



Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, January 12, 2021 Location: Durham Park Water Supply Corp Bldg

Attendees

Rich Anaya, DPWSC President (virtual)	Brad Summer, DPWSC Treasurer
Jaton Pittard, DPWSC Secretary.	Denise Cooper, DPWSC Board
John Teague, DPWSC Board	Jim S, DPWSC Operator
Tom Chapman, Heritage Broadband.	Harrison, DP Resident

- Call to order by Jaton Pittard @ 7:03
- Motion was **made/seconded and approved** for the minutes from December 12, 2020
- Water Operations System Reports
 - Jim S. reported that Boulderwood is reporting 21%, Durham Park 14% and Thousand Oaks 5% waterloss numbers. The Thousand Oaks storage tank possibly has another valve leak; will be investigated further. New meters were received to replace the previous meters that were deemed defective; replacement in the field has started. Jim S. to take CME's to keep license current.
 - No system water quality issues reported.
- Financial Review
 - The CPA Audit is wrapping up. There are issues with accounting for capital assets that needs to be addressed. Denise C will speak with the CPA to try and work to resolve issues. Delinquent accounts are at a minimum; DPWSC admin will pulse customers.
 - The DPWSC Policy for Operating accounts/Reserves (bank accounts) was voted on. Motion was **made/seconded and approved**.
- Public Forum Q&A - Discussion on tower, location, purpose, & similar utility lease arrangements.
- Meeting adjourned at 7:55

Jaton Pittard

DPWSC Secretary

Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, February 9, 2021 @ 7:00 pm Location: Durham Park HOA Clubhouse

Zoom Meeting 863-1426-5471

Attendees

Rich Anaya, DPWSC President Brad Summers, DPWSC Treasurer
Jaton Pittard, DPWSC Secretary Denise Cooper, DPWSC Board Member
John Teague, DPWSC Board Member DPWSC Employees (Cliff and Jim)
Numerous DPWSC Customers

- Meeting was called to order by Rich Anaya at 7:01 pm
- Minutes from January 12, 2021 meeting were **reviewed and approved**
- **Operations Report**
 - Jim S. reported a 3.5% water loss at Durham Park and Boulderwood. Overall 15% increase. Two (2) leaks were reported on Double File with 92k loss of water. Cliff F. reported reqd rebuild ½ of system at Well #2. The project would include lift pipe, casing, pump motor and pipe may need replacing. Approx cost \$24,000 This could possibly clean discoloration in DP water.
- **Public Forum (Tom Chapman-Heritage Broadband)**
 - Brad S. gave a quick recap on the Heritage Broadband proposal. It would improve DPWSC connectivity amongst its well sites and lay the foundation for future wireless meter reading. The planned 100ft tower would be constructed at Well 1 site on Westfall. Additionally, internet boosters would be added to Well 2 in DP and at Thousand Oaks. The added benefit would be enhanced internet service for the area; provided by Heritage Broadband separately.
 - A Q & A by customers was held. Concerns about health issues from the tower antenna were quelled...emission is at a very low level. Several customers lauded the joint effort to improve internet connectivity in this area with compelling personal stories. Several customers asked about HB ownership: It was reported it was a women's owned LLC. Questions were raised and answered on internet speeds and cost. It was reported that the system would be running in 2-3 months.
- **Executive Session**
 - Rich A provided an update on the 2019 audit: CPA is finalizing.
 - **The 2021 DPWSC Budget was presented, motion made, voted & approved.**
 - The necessity for a water rate increase was briefly discussed.
 - Denise C. reviewing draft Capitalization Policy. Issue tabled until next Board Mtg.
 - Heritage Broadband Lease Agreement was reviewed. Several issues were discussed that needed to be resolved. No decision was made at this mtg.
- Meeting was adjourned 8:20 pm

Jaton Pittard

DPWSC Board Secretary

Durham Park Water Supply Corp Board Meeting – Emergency Board Meeting

Zoom Meeting 8651950637

Wednesday February 17, 2021, @ 8pm Location: Durham Park Water Supply Corp Bldg

Attendees

Rich Anaya, DPWSC President. Brad Summers, DPWSC Treasurer
Jaton Pittard, DPWSC Secretary Denise Cooper, DPWSC Board Member
John Teague, DPWSC Board Member

- Meeting was called to order by President Rich Anaya at 8:05 pm. Meeting called to update status of water system during the February deepfreeze.
- **Water System Status**
 - Brad S. provided the status report indicating even more subzero temperatures/bad weather predictions in the coming days. Electrical power outages were causing issues. Well 1 and Well 2 are operating smoothly after fixes were made to electrical, valves/piping...mostly heat fixes. Well 3 in Thousand Oaks froze up the first night of subzero and is finally operating again. A boil water notice may be required. There were a lot of issues with frozen pipes/meters on the house side of Thousand Oaks dwellings. There was discussion regarding emergency service calls issues. **Motion was made and passed that first call would be free and their after would be \$50 each.**
- **Heritage Broadband**
 - A significant amount of board discussion occurred regarding the Heritage Broadband lease agreement. Several members of the board were concerned about the term of the lease in the consequences of HB going out of business in the future and the impact on future board decisions. These issues would be raised for clarification by Mr. Chapman. Rich Anaya was unable to reach the DPWSC attorney for clarification on contract issues. Brad S will get with HB for changes and an updated lease agreement.
 - An email Board vote was made on February 19, 2021: The DPWSC Board voted in favor of Heritage Broadband lease agreement. **It was subsequently signed on the 21st February 2021.**
- Emergency board meeting concluded at 8:45 p.m.

Jaton Pittard

DPWSC Board Secretary

Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, April 13, 2021 @ 7:00 pm Location: DPWSC Bldg

Attendees

Rich Anaya, DPWSC President. Brad Summers, DPWSC Treasurer

Jaton Pittard, DPWSC Secretary. Denise Cooper, DPWSC Board Member

John Teague, DPWSC Board Member. DPWSC Employees (Cliff and Jim)

***Forum was advertised/served as 2021 annual DPWSC mtg
No non-Board/Staff DPWSC customers attended the meeting***

- Meeting was called to order by President Rich Anaya at 7:06 pm
- Minutes from March 9, 2021 meeting were **reviewed and approved**
- **Water System Report**
 - Jim S. reported a significant water loss on all three wells. Operators will monitor another month and search for leaks.
 - Repairs on Well #2 will begin in the next mo. Board decision to not conduct a well scope; since we already know the well is degraded. Motor replacement and repair still estimated at between \$20k - \$25k. Going forward Board will budget maintenance repairs every 5 years.
 - Kevin received his Class D license and Cliff F. still working on Class C license.
- **Financial & Administrative**
 - Rebecca to update rate increase in software program. Rate increase of 5% will be effective with the May 2021 water bill cycle. No reported commentary from customers.
 - Rich A. spoke with Donna P. regarding the audit summaries. Issues continue with internal control for deposit procedures and payroll. Rich has asked for a monthly spreadsheet of expenditures and will hand off to Denise C. for her review. Denise C. asked to decrease the capitalization threshold.
 - Discussion on setting consistent office hours now that Covid is behind us. Brad will talk with Rebecca. Denise and Brad will work together to identify office control weakness.
- **Public Forum**
 - Past year in review/transition discussed
 - It was reported Heritage Broadband does not have a firm estimate of completion on the internet tower and enhanced DPWSC connectivity.
 - The open board position will be posted on the DPWSC webpage and DPWSC Facebook page. Board is hopeful qualified customers will apply.
- Meeting was adjourned @ 8:00 pm

Jaton Pittard

DPWSC Board Secretary

Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, March 9, 2021 @ 7:00 pm Location: DPWSC Bldg

Attendees

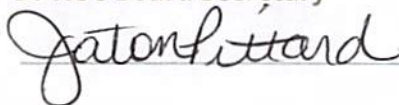
Rich Anaya, DPWSC President Brad Summers, DPWSC Treasurer
Jaton Pittard, DPWSC Secretary Denise Cooper, DPWSC Board Member
John Teague, DPWSC Board Member DPWSC Water Sys Operators (Cliff F. and Jim S.)

W/ Zoom Attendees

- The meeting was called to order by President Rich Anaya at 7:00pm
- The minutes from the February 9, 2021 BoD meeting were reviewed. **Motion made, seconded and minutes approved.**
- Water System Status:
 - Jim S. reported a 39.3% water loss in DP, TO 7.92% and BW 86.6. These were likely erroneous due to frozen systems, broken water lines during the February weather event. The weather issues brought to light the imminent issues with our wells and the necessary repairs required.
 - Cliff F. discussed other flagged reqmts including a used 25KW generator, a used 4WD capable truck, upgraded service calls cell phone (BOD approved purchase soonest).
 - The BOD approved bonuses for three DPWSC Water System Operators for their outstanding work during the February weather event.
- Financial:
 - The Board discussed the reqmts for the proposed water rate increase discussed in Feb. Rich A. will get the necessary documents prepared including consultation with the Texas Public Utility Commission. Actions proposed are compliant with all TXPUC reqmts and Chapter 67, Texas Water Code. **Motion made, seconded and approved for a 5% water rate increase effective 1 May 2021.**
 - The CPA audit is not complete. Rich A. will pulse Reynolds & Franke for the delivery date. Denise C. is not in agreement with the CPA on some of the determinations made for 2019.
 - Delinquent accounts were reviewed and were down significantly.
- Other:
 - The Board agreed the Zoom virtual participation option for customers in April 2021 would suffice as meeting the Annual Mtg reqmt. It will be announced/marked for maximum participation prior to the 13 Apr 2021 Board Mtg.
 - The board discussed the open board position slated to be filled in Jun 2021. A call memo will be generated for those interested.
- Public Forum:
 - A Zoom attendee asked if the Heritage Lease Agreement had been approved. He was informed it had been signed 22 March 2021.
- Meeting was adjourned @ 8:09 pm.

Jaton Pittard

DPWSC Board Secretary



Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, 11 May 2021 Location: Durham Park Water Supply Corp Bldg

Attendees

Rich Anaya, DPWSC President Brad Summer, DPWSC Treasurer

Denise Cooper, DPWSC

Board Jim S, DPWSC Operator

Cliff F, DPWSC Operator

- Call to order by @ 7:00
- Motion was **made/seconded and approved** for the minutes from April 13, 2021
- Water Operations System Reports
 - o Jim S. reported that Water losses continue to be higher. Cliff F. made repairs to a significant leak on private property on South San Gabriel. Water losses should decrease in next month report. Well 2 repairs should start soon. Repairs/fixes from the big freeze were completed.
 - o No system water quality issues were reported.
 - o Construction of the internet tower at Well 1 has started
- Financial Review.
 - o Rich A. reported the CPA is on the hook for completion of 2020 Tax Return and would file extension until Nov 2021. In addition, data collection for the 2020 audit will commence by CPA Reynolds & Franke in May.
 - o It was reported that new 2021 water rates are implemented by Admin and have increased revenues.
- Other
 - o The board discussed transition issues associated with changes in Board presidency. There were no applicants for open Board positions in May.
 - o Because of scheduling issues, the Board decided that the next meeting will occur on 15 June 2021
- Public Forum: None
- Meeting adjourned at 7:45

Rich Anaya

DPWSC President

Jaton Pittard
6/15/21

Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, June 15, 2021 @ 7:00 pm Location: DPWSC

Attendees

Rich Anaya, DPWSC President

Brad Summers, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Denise Strickland, DPWSC Board Member

John Teague, DPWSC Board Member

DPWSC Employees (Jim)

Randy Rollo, Kara and Gardner Edwards, Raina McCarty Vasquez, Kyle Jordan

- Meeting was called to order by President Rich Anaya at 7:00 pm
- Minutes from May 11, 2021 meeting were reviewed and approved
- Jim reported that water samples were good. Boulderwood is still having some major water leaking issues. Cliff and Kevin to start work this next week to resolve. Jim mentioned that paperwork reports have gone missing. Jim is currently trying to renew his Class C licenses. Safety kit will be purchased for potential chlorine leaks. Well #2 is down and repairs are scheduled.
- Public Forum: Raina asked if the board had any knowledge on water line placements that run through her property on the corner of Double File and Deer Trail. She is having a fence installed and is concerned about breaking a line. Number for Sam with Samco was given to resident and Jim is to call in the am for follow up. Randy Rollo, President of Randolph Texas Development was in attendance. He spoke to the board regarding to a new development he is putting in along 1869, between Iron Oaks and the first entrance on Double File. He is wanting for DPWSC to furnish his development water. The board advised Mr. Rollo to put together a formal proposal and submit to the board. John Teague will work up a plan for future inquires.
- Delinquent accounts are dwindling down. Tax filing extension to November 15, 2021 was submitted. Finances were reviewed and discussed. Well repair estimated cost is around \$23,000.00. Donna, has given her notice and will be ending her consulting work with DPWSC

due to family commitments. Motion was made and seconded for set hours at the office. Brad will talk to Rebecca in regards to her working hours and a set schedule.

- Heritage Broadband has made progress. The tower on Westfall is up and completed. Booster on the water tower in Thousand Oaks and Glasscock will be installed next.
- The board excepted the resignation of Rich Anaya, the current president. Motion was made and seconded to accept his resignation. Motion was made and seconded for Brad Summers to step up to the President position and a motion was made and seconded for Denise Strickland to take over the treasury position. Gardner Edwards spoke briefly on why he would be a good fit to the board to fill the vacant position. A motion was made and seconded to add Gardner Edwards to the DPWSC board.
- The board voted to remove Rich Anaya from the following bank accounts and to add Denise Strickland: Classic, Vera and R Bank
- Meeting was adjourned @ 8:00 pm

Jaton Pittard

DPWSC Board Secretary

Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, August 10, 2021 @ 7:00 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President

Jaton Pittard, DPWSC Secretary

John Teague, DPWSC Board Member

Garner Edwards, DPWSC Board Member

DPWSC Employees (11m)

- Meeting was called to order by President Brad Summers at 7:04 pm
 - Minutes from July 14, 2021 meeting were reviewed and corrections were made. Motion was made and approved.
 - Jim reported that water samples were good with minimal issues. Issues with billing vs. usage in Boulderwood. Stage 2 water restrictions still in effect. Zero turn mower needs repairing.
 - Discussion on policy plan for potential new sub divisions requesting water and or management of their systems. John Teague is heading up this review and has recommended the board work with an attorney to guide us. Further talk regarding a workshop with attorney. At this time the board as not heard back from either of the two recent developer's that present the board with a non-formal request.
 - Delinquent accounts are down to about 6 customers. Signatory bank accounts are being updated. CPA audit is wrapping up and should be completed in the next 30 to 45 days. Since D. Strickland was not in attendance no update on the trial balance she requested from administration. Payroll was review and discrepancy noted which will be looked at and followed up.
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- Meeting was adjourned @ 8:07 pm

Jaton Pittard

DPWSC Board Secretary

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- Meeting was adjourned @ 8:07 pm

Jaton Pittard
Jaton Pittard
DPWSC Board Secretary



Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, September, 14 2021 @ 7:00 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President

Jaton Pittard, DPWSC Secretary

Garner Edwards, DPWSC Board Member

DPWSC Employees (Jim, Cliff)

- Meeting was called to order by President Brad Summers at 7:26 pm
- Minutes from August 10, 2021 meeting were reviewed and corrections were made. Motion was made and approved.
- Jim reported that water samples were good with minimal issues. Well #1 loss of 7.12%. Several issues needing resolved consist of the following: inspections due before the end of the year, Cliff will dive to inspect inside of tank, pressure tanks will also need inspected. Fencing issues with property owner Clay Hager @ 251 Westfall that Cliff will address. Well #2 loss of 2.11%. Inspection before end of year along with pressure tank. Well #3 loss of 5.28%. Inspection before end of year along with pressure tanks. Garner Edwards will look at the zero turn for repairs. Wanda Page is still concern with easement issues. Cliff will begin rebuilding meters as needed. Bushes at the corner of Glasscock and Westfall that are in the easement will be removed. Customer concerns were addressed regarding dead grass around meters and since this area is in the easement grass/ant control will continue. Crape myrtle's will be cut back around building. Brad will contact the HOA board regarding the property directly in front of the water department for community use or sale. Cliff will test for his Class C license soon. All facilities will be winterized.
- Discussion on policy plan for potential new sub divisions continue. Brad reached out to James Beauchamp with Water Supply Service for consulting services with a retainer of \$2k. Since board member John Teague was not present this was tabled to next meeting and a copy of JB

proposal will need to be reviewed by the entire board. At this time the board as not heard back from either of the two recent developer's that present the board with a non-formal request.

- Motion was made and seconded for automatic loan payment draft. Signatory bank accounts are updated. No update on the CPA audit. Since D. Strickland was not in attendance no update on the trial balance she requested from administration or payroll issues. Lien to be placed on outstanding balance on property that is for sale on Mayeye.
- Meeting was adjourned @ 8:35

Jaton Pittard

DPWSC Board Secretary

Durham Park Water Supply Corp

Board Meeting - Minutes


Tuesday, October 19th 2021 @ 7:00 pm Location: DPWSC Building

Attendees:

Brad Summers – DPWSC President
Denise Cooper – DPWSC Treasurer
John Teague – DPWSC Board Member
Garner Edwards – DPWSC Board Member
DPWSC Employees (Cliff)
Barbara – DPWSC Customer
Sandy Joe - DPWSC Customer

Agenda:

- Called to order @ 7:04 by Brad Summers.
 - Approved Minutes from September 14th meeting.
 - Water Operators System Status Report
 - All Samples were good
 - DPWSC is always in Stage 2 drought restrictions.
 - Well #1 tank inspection completed. No issues reported.
 - Well #2 meter is getting foggy. Working with Vendor to get it replaced at no charge.
 - Well #3 Valve replacement parts have been purchased. It is scheduled to be replaced mid November.
 - All Cold weather supplies are being purchases, in preparation for the next freeze.
 - Generator Replacement @ Well #3 is estimated at \$20,000.
 - John Teague requested information about DPWSC membership with TRWA. They have resources to help DPWSC with Expanding our Water System, and Upgrading our current system. John will be gathering information from TRWA.
 - Public Forum:
 - Barbara asked questions about our ability to increase the water line on Double File. She also expressed her concern about over extending our water supply, by adding new subdivisions to our current water system.
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- DPWSC board members responding to her concerns, and told her DPWSC is exploring all options for DPWSC to make our current system better, more reliable, and increase our water storage capacities in preparation for future water shortages.
 - Sandy Jo asked questions about the risk vs. reward, when it comes to adding additional neighborhoods to DPWSC. She also expressed concern about DPWSC being over leveraged, and DPWSC increasing our risk of being sued.
 - DPWSC board members responding to her concerns, and told her DPWSC is exploring all options for DPWSC to make our current system better, more reliable, and increase our water storage capacities in preparation for future water shortages.
 - DPWSC board members explained that if future neighborhoods are added to the DPWSC, the neighborhood will have a water supply/storage system already in place, and it would be added to current capacity of DPWSC.
 - Meeting was Adjourned @ 8:17pm.

Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday, December 14th, 2021 @ 7:00 pm Location: DPWSC Building

Attendees:

Brad Summers – DPWSC President
Denise Cooper – DPWSC Treasurer
John Teague – DPWSC Board Member
Garner Edwards – DPWSC Board Member
Jaton Pittard – DPWSC Secretary

Agenda:

- Called to order @ 7:04 by Brad Summers.
- Approved Minutes from November 9th meeting.
- Water Operators System Status Report
 - All Samples were good
 - DPWSC is always in Stage 2 drought restrictions.
 - Well #1 tank inspection completed. No issues reported.
 - Well #3 Valve replacement parts have been purchased. It is scheduled to be replaced January 2022.
 - Well #3 Pole replacement approved. Waiting on PEC to schedule it.
 - Generator Replacement @ Well #3 is estimated at \$20,000. Northern Tool has a generator available @ \$35,000.
 - Reviewing available funds and exploring financing options.
- Tariff is being updated with PUC. They apparently don't have a copy on file. Rebecca is working on getting it scanned and emailed to PUC.
- Neighborhood Updates:
 - 95 acres by Pohl Partners, and the RV Ranch are still waiting for an information packet about DPWSC supplying them water.
- Office Personnel Update:
 - Rebecca's last day is 12/31/2021. New interview scheduled with 2 applicants.
- Meeting was Adjourned @ 8:02pm.

Jaton Pittard
Sec.