



Windermere Oaks Water Supply Corporation

424 Coventry Rd
Spicewood, Texas 78669

2018 Board of Directors:
David Bertino, President
Norman Morse, Vice President
Mike Nelson, Secretary/Treasurer
Dorothy Taylor, Director
Bill Billingsley, Director

Windermere Oaks Water Supply Corporation (WOWSC) meeting held: Tuesday, May 15, 2018
2018 Board Members Present: David Bertino, Norman Morse, Dorothy Taylor, Bill Billingsley, Mike Nelson

Minutes

The meeting was called to order at 6:30PM by David Bertino. A quorum was established with all Board Members present.

- 1) Please help us find a better venue for these meetings
 - a. There was discussion about whether the Board needed to find a better site for the WOWSC Board meetings, no action was taken.
- 2) Signed citizens and members comments (3 minutes limit per person)
 - a. None
- 3) Review and consider and take action to approve minutes of prior meetings (April 21, 2018)
 - a. All Board Members approved
- 4) Review, discuss and take any appropriate action regarding recent TCEQ inspection
 - a. George Burris updated the Board on TCEQ's inspection report. Some items to be completed:
 - i. Piping in the pump room needs painting and labeling: ~\$500
 - ii. Chemical barrels could be better organized, and need secondary containment.
 1. Report did not state any specifics.
 2. George is not sure what the inspector's concerns are and believes the plant has sufficient containment to comply with TCEQ rules.
 3. George is following up with the inspector for clarification
 - iii. The chlorine feed line needs a backflow preventer: ~\$1200
 - iv. Budgets for Repairs & Maintenance and Repair Parts to be used for expenditures
- 5) Review, discuss and take any appropriate action regarding sewer line broken by contractor at Coventry and Kendall
 - a. Upon request George Burris provided vendor's name (Pat Haas) to Elder homes
 - b. Elder homes was looking for immediate power connection
 - c. George painted on the ground the location of the water main and sewer main
 - d. George required and was present when Haas' crew hand dug to expose the exact location of the lines.
 - e. Pat Haas team's backhoe operator snagged and broke the sewer main while attempting to clean it with the backhoe
 - i. Wastewater Transport Services responded within two hours of being called and the spilled sewage was pumped into the Wastewater Transport Services truck.
 - ii. Pat Haas' team built a berm to contain the sewage spill.
 - iii. Pat Haas' team helped the Corix team repair the broken sewer main. Corix provided the repair parts.
 1. Couplings and new piece of pipe

- a. Couplings ~\$200 each
 - f. George informed Pat Haas he was responsible for the cost of the repairs and Pat Haas agreed.
 - g. George to submit bill to Pat Haas when all invoices are received
 - h. George to request pictures from the Corix team of the issue and repair for documentation of the event
 - i. Corix operators are certified
 - i. Pat Haas' team was working the backhoe
 - j. Pat Haas' team to remove make shift berm
 - k. Need to report sewer spills of a certain amount
 - i. Corix reported sewage spill to TCEQ even though it may have been small enough to where it did not require reporting
- 6) Consider, review and take action to: review and approve April 2018 Financial report
 - a. Reviewed and discussed April 2018 financial report from Karri Gibson
 - b. Need to provide a demand letter if Pat Haas decides to not reimburse quickly
- 7) Review, discuss and take any appropriate action regarding checks that need to be issued for outstanding bills
 - a. Mike to work with Karri on check signing procedures
- 8) Review, discuss and take any appropriate action regarding latest TRWA rate analysis
 - a. TRWA was provided Y2017 WOWSC financials by Karri to generate an updated financial recommendation
 - i. Last year the TRWA analysis took ~1 year to complete
 - ii. Can WOWSC rates be increased more than once per year? No per Les Romo. At least twelve months are needed since the last rate increase filing to PEC before rates can be increased again.
 - 1. Notice to members of May rate increase was sent out
 - b. TRWA's previous analysis recommended ~\$70 for water, WOWSC raised water rates to ~\$50
 - i. Dorothy noted there was an uproar from the community over the water rates being raised and the previous board passed a resolution that future Boards would consider a review of rates at least every two years from the date of the last change in the rates.
 - c. TRWA noted other communities raised rates nominally each year for several years and did not do few large rate increases
- 9) Consider and take action to: review and approve the corporation's 2018 Budget in light of new rates, legal fees, and other expenses recently identified
 - a. Assets are listed in balance sheet
 - b. Lift station was a capital expenditure
 - c. ~12 new connections were made last year (helped revenue)
 - d. Depreciation reserve was recommended to be \$50K by TRWA for unexpected equipment repairs
 - i. TRWA recommends reserve be equal to depreciation
 - e. Will need to refinance the existing loan within next two years as the loan has a balloon payment
 - f. Karri transfers \$3K into capital reserves from checking when checking has more than \$25K at the end of the month
 - g. Need to include legal fees in the Y2018 budget
 - h. New board members (David, Norman, Mike) need to study Y2018 budget
- 10) Discuss request and take any appropriate action regarding request from water account No. 386 for reduced bill
 - i. Home owner was given the opportunity to explain the problem that occurred.
 - ii. After discussion, all board members voted to keep the bill as is.
 - iii. Home owner will pay bill tomorrow.
 - iv. All board members voted to waive late fee.

- 11) Discuss and take any appropriate action regarding Board Meetings being routinely held once a month
 - a. David proposed reviewing monthly bills at monthly board meetings to approve checks
 - b. Dorothy noted monthly bills were not regularly reviewed by previous boards at the board meetings and proposed the current standard practice of bill paying continue.
 - c. Board members reached consensus to continue the current standard practice of paying bills.

- 12) Executive Session
 - a. At 7:52PM the Governing Board of Directors met in Executive Session to discuss pending or contemplated litigation, settlement offers, and or the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific personnel, as permitted by Chapter 551, Government Code, the Texas Open Meeting Act. No action, decision or vote with regard to any matters discussed in close session was made in accordance with Chapter 551, Government Code. At 9:19PM the Board ended the Executive Session and resumed the Open Board meeting.

- 13) Consider and take action deemed necessary and appropriate regarding the pending lawsuit filed by TOMA Integrity, Inc.
 - a. Full agreement among board members to continue defense from TOMA law suit.

- 14) Review, consider and take action to: approve newsletter to be sent to WOWSC members and customers
 - a. Pass / no action, newsletter is not a standard practice of WOWSC. Newsletters are sent out as needed.

- 15) Discuss any new matter or business that is presented to the Board, and take action necessary thereon
 - a. No new business

- 16) Adjournment at 9:25PM



Submitted by: Mike Nelson

Approved by WOWSC Board on May 24, 2018