Meeting Minutes - Approved

Kings Point WSC

February 8, 2019 - Noon

Kings Point Pavilion

The Board of Directors of the Kings Point Water Supply Corporation met for a scheduled meeting at 2 PM on February 8, 2019, at the Tye Preston Library. The meeting was originally scheduled at noon at the KP Pavilion, but the time and location were adjusted due to weather. Members were notified of the adjusted time and location of meeting.

Attendees included:

Board Members: Darryl Stegemoller, Ron Stevenson, Richard Gelfand, Sonny Salinas and

Delia Del Fierro.

WSC Members: None

The meeting was called to order by the President, Ron Stevenson, at 2:00 PM.

Determination of Quorum was confirmed. All Board members were present at the meeting.

Proof of Notice was discussed. WSC customers were notified of Board meeting via email, as required by by-laws. Notice was also posted at the KP mail area. With confirmation of proper notice being given, the meeting proceeded as planned.

Adoption of Standing Rules - Ron noted that the KPWSC standing rules would be adhered to during this meeting.

Approval of Previous Minutes - Darryl made a motion that the minutes from the December 10, 2018 meeting be approved as submitted. Sonny seconded the motion, and it was passed unanimously.

Treasurer's Report - Delia provided the Board members with a report indicating the current checking and savings account balances and reviewed pending expenses and deposits. Rich made a motion that the Treasurer's Report be approved as submitted. Sonny seconded the motion, and it passed unanimously.

Old Business

1. New Tariff

Substantial work has been done on the tariff since the last meeting. It should be ready for Board review and approval at the next meeting. Delia will add the new policy on costs associated with leaks to the tariff once it is agreed upon during this meeting. Ron will provide the CCN and map to Delia for inclusion in the tariff.

Once finalized, we will need to send out a non-disclosure agreement form to all current and new customers, including information on the $20 cost associated with requesting non-disclosure.

3. Website

Ron and Delia will schedule a telecon with Ruralwaterimpact.com. Delia shared cost information which Ron provided. This company caters to WSCs of all sizes.

4. Last Meter Relocation and Installation Timetable

Sonny will contact plumber to set up this work. Once we have a date, WSC will notify the customer in writing via certified letter. Will need to schedule Skip to be present while the work is done.

We will ask plumber is repair the leak at the Stevenson meter (WSC side) while he is here.

New Business

1. Budget

Ron reviewed the proposed 2019 budget line items. Following are outcomes/changes:

* Board recommended revising the Equipment and Meter installation costs upward to reflect actual costs.
* Will need to negotiate contract with Skip to replace Bob Bowie when he retires in April.
* Ron will talk with Perrin regarding sediment pumping and hole repair in tank. Both issues were identified during the annual tank inspection in January. Ron will also discuss with Skip.
* Darryl will get Ron the name of the company who painted the tower for a possible bid on repairs.

Darryl made a motion that budget be approved with the changes the Board discussed. Sonny seconded the motion, and it was approved unanimously.

2. Selection of Independent Election Auditor

The Board discussed possible options for an election auditor at our 2019 Annual Meeting scheduled for April 13. Kathleen Ryan, Tammy Agee, Roxie Hastings, and Tom Sadler were listed as options. Delia will discuss with the candidates for interest and availability.

3. Confirmation of Annual Meeting, Election Time Table and Date

Board members confirmed their availability for a meeting on April 13 at 10 a.m. Initial notice has gone out to members soliciting for interest in filling 2 Director positions which are up for reelection.

4. Handling of Costs Associated with Leaks

The Board discussed the need to establish a policy for dealing with billing involving major customer leaks. Since we now have the ability to detect potential leaks when reading are conducted on a monthly basis, we agreed that we MUST notify customers as soon as practical when a potential leak is detected.

Several Board members have checked with various water companies to obtain information on their current policies on this matter. Several of the water companies, including Fort Worth, allow for a waiver of costs as follows for major leaks which have not been previously identified. Customer pays bill based on prior usage, plus 50% of the actual costs above that usage. The remainder of the costs are waived for that billing period as long as customer provides proof of repair from a licensed plumber. Customers are only allowed to submit a major leak claim once per 12-month period. They must provide a paid invoice from a licensed plumber indicating the date and type of repair.

After review and consideration of all policies, Darryl made a motion that we adopt Fort Worth's policy for leak adjustments. Sonny seconded the motion, and the Board approved it unanimously. The new policy will be added to the new tariff currently being updated.

Additional New Business

The Board discussed handling of billing for a customer who had a major leak for both their first and second month of billing. Because of the fact that the customer was not advised in a timely manner of a potential leak when a leak alarm was noted early in the month, it was decided that the first month would be billed in accordance with the new policy noted about, while the second month's charges would be waived, with the exception of taking an average of the last 12 months of the customer's usage and billing that amount. Rich made a motion to apply the billing process noted above which will be incorporated into the new tariff for this customer for December billing. For January billing, the motion included billing the customer for only an average of the last 12 month's usage/billing. Sonny seconded the motion. Four Board members voted in favor of the motion, while one Board member abstained. The motion was passed. Delia will draft a letter and notify the customer of the Board's decision.

Schedule Next Meeting

Next meeting will be March 11.

Open Discussion

None

Adjournment

With no further business to discuss, Sonny made a motion to adjourn the meeting. The motion was seconded by Darryl, and the meeting was adjourned at 3:29 p.m.