

**Oak Forest Water Supply Corporation  
Regular Meeting  
3740 Ranch Road 967  
December 3, 2013**

**APPROVED MEETING MINUTES**

The meeting was called to order at 7:04 PM

Board members present – Phil Suitt, Bryan LaRue, Dave Cowan, Russell Taylor and Rick Patty

**To Approve**

- 1) Minutes of the Regular Board Meeting held November 5, 2013 - On December 3<sup>rd</sup>, Cowan emailed a draft of the November meeting minutes to the Board. After a brief review of the minutes during the meeting, Phil motioned to approve and Russell second. The motion passed unanimously.
- 2) October and November OFWSC Financial Reports – On December 1, Russell emailed reports to the Board. There was discussion about how to record the loan from Community Resource Group (CRG) in the ledger. In October, Russell changed the way it was shown in response to comments from Board Member Alice Colehower. However the change resulted in miscalculations in the ledger. Russell said that updating Quick Books should fix the problem. Russell gave figures for the loss/profit. Phil made a motion that the figures presented be accepted and Cowan second. The motion passed unanimously. Phil then made a motion to purchase the newest version of Quick Books. Cowan second and it passed unanimously.
- 3) Adopt a water leak policy – Phil drafted and sent to the Board a water leak policy to provide consistency and guidance for future requests to waive water fees when leaks are found on the customer's side of the meter. Cowan provided comments to the document. After discussion during the board meeting, the vote was tabled pending the inclusion of Cowan's comments. Cowan will prepare a final document for adoption at the next meeting.

**Opening Discussion**

- 1) Water from Hays City - \$56.42
- 2) Utility Cost – \$318.76
- 3) Loan Payments – CRG Loan #1 was \$2,210.62, Loan #2 was \$516.06,
- 4) BSEACD Charges – \$699.16 for Q2 2014 Water Use Fees
- 5) TCEQ Charges – \$175.00 Water System Fee
- 6) Professional Services – \$0 Invoice from PGMS was not received at time of board meeting.
- 7) Other – \$130.00 Asbestos Testing by Crisp Analytical Labs.
- 8) Profit – \$5,809.52

**Old Business**

- 1) Bank draft payment option – No action in Nancy's absence.

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

- 1) System Improvement- Chase Bank authorized signatures from board members Russell Taylor, Phil Suitt and David Cowan.

- 2) Adoption of 2014 Election Procedures – Phil presented OFWSC Election Procedures as required by the Texas Water Code. After some discussion about timelines and responsibilities, Russell motioned to accept the 2014 procedures. Bryan second and it passed unanimously.
- 3) Approve election notification mail out – Election notification to general membership was presented by Phil. Russell motioned to approve and Phil second. The motion was approved unanimously. Phil will send the packet to PGMS to be mailed with the December water bills.
- 4) 5-Year Planning development – Bryan presented a list of potential projects categorized by benefit, cost, priority and duration. The list was discussed. No action was taken.
- 5) Utility Information – On November 12, 2013 Barton Springs Edwards Aquifer Conservation District removed water use restrictions based on water levels in the aquifer. On November 12, 2013, Phil met with a consultant at the BSEACD offices. The consultant thought that the current rate structure for OFWSC was adequate and did not need to be changed. The consultant told Phil that the WSC should not invest in a fire suppression system (fire hydrants) because that is the role of the POA.
- 6) At 8:40, Phil motioned to adjourn. Bryan second and the meeting was adjourned.