



# Windermere Oaks Water Supply Corporation

424 Coventry Rd  
Spicewood, Texas 78669

**2015 Board of Directors:**  
Bob Mebane, President  
Dana Martin, Vice President  
Mike Madden, Secretary/Treasurer  
Bill Earnest, Director  
Pat Mulligan, Director

## **Open Board of Directors meeting held: Monday, December 7, 2015**

### **Board Members Present:**

Bob Mebane  
Dana Martin  
Bill Earnest  
Mike Madden  
Pat Mulligan

### **Minutes**

Bob Mebane called the meeting to order at 9:00 AM, A quorum was established with all board members present.

Motion was made by Pat Mulligan to approve minutes of 10-31-2015 WOWSC Board Meeting, seconded by Dana Martin unanimous approval by all board members.

George Burris gave the General Manager's Report for November 2015 ( copy attached to Minutes ). Motion was made by Dana Martin and seconded by Pat Mulligan to get an easement on lot 254 in Windermere Oaks where the Water Meter and Lines had to be relocated nearer the property line since the water line bisected the property and was 75 feet from the nearest property line. Motion was unanimously approved by all board members. Dana will work with Mr. Penner and the title company to prepare the easement.

Noon April 30, 2016 was selected as the time and date for the WOWSC Annual Members Meeting. Bill Doffing and Mike Madden were selected to solicit WOWSC members to run for the two Directors positions that will be voted on at the annual meeting.

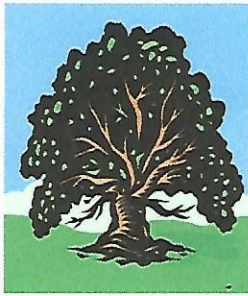
Discussion of future projects. Dana Martin will research documents regarding lift station in the Tennis Village. Pat Mulligan will get with Gary Martin to see if previous BOD's had conversions with Tennis Village POA. Discussion on the 5 year strategic plan and 2016 budget was deferred to future meeting.

Review of old business, introduction of new business. Dana Martin made a motion to forgive prior years stand by fees on Williams Norris lot 12, section 1 Hill at Windermere. Seconded by Pat Mulligan, unanimous approval by all BOD's

. They will pay standby fees for 2015 and going forward. Dana got a list of Standby accounts from Dave Embrey and will verify that all standby fees are being billed.

Went into Executive Session at 10:11 AM to discuss real estate, personnel, or legal matters,

Out of Executive session 11:33 AM. Bill Earnest made a motion that George Burris negotiate with Corix Operating Service to assume the Repair and Maintenance of the Windermere Oaks



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Water and Wastewater System. We retain George as the General Manager and Dave Embrey to handle WOWSC Billing. Motion was seconded by Pat Mulligan, unanimous approval by all Board of Directors.

Motion was made by Mike Madden to Adjourn, seconded by Bill Earnest unanimous approval by all Board of Directors.

Respectfully Submitted

Mike Madden  
Secretary / Treasurer  
12-19-2015

## MANAGER'S REPORT

November, 2015

The extent of the damage to the intake barge caused by the storm last May exceeded the initial estimates, but in November WOWSC received a check from our insurance company for \$24,000.70. The adjuster's interpretation of our policy was that we had a twenty-five thousand dollar deductible. But, our agent argued our case for a much lower number. The final decision was that, given some unique features of our policy, the appropriate number should be a five hundred dollar deductible. This may be the only time in my life that I send an insurance agent a card at Christmas.

During the months following the storm, the plant operator failed to submit the monthly reports to T.C.E.Q. by the due date, which is the 10<sup>th</sup> of each month. He did turn in the monthly reports, but the May report, due June 10<sup>th</sup>, was not submitted until June 27<sup>th</sup>, and the June report was turned in late as well. As a result, T.C.E.Q. required that we mail a mandatory notification to each customer explaining the nature of the violation. We have done so, and in the eyes of T.C.E.Q. the system has returned to compliance.

However, this never should have happened, and the operator has been unable to provide an acceptable explanation. Therefore, we need a systematic way to insure that all phases of the operation will be taken care of. One approach would be to have an operating company with more manpower, and therefore, more redundancy, backing up the operator. Corix, the company which bought Ridge Harbor and the rest of the systems which L.C.R.A. recently sold, has presented a proposal to operate the water and wastewater systems.

This proposal, which is attached, says they would perform all routine duties seven days per week in order to maintain compliance, submit all reports to T.C.E.Q., and read the meters for \$5,856.00 per month. Currently, our two operators are being paid a total of \$4,800.00 for the same duties. Granted, there are important trade-offs inherent in the proposal, but it is close enough that it warrants consideration of the Board of Directors. In addition to the increased costs, other disadvantages would include fewer hours that an operator would be present during the week. At present, an operator is on site from 8:00-5:00,

Monday thru Friday. Another related issue is that there are frequently issues during the week to which the operator can check out quickly. However, these issues arise in the other systems operated by Corix, and they are being handled given the same coverage WOWSC would have under this proposal.

Currently, work, which is not covered by the routine duties, is being performed by the weekend operator, who charges for his time and his backhoe, if required. His charge is \$25.00 per hour, and if necessary, his backhoe is an additional \$25.00 per hour. The Corix charge would not be substantially higher than what WOWSC is paying currently. However, the current weekend operator is agreeable to doing this non-routine work, on an as-needed basis, and Corix is agreeable to that arrangement as well. Consequently, WOWSC would be protected from situations which might result in a catastrophic repair bill.

#### **OTHER DEVELOPMENTS:**

- T.C.E.Q. conducted the annual inspection of the water plant in November, and the report is attached. The inspector said we need to perform an inspection of the pressure tank, and revise our C.T. Study. The pressure tank inspection will be performed by our operator, but the revision of the C.T. Study is more complicated. When the official at T.C.E.Q. was contacted for further instructions, he sent a link to a Regulatory Guidance Document, which turned out to be over two hundred pages in length. The C.T. Study is a theoretical assessment of the effectiveness of the disinfection of pathogens, as water passes through each component of the treatment plant. This is a critical component of the treatment process. And so, after reading the guidance document, an engineer was contacted to complete the revision so that the new C.T. Study would satisfy the T.C.E.Q. requirements.
- The enclosure around the new lift station has been completed.
- The new version of 2016 QuickBooks has been installed.
- The owner of lot #254 has indicated that there are plans to build a new home on that lot. However, the water main bisects his lot which means that

the meter tap is approximately 75' from the nearest property line. After visiting with the property owner, he agreed to the relocation of his water meter at a location closer to the property line, and he accepts the presence of the water main on his property. His water meter has been installed at the site he selected.

- The revised Tariff was adopted 10-1-15.

Respectfully submitted,

George Burriss

General Manager