
Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, January 11, 2022 @ 7 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President

Jaton Pittard, DPWSC Secretary

John Teague, DPWSC Board Member

Garner Edwards, DPWSC Board Member

- Meeting was called to order by President Brad Summers at 7:05 pm
- Minutes from December 14, 2021 were reviewed, motion for approval, passed unanimously.
- JS reported that samples from all wells were good. Jim will attend class; 2 – 5 hour days in Georgetown for his Class C license. CF may try and attend based on his fire department work schedule.
- Well # 3, waiting on service repair issues and still waiting on PEC for pole replacement. Well #2, warranty repair needed. Waiting on scheduling issues to resolve.
- DPWSC water capacity increase was discussed. Need to limit taps in the very near future.
- Developers continue to contact DPWSC in regards to water. Board is diligently working on a Master Development Plan. No contracts nor commitments have been made at this time.
- Financial Review was tabled until February board meeting.
- Public Forum – Ken Coffer, resident from Thousand Oaks regarding possibly upcoming weather issues that could result in disruption of water. Discussed repairing vs replacement. Parts to update estimated around \$27K, to replace with used 35k to 65K.
- Meeting was adjourned at 7:45 pm
- 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, February 8th @ 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

Agenda:

- Called to order @ 7:10 by Brad Summers.
 - Approved Minutes from January meeting.
 - Water Operators System Status Report
 - All Samples were good
 - DPWSC is always in Stage 2 drought restrictions.
 - Repaired leak at Owens Pass and Shin Oak.
 - Well #3 Pole replacement has been approved. Still waiting on PEC to schedule it.
 - Generator Replacement @ Well #3 is scheduled to take place this week.
 - We are going to keep the old Generator and wait for parts to become available. Once it is fixed, it will be placed at Well #1.
 - Operators are working on getting our Emergency Preparedness plan to TCEQ.
 - Having our attorney review our updated Tariff, with the Non-Standard Service Agreement.
 - Waiting on Survey of our Neighbor at Well #1. Apparently, they have obtained the Same address as Well #1. Once survey is obtained, we will contact the homeowner @ 251 Westfall and address the encroachment of our easement, and address issues.
 - Office Personnel Update:
 - Working on getting the Non-Standard Service agreement posted to the website.
 - 2 Board member seats will become available as of March. Working on getting it posted to the website.
 - Meeting was Adjourned @ 8:30pm.
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Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, March 8, 2022 @ 7 pm Location: DPWSC

Attendees

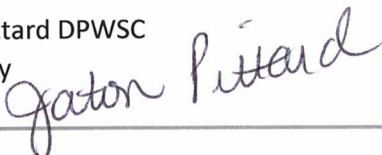
Brad Summers, DPWSC President
Denise Cooper, DPWSC Treasurer
Jaton Pittard, DPWSC Secretary
John Teague, DPWSC Board Member
Garner Edwards, DPWSC Board Member
Jim Stauber
Cliff Farmer
Linda Welch
Sandy Johnson

- Meeting was called to order by President Brad Summers at 7:02 pm
- Minutes from Feb. 2022 meeting were not present to be approved. Will address at April meeting
- JS reported that samples from all wells were good. Still waiting on generator replacement from Houston. Unable to transport at this time due to logistics. CF offered to transport but due to personal insurance issues this is not possible. Water leak in TO repaired. CF mention issues with the additional request for water taps and lines which will impair the current water flow and pressure on Deer Trail.
- Under the oversight of JT the Non-Service Agreement was discussed and reviewed. Motion was made and approved to submit the plan to TWCQ to increase water capacity.
- Board elections were discussed and Sandy Johnson spoke regarding this issue. Letter of intent to run will be open until March 25, 2022.
- Budget for 2022 was reviewed and motion was made and approved for the current calendar year.
- Water rate increase was tabled until next meeting.
- Financial Review on bank accounts and asset review was briefly discussed. CPA will begin conducting audit for 2021 and Denise will get with DPWSC employee Tresa H. on additional information that is needed.
- Meeting was adjourned at 7:55

Executive Session following regular meeting to discuss Payroll/Benefits and Board member responsibility.

Meeting was adjourned at 9:50

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, April 12, 2022 @ 7 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President

Jaton Pittard, DPWSC Secretary

Garner Edwards, DPWSC Board Member

Jim Stauber

Cliff Farmer

Laura Dickman Smith

John League - DPWSC

- Meeting was called to order by President Brad Summers at 7:01 pm
 - Minutes from Feb and April 2022 meeting were present and approved unanimously.
 - JS reported that samples from all wells were good. Generator for well # 3 arrived and after reviewing invoice, Cliff will have sales tax removed. Additional \$1,000.00 will be needed for crane to remove from trailer. Additionally, well # 3 is still having issues with valve, pump, gaskets. Tuttle is sending a couple of techs to assist Cliff and Kevin in repairs and installation. Cliff F is obtaining a quote on the current generator for possible sale. Equipment loan was discussed and Vera Bank is in need of additional information. Brad and Tresa will work together to get this completed.
 - Laura Dickman Smith addressed the board with her concern of improper clean up in her easement due to repair of water line. Per Cliff F due to the size and weight of the water departments tractor, he did the best he could. LDS, was not happy that nothing else could be done and a neighbor in the hood stepped in and offer to pickup the larger rocks so that her son can mow the easement.
 - DPWSC water capacity was discussed and we are currently sitting at 85%. Future taps will be held to a minimal until we can resolve this issue.
 - Discussed the status of New Neighborhoods requesting water service. Application was sent to Pohl and after review, questions were many, so back to the drawing board.
 - Board member election results were obtained and since no one applied, Brad Summers will remain board president for the duration of three (3) years and Jaton Pittard will remain as secretary for three (3) years.
 - Financial review was tabled as Denise was not present.
 - Water rate increase was tabled until next meeting.
 - Regular Board meeting was adjourned at 7:55
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Executive Session following regular meeting to discuss water rate increases.

Transfer Fee Membership raised from \$12.50 to \$25.00.

Water per operator hourly rate for services rendered raised from \$25.00 to \$35.00.

Impact Fee for $\frac{3}{4}$ " meter raised from \$1,650.00 to \$5,000.00

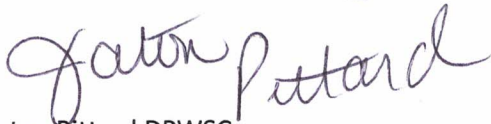
Impact Fee for 1" meter raised from \$1,950.00 to \$6,000.00

Motion was made by GE, seconded by JT, vote was unanimously.

JT to talk to our attorney on CIP fees.

Fee's to go into effect April 18, 2022

Meeting was adjourned at 9:50

A handwritten signature in cursive script that reads "Jaton Pittard". The signature is written in dark ink and is positioned above the printed name and title.

Jaton Pittard DPWSC

Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, May 10, 2022 @ 7 pm Location: DPWSC

Attendees

Denise Cooper, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

John Teague, DPWSC Board Member

Garner Edwards, DPWSC Board Member

Jim Stauber

Cliff/Kevin

- Meeting was called to order by Treasure Denise Cooper at 7:03 pm
- Minutes from April 12, 2022 meeting were reviewed and approved unanimously.
- JS reported that samples from all wells were within normal limits. JS is working on the discrepancy on water loss. TCQ violation from last year JS is working to clear. Working towards resolution for well #3 with booster issues. Special Meeting will be scheduled ASAP with Cliff and Brad on the unauthorized well repair generator cost of additional \$12,000 on purchase installation.
- JT spoke on update of Tariff and possible wording options at the suggestion of our attorney. TCQ issues on another water inspection capacity. JT doesn't think at this time Mr. Pohl will still be interested in DPWSC supplying their new development water.
- Financial Review resulted in discussion to update Quick Books to accrual basis
- Water rate increase was tabled. Change reserve account policy to remove bank account numbers. Motion made by JP, seconded by JT, passed unanimously.
- Motion made by JP, seconded by DC to increase DPWSC admin to no more than 40 hours per week.
- Water rate discussed briefly with suggestion to put off till fall
- Regular Board meeting was adjourned at 8:18

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Special Executive Meeting - Minutes

Tuesday, May 17 2022 @ 6 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President

Denise Cooper, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

John Teague, DPWSC Board Member

Garner Edwards, DPWSC Board Member

Cliff Farmer

Kevin H

- Purpose of meeting – to obtain more information on the additional cost incurred to install the new generator at well #3. The cost overage of \$12,000 had not previously been approved by the board.
- KH mentioned that he knew the cost would exceed the original amount but, due to the urgent concern of Thousand Oaks losing power (thus water), he encouraged BS to act immediately. The other board members were not consulted nor informed.
- BS is aware that the board recognizes this was not the first time he has acted without board approval. BS apologized and offered to resign. He agreed to consult the Board before any other major decisions are made. This includes committing the water dept to any loans or significant expenditures. Everyone agreed to follow the same practice.
- New meter at well #2 broke and replacement will be needed.
- CF reported that new meter's cost approx. \$125 and the board voted unanimously to purchase a case of 6.
- Meeting was adjourned @ 7:55

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, June 14, 2022 @ 7 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President

Jaton Pittard, DPWSC Secretary

John Teague, DPWSC Board Member

Garner Edwards, DPWSC Board Member (via phone)

Jim Stauber

Cliff/Kevin

- Meeting was called to order by Brad Summers, President at 7:03 pm
 - Minutes from May 14, 2022 meeting were reviewed and approved unanimously.
 - JS reported that samples from all wells were within normal limits. JS is working on the discrepancy on water loss. JS license renewal is due. He will inquire on classes needed and report back to the board. CF reported that 100% of well # 1 issues are a direct result from Heritage Broadband tower failure. We are currently waiting on a \$25K check from our insurance company to begin repairs. The two insurance companies will work out the logistics. CF also reported they will expose everything under ground looking for metal fatigue along with system pressurization, as this has not been tested, due to the severity of system. CF is to speak with the insurance engineer/inspector to see if we can bypass the underground system and replace piping above grade. He will also check with TCQ for approval. Tuttle will assist in repairs and the board voted to authorize \$10k to get started. There is \$15k in money market account that can be used without penalty. More meters are needed as the last case we received as now been spoken for. JS asked to discard old stock that was giving to DPWSC years ago. This was approved. Fuel is needed and CF will see when they can deliver. Pump still needs rebuilding at approx. \$1,800. CF is to get the board hard #'s to repair the old generator. Kevin mentioned the transmission on the truck is bad and that a decision will need to be made soon to repair or replace truck. DPWSC will remain on STAGE 3 water restrictions until further notice due to impart to tower failure.
 - DPWSC Water Capacity was briefly discussed regarding line replacement/repairs and funding.
 - JT spoke on update of Tariff. Section H regarding drought will be addressed. JP/BS motioned and Tariff was approved with the except of Sec. H., board voted to approve. BS with get with Tresa (DPWSC Admin) and file the Tariff. DPWSC service fees are now as follow: Transfer fee raised from \$12.50 to \$25.00, ¾ meter raised from \$1,650 to \$1,700, 1" meter raised from
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\$1,950 to \$2,000, Impact fee for $\frac{3}{4}$ meter raised from \$1,650 to \$5,000, and Impact fee for 1" meter raised from \$1,950 to \$6,000. Board voted and was approved unanimously.

- Financial Review was tabled to next meet due to DC being out of town.
- No Public Forum
- BS resigned as board president but will stay on as a regular board member. His resignation will be on file on our website.
- Regular Board meeting was adjourned at 8:43



Jason Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, July 12, 2022 @ 7 pm Location: DPWSC

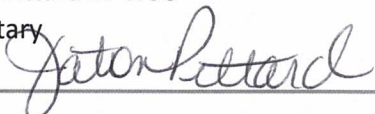
Attendees

Brad Summers, DPWSC President
Denise Cooper, DPWSC Treasurer
Jaton Pittard, DPWSC Secretary
Garner Edwards, DPWSC Board Member
Jim Stauber
Cliff Farmer
Cindy Evans
David Klouse

- Meeting was called to order by Denise Cooper, Treasurer, at 7:00 pm
- Minutes from June 14, 2022 meeting were reviewed and approved unanimously.
- Public Forum: David Klouse addressed concerns that DP is currently working under one well and asked when we might expect the other well to be up and running. He also mentioned the leak in Thousand Oaks and that we needed a backup plan. Cindy introduced herself as a candidate for the office position.
- JS reported that samples from all wells were within normal limits. Water loss report was not presented. Leak on Double File repaired with a water loss of approx 40k gallons. Average 90K gallons a day through Well 1. JP asked what would the usage be if both wells were up and running. JS was unable to give an answer. JS asked to attend CE classes to keep up his license and motion was made and approved for DPWSC to pay the \$60 fee. C/K to attend a free class in August. CF mentioned that PEC is bringing in new phase 3 line and cross bars to Well 2 and this could take up to 2 days without power for that Well. This will not be done until Well 1 is operational, if only temporary. CF recommended repairing the truck instead of buying a new or used vehicle. DPWSC is still on Stage 3 restrictions. CF requested purchasing new tools since he has been using his own personal ones. Motion was made and approved for CF to purchase tools and limit placed at \$1,500.
- Tariff documents were signed and will be filed in the next several days.
- Financial Review tabled.
- Board received letter from Schuessler family regarding their water bill. Meter was re-read and corrected. Part of the issue was computer software issues.
- Regular Board meeting was adjourned at 8:26

Jaton Pittard DPWSC

Secretary



Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, August 9, 2022 @ 7 pm Location: DPWSC

Attendees

Brad Summers, DPWSC President
Denise Cooper, DPWSC Treasure
Jaton Pittard, DPWSC Secretary
Garner Edwards, DPWSC Board Member
John Teague, DPWSC Board Member

Jim Stauber
Cliff Farmer
David Hutton
Sandy Johnson
Kara Edwards
Rosa Sanchez

- Meeting was called to order by Denise Cooper, Treasure at 7:02 pm
- Minutes from July 12, 2022 meeting were reviewed and approved.
- Public Forum: David Hutton spoke on issues with the proposed Rock Crushing Quarry. Sandy Johnson offered “thank you” to board members for their continue commitment to the community. Kara Edwards, thanked Jim Stauber on his input and commitment with the Quarry, along with a thank you to Cliff for his after-hour work. Asked if the service guys could change the way they are currently preforming grade work after repairs. Couple examples were mentioned. Rosa Sanchez also had Quarry questions.
- JS reported all systems were within limits and no issues noted. Still currently under Water Stage 3 restrictions.
- Well # 1 repairs, still lingering. No estimate on time line for completion.
- BBA is providing consulting services to expand our CCN. Motion was made and seconded for attorney to review.
- Financial Review DS, updated that all accounts are in good standing. CPA audit is wrapping up. Billing issues were discussed and it was determined that some of the problem is a software error.
- Regular Board meeting was adjourned at 8:16

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, September 13, 2022 @ 7 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Denise Cooper, DPWSC Treasurer

Bradley Summers, Board Member

Jim Stauber

Cliff Farmer

- Meeting was called to order by Garner Edwards @ 7:11pm
 - Minutes from August 9th, 2022, meeting were reviewed and approved.
 - JS/CF reported all systems were within limits and no issues noted.
 - DPWSC still has a VACANCY on the Board. Looking for people who want to serve as a board member for our Water District.
 - Contact DPWSC via the website, or email: durhamparkwatersupply@gmail.com
 - All necessary smalls tools have been purchased.
 - Well #1 is up and running normal.
 - Motion made by Bradley Summers to move from Stage 3, back to Stage 2 watering restrictions.
 - 2nd by Denise. Approved
 - Well # 1 – Still finishing up some reimbursements from Insurance Company.
 - BBA Contract reviewed.
 - Motion made by Bradley Summers to approve changes made by our Lawyer and send revised consulting contract back to BBA.
 - 2nd by Denise. Approved.
 - Discussion on water system repair/replacements: Many of our shut off valves are inoperable/not working. This creates issues when repairs are needed. Average life span of a shut off valve is 20 -25 years. Majority of valves in Durham Park neighborhood are original and past their life expectancy. Operators are going to get a count of how many valves we have in the system, and the Board will develop a plan for replacement of valves.
 - Audit Update: Denise is still reviewing information on the Audit and getting some clarification before signing.
 - Bradley is looking into hiring a bookkeeper to review our monthly financials. Will have recommendation at the next meeting.
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- Motion made by Bradley Summers to remove Bradley Summers as a signer from all Durham Park Water Supply Corporation accounts at Vera Bank.
 - 2nd by Denise. Approved
- Motion made by Bradley Summers to remove Bradley Summers as a signer from all Durham Park Water Supply Corporation accounts at Classic Bank.
 - 2nd by Denise. Approved
- Motion made by Bradley Summers to add Garner Edwards as a signer for all Durham Park Water Supply Corporation accounts at Vera Bank.
 - 2nd by Denise. Approved
- Motion made by Bradley Summers to add Garner Edwards as a signer for all Durham Park Water Supply Corporation accounts at Classic Bank.
 - 2nd by Denise. Approved.
- Meeting was adjourned at 8:30pm

Bradley Summers

DPWSC Board Member

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, October 11, 2022 @ 6 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President
Denise Cooper, DPWSC Treasure
Jaton Pittard, DPWSC Secretary
Brad Summers, DPWSC Board Member
Jim Stauber (late)

- Meeting was called to order by Garner Edwards, President at 6:07 pm
- Minutes from September 13, 2022 meeting were read and reviewed. Motion made by DS, seconded BS, and approved.
- Stage 2 water restrictions still enforced. All samples were good with reported loss over entire system of 7.58%. Checked all three well meters for fluid calibrations.
- Well # 1 damage repair, no current update.
- Still waiting on reply from BBA. Discussed possible grant for Capital Improvements
- Financial Review. Classic Bank and Vera Bank action needed, Motion made by JP and seconded by BS to keep Liberty Hill Bookkeeping services as long as possible @ \$75 per hour.
- Kadey Cochran letter of intent to be a board member was accepted. Motion made by JP, seconded by BS, motion was approved.
- DPWSC board accepted resignation letter from Denise Cooper due to moving out of DP. Motion was made by JP, seconded by BS to allow KC to move over into the treasure position. Classic and Vera Bank will be given copy of these approved minutes to be used for removing Brad Summers from signatory accounts and replacing with Kadey Cochran.
- Regular Board meeting was adjourned at 7:15 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting – Minutes

Wednesday – November 9th, 2022 @ 6:30 pm

Location: DPWSC Building

Attendance:

Garner Edwards - President

Bradley Summers – Board Member

Kadey Cochran - Treasurer

Cliff Farmer - Operator

Linda Walz

- Called to order @ 6:32pm
 - Water Operators System Status Report
 - Samples were good
 - All wells had good flow rates
 - All chlorinators were serviced
 - SCBA from Well #1 is not in good shape. Need a new storage cabinet also. Brad is looking getting a storage cabinet, and maintenance on the SCBA.
 - Cliff has obtained his Class “C” operator’s license. He would like to be compensated according to the DPWSC personnel policy. We are going to consult the policy, and discuss further at the next meeting.
 - Well #1 Update:
 - Trip and Clean – Scheduled.
 - BBA Contract Status
 - They sent back a revised contract. Limits of Liability still need to be negotiated. Garner is going to contact them it.
 - Water Rate Increase
 - 5% rate increase Effective 01/01/2023 and 01/01/2024 – Motioned by Bradley Summers, 2nd by Garner Edwards. Approved.
 - New Well Permit issued by TCEQ to 95 acre development next to Iron Oaks. Potentially 2 well, for 75 lots. 2 representatives came to the meeting. 6 months out from developing. They are right next to our CCN, and would like to us potentially take over the system they design.
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- They have filled out a Non-Standard Service Agreement Application
- DPWSC is waiting on a final agreement with BBA, so they can consult with the developer on our behalf.

- Garner is looking at getting a Google workspace email server, or a Microsoft 365 email server for DPWSC. This would help keep all DPWSC documents in one place. More information will be presented at the next meeting.

- Audit Update:
 - All information is in for the Audit. Waiting on Reynolds and Frank to file it.

- Board Candidate Empty Position has been tabled to the next meeting. Denise is still on the Board, until all the Audit stuff gets completed. At the conclusion of the Audit, Denise's resignation from the DPWSC board will be accepted, and the open spot will be posted.

- Motion made by Bradley Summers to add Kadey Cochran to all accounts at VeraBank.
 - 2nd by Garner Edwards. Approved

- Motion made by Bradley Summers to add Kadey Cochran to all accounts at Classic Bank.
 - 2nd by Garner Edwards. Approved

- Public Forum – Linda Walz expressed interest in becoming a board member, and submitted her interest in writing.

- Adjournment @ 7:47pm.

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, December 20, 2022 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure


Jaton Pittard, DPWSC Secretary

Brad Summers, DPWSC Board Member

Jim Stauber – Operator

Cliff Farmer - Operator

- Meeting was called to order by Garner Edwards, President at 6:33 pm
 - Minutes from November 9, 2022 meeting were read and reviewed. Motion made by GE, seconded BS, and approved.
 - Water Operator Systems Status Report
 - Samples within normal limits
 - TCEQ violation, but this was due to Well # 1 being down
 - Well # 1 damage repair, Bee Caves additional invoice of \$6,500. Insurance money will reimburse DPWSC. Open discussion regarding refurbishing well #3 generator for use system wide if needed. 16 ft trailer to use as needed for generator.
 - BBS Contract – Liability Limit negotiation is ongoing.
 - Board email addresses updated and online doc storage for approximately \$600 per calendar year for up to 6 email address. Motion made by KC and seconded by GE; motion passed.
 - Update telephone system with more options – system Ooma Office Pro for \$25 a month, Motion made by JP, seconded by BS, motion passed.
 - Postage meter tabled for more discussion and clarification till next meeting.
 - Financial Review - Budget was reviews and motion made by JP, seconded by KC. Motion passed to accept the 2023 budget as presented. Billing and delinquent accounts - KC to research lien for
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non-payments or skips. KC was successful in updating all Vera Bank Accounts but unable to with Classic Bank. KC is interested in setting up Standard Operating Procedure (SOP) for treasure position for future reference. CPA is still trying to verify \$500K loan made in 2010 that the current board can't determine where or signs of repairs were made. At this time the CPA has recommended their Quality Opinion is to decrease this activity every year.

- Empty board position was open for discussion. Linda Waltz expressed her interest in filling this position. Motion was made by JP, seconded by KC, motion was passed and position of member at large was filled by Linda Waltz.
- With only the board members present GE, KC, JP, BS, LW discussion of issues involving operators and who will be responsible for which Class C license will be used. Multiple questions and concerns were addressed. Due to time constraints subject was tabled to next meeting.
- Board meeting was adjourned at 9:30 pm

Jaton Pittard DPWSC
Secretary