

Dog Ridge Water Supply Corp

Monthly Board of Directors Meeting *Minutes*

October 9, 2017, 6:00 pm

Dog Ridge Office, Belton, TX

DRWSC Present:

- Wayne Rutherford, President
- Anjela Martinez, Vice President
- Brian Williams, Director
- Mark Seffrood, General Manager
- Amy Kress, Office Manager
- Tony Beach, BSP Engineering

Members Present:

- none

DRWSC Absent:

- Douglas McKenney, Secretary/Treasurer
- Steve Shepherd

Call to meeting, attendees, quorum established. Meeting started at 6:02 p.m.

Open Forum

none

Special Presentation

TraC~n~trol presented their software to the board demonstrating a new platform for managing meter reading and customer information. There was much discussion on time savings and improving efficiency of operations for technicians, office and management.

Agenda Items:

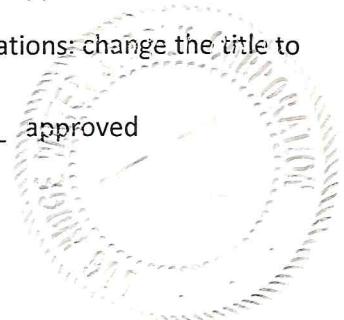
Minutes

- Minutes from 9/11/2017 BOD meeting were accepted as written.

Motioned by Brian Second Anjie Yea all Nay _____ approved

- Minutes from 9/18/2017 BOD meeting were accepted with amended notations: change the title to "Budget Workshop" and correct the date to September 18.

Motioned by Anjie Second Brian Yea all Nay _____ approved



Financial Report

Monthly bills were accepted to be paid as presented.

Motioned by Anjie Second Brian Yea all Nay _____ approved

General Managers Report

Mr. Seffrood presented the GM report. The Conex box is on site and we are in the process of moving the warehouse items. Accepting bids from local contractors to work on the GM’s office. Tank repairs to satisfy TCEQ are to be done in November.

Engineer Report

There was some discussion on how to use Harker Heights water. A valve needs to be installed – a 12” cut-off towards the blow out and a 10” towards us. This will enable us to use the water for Colinas del Lago. Not sure if the meter and valves are DRW responsibility or HH.

Old Business

FY17/18 Budget Approval

Budget will be adopted as presented and will be amended as necessary throughout the year.

Motioned by Anjie Second Brian Yea all Nay _____ approved

Employee Handbook

Another version was emailed out this afternoon. Was suggested to be adopted as presented and will be amended as we go. Will be voted on next month after everyone has had the chance to review it.

Adoption of Drought Contingency plan.

This is a TCEQ mandated item. There is a current plan on the DRWSC website. Motion to approve the posted plan as-is was accepted last month. Need to formally sign, stamp and post. DONE

Water loss: how to identify and minimize, use of outside agencies or consultants?

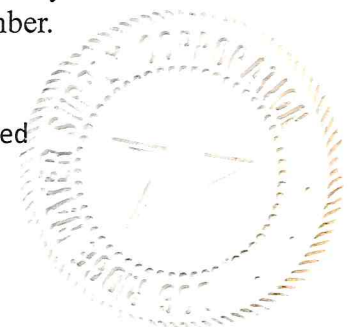
Wayne reached out to James Smith and hadn’t heard back from him yet. We will investigate to have proposals on companies that can help identify water loss and present them at the next meeting for review.

New Business

- The following items were voted on Sept. 11, 2017 after a motion was made by BoD President Rutherford, and motion should be made by any other BoD member.

- Electric Rates

Motioned by Anjie Second Brian Yea all Nay _____ approved



○ TRWA Conference attendance
Motioned by Anjie Second Brian Yea all Nay _____ approved

○ Financial Report
Motioned by Anjie Second Brian Yea all Nay _____ approved

○ Drought Plan
Motioned by Anjie Second Brian Yea all Nay _____ approved

• Storage Container and office construction
Motioned by Anjie Second Brian Yea all Nay _____ approved

• Rate Study
Wayne is talking with James Smith. Tabled until next month.

• TRWA PAC
Board and management have received a request from TRWA to make a voluntary, personal contribute to the PAC.

• Personnel
Moved into Executive Session until 9:20. Mark will adjust the time clock. Employees will clock in and out for lunch. If techs are out in the field working, they must note this on their time cards. Office staff is to stagger lunch. Job descriptions are to be created. Meeting packets will be sent out the week before the board meeting. Will be looking into hiring veterans. Need to work on purchasing procedures and daily work assignments.


Date of Next Meeting: November 13, 2017, 6:00 pm

Adjournment time: 9:25

Motioned by Brian Second Anjie Yea all Nay _____ approved

Approved:


Wayne Rutherford
President, DRWSC BoD


Doug McKenney
Secretary/Treasurer, DRWSC BoD

