronically. The board discussed the section about hot water heaters smelling. Will had the issue with a tank less heater but not in a long time. Nancy reported red water last Wednesday.

New Business

Nancy motioned to install a security lock on the tank ladder at a cost of \$795. Tony seconded and the motion carried.

Public Comment

Art Arizpe mentioned financial audits and keeping it on the radar.

Adjournment

At 7:14 pm Tony motioned that the meeting be adjourned. Nancy seconded and the motion carried. The next regular meeting will be October 4, 2016 at 5:00 pm.

## General Manager's Report 9/1/2016

1. Electric is done except for two rusted outlets that need fixed. I will be coordinating work with Zach and Bryant Electric.
2. The meter on Well 1 stuck earlier this month so readings are slightly off. It was only down a couple days though and Zach fixed it. This month Well 1 pumped about 45% of the water used and Well 3 pumped around 55%.
3. No red water complaints.
4. Learned that foul smelling water may be a bacterium in the homeowner's hot water tank. To find out, run the cold for several minutes to remove any remaining hot water. Turn off the water and wait until any odor clears. Turn the cold water on. If there is no odor, the problem is with the hot water tank. To remedy, add about 4 cups of bleach to the hot water tank and let it sit for several hours. Then flush the tank. This seems to fix the problem.
5. I created both a financial request link and an agenda item request on the website the day after the last board meeting. No requests have been received.
6. I checked with TRWA legal regarding our ability to get involved with the Onion Creek Discharge issue. Legal counsel said that we are not an advocacy organization and should not take an active lead.
7. I checked with TRWA legal about whether a non-member who does not use our water service and has no vested interest can be on our board. Also reviewed all of our documents and it is pretty straight-forward that only members can be on the board. PGMS verified that the resident who inquired has never had water through us or Rocket Water, has no meter, and has never made any payments to either. TRWA legal counsel called and said that the member is not eligible because he has no meter and no vested interest per code.
8. Also asked TRWA legal if we are required to provide a non-member with financials under the Texas Public Information Act. They said that we have to provide financials but that the individual has to send a letter in writing to us. Then, we must send an initial response within 10 days and then provide documentation per Texas Public Information Act. We should also charge for the service.
9. PGMS was able to give me raw data so I'll be re-working the database next month. Then going forward, we should have a good system to look at customer history, etc.
10. After speaking with our accountant, I spent 15+hours fixing the loan payments in QuickBooks to properly reflect them as "Loan payments payable" long term liabilities and "Loan Interest payable" expense accounts. Also spent another 10 hours breaking out everything that was dumped into "Other Miscellaneous Expenses". 12/31/2015 was used for journal adjustment dates per accountant. He looked everything over and we are good to go.
11. On 8/5 I responded to an email sent by Mr. Nelson Smith who is an Oak Forest resident but who does not use our water. The board was copied and no response was received back from Mr. Smith. On 8/24 I followed up with him regarding his ineligibility to be on the board.

12. On 8/2 and 8/4 I responded to questions raised by Mrs. Suitt regarding GL issues. The board was copied and no response was received back from either Mr. or Mrs. Suitt.
13. We were reimbursed \$6,000 from insurance for the Well 1 Repairs. After several conversations, they agreed to pay only for Schaffer's actual work to extract and replace the pump and motor. That cost was \$8500 less \$2500 deductible which brought the insurance reimbursement down to \$6000.
14. We got our BSED Historic production permits for 9/1/2016-8/1/2017. In reading through them and doing some calculations, it appears that we over-used Trinity water by about 51,000 gallons during the past 12 months. This is obviously because we were not pulling water from the Edwards like we should have for the past 2 years. I'm going to do some checking to see how hard and when our hands will be slapped. Just another example of how improper preventive maintenance bites back.
15. I researched various tank ladder locks. PK safety had one for \$1259 that would work and then Granger had one for \$137 that was just a piece of plastic that said to stay off. Carmen's lock at \$795 is still the best value. Please take a vote and let me know whether or not you want a ladder lock installed.