

Dog Ridge Water Supply Corporation

Minutes December 11, 2017

What: Monthly Board of Directors Meeting

When: December 11, 2017 6:00 p.m.

Where: Dog Ridge Office Belton, Texas 76513

Present:

- Wayne Rutherford, President
- Anjela Martinez, Vice President
- Douglas McKenney, Secretary/ Treasurer
- Steve Shephard, Director
- Brian Williams, Director
- Tony Beach, BSP Engineer
- LaFonda Wilsey, Interim GM

Agenda Items:

1. Call to meeting, attendees, quorum at 6:05pm

Open Forum:

Nothing to report

Consent Items:

Minutes of BoD meeting held November 13th, 2017
Minutes of Special meeting held December 4th, 2017
Review and or approve Monthly Bills

Motioned by Anjie Second Steve Yea 5 Nay 0 Approved

Financial Report

Edward Jones 6 month review

Mr. Knight stated that one of the CD's is maturing in January. He gave information on options and interest rates (approximately 2% annually if we roll over) and board made a motion to rollover the maturing CD into a new, 2-year note. Mr. Knight stated that a verbal direction is sufficient and that was provided to him.

Motioned by Doug Second Anjie Yea 5 Nay 0 Approved

Financial Update - Secretary /Treasurer

General comments by Doug about YTD income and expenses from 2017 show strong improvement from FY2016. Since there were many startup cost in early 2016 direct comparisons are still difficult to draw conclusions from. But the direction appears strong at this point.

General Manager Report

Interim GM Lafonda Wilsey attended her first meeting and admitted she was still getting up to speed on the system and issues. Chad had reported an injury and Lafonda indicated that staff will relocate a meter so that a ladder is no longer needed to cross a fence at that location. Water loss was at 31% which is consistent with historical levels at Dog Ridge. She clarified that she has authority to spend up to \$2,500 without BOD approval. She will also be changing the boil water notice warnings and not compromise member water quality.

Engineer Report

Mr. Beach reported that there were no new feasibility studies. Belton city annexation plans are in limbo at this point. He has updated meter locations in the DR GIS maps but about 180 were incorrect. This was due to non-report of retired serial numbers when new radio-read meters were installed. Staff will provide records so that GIS maps can be updated with current meter types and locations. Mr. Beach stated that we can get access to the GIS maps for a \$100/year license. He estimates that he puts in 2-4 hours monthly to update things. For \$500/month, we can update the maps ourselves. Mr. Beach and Ms. Wilsey will meet to discuss the mapping needs along with other background to help her get up to speed.

Old Business

Employee Handbook

Anjie took time to reformat the employee handbook along with current dates and revisions dates on the front page. She also made multiple corrections on mistakes and updated information that was specific to Dog Ridge. The Board motioned to accept the employee handbook with Anjie's corrections and updates. It will be printed and provided to all employees within the next two days.

Motioned by Anjie Second William Yea 5 Nay 0 Approved

Employee Benefits

No discussion as the outside vendor / expert did not attend the meeting

Water loss investigation

SamCo has the GIS maps but has yet to make a proposal. Ms. Wilsey has experience on water loss investigations and will be doing an assessment on a course of action. She will then work with SamCo to get a bid on specific items and priorities.

3 Creeks Subdivision

They are interested in obtaining fire hydrant water supply from Dog Ridge. Mr. Beach stated that our tank on 1470 is sufficient to meet their needs. We are waiting for the developer to request specifics as they need to comply with the city of Belton's requirements. Mr. Beach will reach out to 3 Creeks to inquire on what they need.

Annual membership meeting

Mr. McKenney stated that we will be using the same procedure as the FY2017 elections. Ms. Wilsey states that the notification of nominations can be placed on the water bills on 12/27/2017 and direct members to the DRW website for more information. Nomination forms will be available on-line and at the office. We will also place a notification in the local newspapers. Motion was made to amend the nomination notifications process to be on the next monthly paper bills and use the website as an information source.

Motioned by Steve Second William Yea 5 Nay 0 Approved

New Business

Outside lighting repair bid
Board moved to approve up to \$5,000 to purchase and install lighting for the DRWSC office grounds

Motioned by Anjie Second Doug Yea 5 Nay 0 Approved

Date of Next Meeting: January 15, 2018 6:00pm

Adjournment:

Motioned by Doug Second Wayne Yea 5 Nay 0 Approved


Wayne Rutherford, President Date: 1/15/18


Douglas McKenney, Secretary Treasurer Date: 1/15/18

