

MELROSE WATER SUPPLY CORPORATION
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MINUTES FOR REGULAR MEETING
HELD July 12, 2016

These are the minutes for July 12, 2016 Regular meeting of the Melrose Water Supply Corporation which was held at 6:00 p.m. at the Corporation's office in Melrose, Texas.

Board members present were Danny Harkness, Jay Smith, Don Parmer, Susan Fountain, Kenneth Hensarling, and Lamar Horn.

Others present were: CW Wells, Jennifer King, Brandon Alvis, Wade Minter, Keith Millard, Evelyn Cordova, WJ McDonald, John R. Makow and Anita Kite.

The board members present addressed the following:

Agenda Item 1: The meeting was called to order by President, Lamar Horn at 6:00pm.

Agenda Item 2: Lamar Horn established there was a proper quorum present for the Board to conduct business.

Agenda Item 3: Open Forum (Comments from the Public – limit of two minutes per person).

Mr. John McKow addressed the board about the quality of the water he was receiving.

Mrs. Anita Kite addressed the board about how meetings were posted in regards to the bylaws of Melrose Water Supply and the open meetings act.

Agenda Item 4: Discuss and possibly take action concerning Minutes from past meetings. Jay Smith made a motion accept the minutes from June 16, 2016 Melrose Water Supply Corporation Board meeting. Don Parmer seconded the motion. Motion was passed unanimously.

Agenda Item 5: Discuss and possibly take action to accept the resignation of Glenn Hill as a member of the Melrose Water Supply Corporation of Directors. President Lamar Horn read the resignation letter from Mr. Glenn Hill, effective June 15, 2016. Jay Smith made a motion to accept the resignation letter from Mr. Glenn Hill. Danny Harkness seconded the motion. Motion was passed unanimously.

Agenda Item 6: Discuss and possibly take action regarding the nomination of Keith Millard to fill the position vacated by Glenn Hill on the Melrose Water Supply Corporation Board of Directors. Jay Smith made a motion to nominate Keith Millard to fill the position

vacated by Mr. Glenn Hill on the Melrose Water Supply Corporation Board of Directors. Danny Harkness seconded the motion. Motion was passed unanimously.

Agenda Item 7: Discuss and possibly take action concerning the status of accounts receivable and financial report for Melrose Water Supply Corporation concerning month of June 2016. Jay Smith made a motion to accept the financial report for June 2016. Don Parmer seconded the motion. Motion was passed unanimously.

Agenda Item 8: Discuss and possibly take action on using PayGov to accept and process credit card payments for the customers of Melrose Water Supply Corporation. Jennifer King discussed how the company and customers could benefit by taking credit card payments through PayGov. Don Parmer made a motion to use PayGov to accept and process credit card payments for the customers of Melrose Water Supply Corporation. Jay Smith seconded the motion. Motion was passed unanimously.

Agenda Item 9: Discuss and possibly take action on designating contacts for QuickBooks Accounting Software, include EIN in minutes. Jennifer King discussed with the Board of Directors that QuickBooks needs to be updated regularly and right now it isn't being done because the contacts that QuickBooks has on file no longer work at Melrose Water Supply. Jay Smith made a motion to nominate Lamar Horn (Board President), Jennifer King (Office Lead Person) and C.W. Wells (Branch Manager) as designated contacts for QuickBooks Accounting Software. Melrose Water Supply Corporation's EIN is 75-1234913. Don Parmer seconded the motion. Motion was passed unanimously.

Agenda Item 10: Discuss and possibly take action regarding the bid for RVS Software. No Action taken.

Agenda Item 11: Discuss and possibly take action regarding the proposal received for the development of and the maintenance of a website for the Melrose Water Supply Corporation. C.W. Wells and Jennifer King discussed the benefits of having a website. Jay Smith made a motion to use GoDaddy to as the website company for Melrose Water Supply Corporation. Danny Harkness seconded the motion. Motion was passed unanimously.

Agenda Item 12: Discuss and possibly take action concerning the need for a radio communication system between personnel and office staff. No Action taken.

Agenda Item 13: Discuss and possibly take action concerning the need for signage repairs and / or replacement at the corporate office. No Action taken.

Agenda Item 14: Discuss and possibly take action regarding funding reserved as representation of membership accounts and the status of same as a restricted account. No Action taken.

Agenda Item 15: Discuss and possibly take action regarding the acceptance of bid for storage tanks at the Pace Plant. No Action taken.

Agenda Item 16: Discuss and possibly take action regarding the acceptance of bid for storage tanks at the Sandhill Plant. No Action taken.

Agenda Item 17: Receive report from Manager or his designee regarding overall systems operations. Discussion by C.W. Wells on TCEQ report and report from Environmental Laboratory. Discussion by C.W. Wells about RG 3 Meters.

Agenda Item 18: Review monthly work orders and new customer listings. Work Orders for June 2016 are as follows.

- Cut Offs (None Payment) 16
- Reconnects 8
- Re-Reads 21
- Water Main Repairs 4
- New Members
 - New Installs 1
 - Transfers 2

Agenda Item 19: Discuss and possibly take action regarding Melrose Water Supply Corporation Tariff. C.W. Wells said that he and the subcommittee had meet twice and that they need to meet with Chris Hughes for the correct language in the Tariff. Jay Smith made a motion to table this item. Don Parmer seconded the motion. Motion was passed unanimously.

Agenda Item 20: Discuss items for placement on next meeting agenda.

1. Tariff
2. Fencing and gates in back of water office for security
3. Purchasing a lock for the goose neck trailer

Danny Harkness made a motion to put these items on the agenda for the next meeting. Jay Smith seconded the motion. Motion was passed unanimously.

Agenda Item 21: Adjourn. Jay Smith made a motion to adjourn. Don Parmer seconded the motion. Motion was passed unanimously.

Board President Signature

Member of Board Signature