
Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, January 10, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Brad Summers, DPWSC Board Member

Linda Walz, DPWSC Board Member

Operators,

Jim, K, C

- Meeting was called to order by Garner Edwards, President at 6:33 pm
 - Minutes from December 20 meeting were read and reviewed. Motion made by BS, seconded JP, and approved.
 - No change in water restrictions. Thousand Oaks break issue was repaired. Prowire emergency diagnosis was \$190. JS gave water loss report for all three (3) wells. Ciara will reformulate water loss report spreadsheet. Well # 1 repair status: Bee Caves is having issues with equipment for repair. Specifically, a pump. There are not any locally so we are waiting for an out of state one expected for sometime in February. Insurance on damage well claim as paid an additional \$13,000,00 for operators' hours for repair. GE gave updated status on BBA contract issues after speaking with former board member John Teague on issues in contract. MSA conflict can be resolved with work order at the time of service. GE motion for approval of BBA contract, KC seconded, approved.
 - Board email and online document storage is going forward as voted on last meeting. The new telephone system will be installed soon and Ciara will update office policy manual with instructions. KC wants to streamline data comparison reports year to take and compare with years in the past. Ciara will change reporting methods in billing and delinquent accounts. After much discussion KC motioned, JP seconded and motion passed to go forward with a book keeping service at approx. \$75 per hour
 - Regular Board meeting was adjourned at 7:35
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Durham Park Water Supply Corp Board Executive Meeting – Minutes

Tuesday, January 10, 2023 7:40 pm

Attendees

Garner Edwards, Kadey Cochran, Jaton Pittard, Brad Summers, Linda Walz

Meeting was called to order at 7:40 pm

The following were discussed:

Current pay, pay raises that will allow DPWSC to continue to operator with the budget for 2023.
Job descriptions, use of work orders in the field to help streamline operations and billing.

After much discussion it was decided that a workshop would be needed to be able to go forward. Workshop will be held with operators and office admin on Tuesday January 26, 2023.

Meeting was adjourned at 9:20 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Workshop Minutes

Tuesday, January 26, 2023 @ 5:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President
Kadey Cochran, DPWSC Treasure
Jaton Pittard, DPWSC Secretary
Brad Summers, DPWSC Board Member
Linda Walz, DPWSC Board Member
Jim Stauber
Cliff Farmer
Kevin
Ciara

- Meeting was called to order by Garner Edwards at 5:45 pm. Each employee was allowed to speak for 15 minutes in a Q & A fashion. The purpose was to relay to the board job duties, on call rotation, and any issues they might be having.
- After employees left the board went into a detailed policy adjustment conversation for the following issues: Scheduling, On Call Policy, Company Vehicles, Moonlighting, Background checks, Driving Records, Standard job applications, Payroll Adjustments, Employee Review, Operator's and Administration job descriptions in detail. Timeline to implement.
- Meeting was adjourned at 8:40 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Executive Board Meeting Via Zoom 92399543108

Tuesday, February 1, 2023 @ 6:30 pm Location: Zoom

Attendees

Garner Edwards, DPWSC President
Kadey Cochran, DPWSC Treasure
Jaton Pittard, DPWSC Secretary
Brad Summers, DPWSC Board Member
Linda Walz, DPWSC Board Member

- Meeting was called to order by Garner Edwards at 6:33 pm.
- The following job descriptions were review: Consultant Water Operator, Senior Water Operator, Intermediate Water Operator, and Beginner Water Operator; motion was made by GE and seconded by LW and motion was approved to implement within the next pay period if all parties can be notified or no later than the end of the month.
- Detailed operators Labor Budget was review and is within current year (2023) budget. GE motion and LW seconded and motion was approved.
- Motion was made by JP and seconded by KC to pay Ciara (admin) a minimal of 2 hours of hourly pay to update website when there are issues concerning water outage, boil stages, etc.
- GE & KC to meet with all employees on Friday Feb 3, 2023 to go over new pay rate and answer any questions.
- Meeting was adjourned at 7:02 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Wednesday – February 15, 2023 Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Linda Walz, DPWSC Board Member

Brad Summers, DPWSC Board Member

Operators – Jim Stauber, Cliff Farmer

- Meeting was called to order by Garner Edwards, President at 7:08 pm
- Minutes from Jan 10, 2023, Workshop Jan 26, 2023, and Zoom Meeting Feb 1, 2023 were ready and reviewed. Motion made by GE, seconded LW and approved.
- Stage 2 water restrictions still enforced. JS - water samples were good with reported usage down. CF – Thousand Oak major water leak which resulted in Well # 3 being completely shut down. Break was repaired. Currently DPWS has 2 working generators and our 3 needs repairing at an estimate of \$15K. Backhoe needs filter and fluid removed and replaced. KC suggested a PM policy on all equipment including generators and has volunteered to write a schedule. CF openly discussed need for transfer switch/quick disconnect at Well 1.
- Well # 1 damage repair still in holding mode with Bee Caves. CF will check another source.
- BBA contract signed by GE and returned but haven't heard back.
- Financial Review. Need a written policy for water shutoff along with Customer Service Report. KC will draft policy and board will review once completed. KC will each out to Reynolds and Frank CPA regarding letter of engagement. KC will further investigate misappropriated funds for an explanation.
- Regular Board meeting was adjourned at 8:29

Jaton Pittard DPWSC

Secretary



Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, March 21, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary


Linda Walz

Brad Summers, DPWSC Board Member

Jim Stauber

Cliff Farmer

- Meeting was called to order by Garner Edwards, President at 6:39 pm
 - Minutes from February 15, 2023 meeting were read and reviewed. Motion made by BS seconded GE, and approved
 - No Public Forum
 - Water Service update: Stage 2 water restrictions still enforced. All samples were within limits. Big leak in Thousand Oaks detected and repaired. Pump House in TO needs roof repaired or replaced. CF states this can be done in house for an estimate cost of \$300. CF, also mentioned that the other well house roof should also be replaced. Motion by KC seconded by GE to replace all with metal roofing with a cost of not more than \$1000.00
 - Well # 1 damage repair: Tom Chapman and his company Heritage Broadband has refused liability for the collapse of HB internet tower on our Well #1 property. Said he nor his insurance company would be responsible. DPWSC will contact our attorney on where we go from here. On a side note, approximately \$16 K to cap well. Quarterly service done on Generator #2 Well. CF will get an estimate from Jessie Garcia on repairing older generator that is not working.
 - Lot Splitting was discussed since we have been contacted by several land/home owners inside DP. We are currently at our 85% tap limit. Other discussion tabled until we can gather more information.
 - BBA contract was signed and executed.
 - Financial Review: Delinquent Accounts have dropped and payment plans have been started. KC has engaged with Reynolds & Frank CPA's to audit and file DPWSC taxes. Trying to resolve unaccounted \$500 K loan and where and how it was disbursed.
 - Each Bank will be formally contacted to make the following changes. Motion was made by BS seconded by JP to allow Kadey Cochran to take over acting Treasure of all bank's accounts associated with DPWSC. Classic and Vera Bank will be given copy of these approved minutes to
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be used for removing Brad Summers and Denise Strickland from signatory accounts and replacing with Kadey Cochran and Garner Edwards.

- Brad Summers submitted his letter of resignation effective immediately.
- Board Meeting adjourned at 7:44 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday April 11, 2023 @ 6:30pm

Location: DPWSC

Attendees:

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Linda Walz -Board member

Jim Stauber -Operator

Kevin -Operator

Ciera -Admin

- Meeting was called to order by Garner Edwards, President at 6:30pm
- Minutes from March 21, 2023 were read and reviewed. Motion made by KC seconded GE, and approved.
- No public forum
- No board nominations at this time.
- Water system report: All samples were good -within limits. Stage 2 water restrictions still in effect. Wells 1 & 3 are good, #3 received a new air compressor. Flush water loss recorded on repairs. Water loss reports will now be consolidated for flushing and repairs.
- Flow rates from Well #1 to be obtained prior to HB equipment damage.
- **Board Approved** Roof repairs for all three Wells including materials up to \$2,500.00
- **Board Approved** \$3,600.00 for 5 valves from BlueBook. Well #2 repair check valve failed.
- **Board Approved** \$800.00 for two Flush valves leaking
- Well #3 pumps need an impeller replaced. No idea of cost, operator to investigate costs. Estimated costs \$900-\$1800.
- Operator discussed we are cycling valves a lot. Every valve needs to be replaced, to be included in the Capital plan. Plan discussed to create an excel spreadsheet going forward for a record of valves (repairs with dates) in the service area.

- Operators mentioned they will start this season's mowing and spraying. Operators with hours available to do this task.
- **Board Approved:** Generator Repairs & service up to \$2,100.00
- Discussed revised actions for delinquent accounts. Kadey to update the current late notice letter.
- Operators reminded prior to incurring any overtime, they must contact and receive approval by the President and Treasurer first.
- Admin to check for software updates from Paystar Payment plan to make customers payments more convenient.
- **Board approved** motion to work with Liberty Hill Bookkeeping up to 5 hours @ \$75.00 an hour. Garner, Kadey & Ciera to meet with them.
- CPA is in the middle of the Audit and an extension will be filed for tax purposes. President/Garner to be copied on all correspondence.
- President to transfer \$9,000 from Money Market acct at the Bank to Operating account.
- Board meeting adjourned at 8:56pm

Linda Walz DPWSC
Board member

Durham Park Water Supply Corp Board Meeting - Minutes

Wednesday May 10, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Operators - Jim Stauber, Cliff Farmer

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Public Forum – Sandy Johnson

Linda Walz. DPWSC Member at Large

- Meeting was called to order by Garner Edwards, President at 6:35 pm
- Minutes from April, 2023 meeting were read and reviewed. Motion made by GE, seconded KC, and approved
- Water Operators report – Due to well-being down for repair and line flushing, water loss report was absurd. TO – loss of 82.47%, DP – Gain of 214.43%, BW – loss of 2.48%.
Still under Stage 2 restrictions. DPWSC water capacity system wide is at 85.75%
Well # 1 damage repair: GE has spoken with attorney and will proceed with letter of intent to Tom Chapman and Heritage Broadband, since TC has denied liability.
- At some point in the near future DPWSC will need to actively begin seeking bids to drill another well in TO. On well # 2 in DP, we can increase pump capacity to allow for more pumping of water. More discussion on generator at Well #1. GE went over findings regarding system capacity and expansion.
- Roof repair is pending.
- Public Forum – Sandy Johnson was present as an informed consumer and inquired about open board position. Requirements were given.
- Financial Review: Delinquent Accounts have dropped. KC will check with on status of audit and report at next meeting. Strategic plans on CD renewals will be reviewed. Office staff will schedule conference call with Liberty Hill Bookkeeping Services.
- Board Meeting adjourned at 8:50 pm

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp Board Meeting – Executive Minutes

Tuesday, June 20, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Linda Walz. DPWSC Member at Large

- Executive Meeting called order by GE, presidents at 8:10
- Motion was made by GE and seconded by KC and motion passed to transfer \$8000 form Classic Bank account ending in 3691 and move to account ending in 4387.
- Motion was made by GE and seconded by LW and motion passed to close the following Classic Bank Accounts ending in 1526, 1576, 7615 and open new account with higher percent rate.
- Candidates for open position was reviewed and discussed. A motion was made by KC, seconded by JP and motion passed to offer Erik Krause the open position.
- Linda Waltz was named as Vice President.
- All terms are for 3 years but staggered. Terms of our existing board will be expiring in March 2024, March 2026, and March 2027.
- Meeting was adjourned at 9:40 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, June 20, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Operators -, Cliff and Kevin


Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Public Forum – Sandy Johnson, Brad Summers

Linda Walz. DPWSC Member at Large

- Meeting was called to order by Garner Edwards, President at 6:40 pm
 - Minutes from May 2023 meeting were read and reviewed. Motion made by GE, seconded KC, and approved
 - Public Forum: Brad Summers asked questions regarding CNN and property at 170 Shin.
 - Sandy Johnson discussed her qualifications for open board position and inquired about terms expiration dates.
 - Water Operators report – Samples are good and within limits. Boulderwood reported loss of -84.89%, Durham Park gain of 222.44%, Thousand Oaks loss of -13.33% for an average of 68.76% Cliff Farmer working to balance pressure on wells 1 & 2. Regulator needs to be replaced Well # 2. CF to purchase on from Northern Tool for approx. \$40. Seal at Well # 1 is starting to leak. Will watch and replace as soon as needed. GE received letter from Sneed, Vine & Perry attorneys for Tom Chapman and Heritage Broadband. All future correspondence will between our attorneys and insurance companies. GE will check with our insurance company and verify that they have all the tower failure information. CCR reviewed. DPWSC will notify customers by July 1, 2023 of violations dating back to 2019, 2020 and 2021. Roof repairs are pending due to excessive heat. Generator repair is still pending due to parts. The current generator is leaking at the block heater. Repairs are put on hold for now. CF will order diesel for generators and equipment.
 - CPA – Reynolds and Frank are almost complete with the audit. Should be able to file taxes soon. May need to make some journal entries to match books. Liberty Hill Bookkeeping are looking for inconsistent lost or misplaced unaccounted \$\$\$. The board has given LHBS approx. 30 minutes each month. Billing and delinquents accounts are improving.
 - Board Meeting adjourned at 8:50 pm
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Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, June 20, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Operators -, Cliff and Kevin

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Public Forum – Sandy Johnson, Brad Summers

Linda Walz. DPWSC Member at Large

- Meeting was called to order by Garner Edwards, President at 6:40 pm
- Minutes from May 2023 meeting were read and reviewed. Motion made by GE, seconded KC, and approved
- Public Forum: Brad Summers asked questions regarding ^{CCN} and property at 170 Shin.
- Sandy Johnson discussed her qualifications for open board position and inquired about terms expiration dates.
- Water Operators report – Samples are good and within limits. Boulderwood reported loss of -84.89%, Durham Park gain of 222.44%, Thousand Oaks loss of -13.33% for an average of 68.76%
Cliff Farmer working to balance pressure on wells 1 & 2. Regulator needs to be replaced Well # 2. CF to purchase on from Northern Tool for approx. \$40. Seal at Well # 1 is starting to leak. Will watch and replace as soon as needed. GE received letter from Sneed, Vine & Perry attorneys for Tom Chapman and Heritage Broadband. All future correspondence will between our attorneys and insurance companies. GE will check with our insurance company and verify that they have all the tower failure information. CCR reviewed. DPWSC will notify customers by July 1, 2023 of violations dating back to 2019, 2020 and 2021. Roof repairs are pending due to excessive heat. Generator repair is still pending due to parts. The current generator is leaking at the block heater. Repairs are put on hold for now. CF will order diesel for generators and equipment.
- CPA – Reynolds and Frank are almost complete with the audit. Should be able to file taxes soon. May need to make some journal entries to match books. Liberty Hill Bookkeeping are looking for inconsistent lost or misplaced unaccounted \$\$\$. The board has given LHBS approx. 30 minutes each month. Billing and delinquents accounts are improving.
- Board Meeting adjourned at 8:50 pm

Jaton Pittard - Revised

Jaton Pittard DPWSC
Secretary

Blindern Park, Victoria
Room 10 - 10/11/2020

Dear [Name],

I have received your letter regarding [Topic].

After reviewing the information provided, I have [Action].

I will check with our [Department] regarding [Issue].

I will contact you again once a decision has been made.

Yours faithfully,
Jaton Pittard
Secretary

Durham Park Water Supply Corp Board Meeting

Minutes

Tuesday, July 11, 2023 @ 6:30pm Location DPWSC

Attendees

Operators – Cliff, Jim

Garner Edwards, DPWSC President

Admin -Ciara

Kadey Cochran, DPWSC Treasure

Linda Walz, DPWSC Vice President

Erik Krause, Member at Large

Absent: Jaton Pittard, DPWSC Secretary

Public Forum – Barbara Smith, DPWS customer

Presenter: Kim Kuykendall Document Logistix

- Meeting was called to order by Garner Edwards, President at 6:37pm.
- Minutes from June 20,2023 meeting were reviewed and approved.
- Kim Kuykendall presented Document Logistix, A software scanning program that has the capability to organize and assist with digitized documentation storage. Kim will have her company forward us more information on pricing and their services. Document-Logistix is local, here in Liberty Hill.
- **Public Forum** –Barbara Smith, neighbor in Durham Park, introduced herself and asked if we were still looking for a board member. GE advised, at this time all positions are filled.
- KC is writing up the details and responsibilities of the Treasurer position for DPWS.
- **Water Operators report** -Samples were collected by JS and taking to Round Rock. All samples are good and within limits. Cliff - has been working on balancing between well 1 & 2. He feels it's pretty good at this time, "as good as he can get it". New meters were

picked up. Booster pump is ready to be picked up. Check valves are back ordered. Cara Cove repair was discussed and additional man power is needed. Outside bids are very high for this project and don't include asphalt replacement. Cliff can get the repair done with at least 3 other workers. Cliff can't say where the leak is with out tearing it all up, so he is planning to dig under the entire street and replace that section of pipe. Asphalt repair will need to be done by outside contractor either way. Quotes needed for asphalt. Heat is a major concern. Cliff has provided a list of workers. The worker will need to submit an application and the board will approve the worker and determine the rate.

- **Well 1 repair update** –Garner has been notified, the claim is in our favor. Our insurance will get paid back along with the deductible. We may still need attorney involvement throughout this process. The board discussed reviewing our lease with Heritage Broadband and amending it. Heritage Broadband should have a separate power line. This will be addressed with the attorney. They will have to access their equipment when there is a power loss. It was noted that they have an AC unit to keep their power cool.
- **BBA Update** -Garner has contacted **BBA** and submitted all documentation for BBA to evaluate the 1869 Development Pohl project. We are awaiting confirmation from BBA. Garner has sent a follow up email asking for this confirmation and a status.
- **CCN Update** -Boundaries reviewed and updates needed. BBA will assist us in updating the CCN. No conflict at this time in the areas where service is currently provided.
- **Part time employment for repair work** –discussion for W2 employees and the correct paperwork. As noted above in the Water Operators report, Cliff has provided a list of workers. The worker will need to submit an application and the board will approve the worker and determine the rate. **Motion** made by KC to have applications on file to help Cliff. We would like to have a pool of part time employees (ages 16 and up). Garner seconded the motion. Repairs needed to be done are at Cara Cove, Grey's Circle and Owens Pass & Cooks Crossing.
- **Document retention policy** – KC discussed a document retention policy, scanning our records, history and the number of years records should be retained. IRS requires 7 years. KC proposed we keep billing and receipts 7 years and digitize the rest of the notes, minutes and records past 7 years. This would abide by TCEQ documentation guidelines. Paper copies of financial statements would be kept 7 years, then digitized. Barbara Smith asked about having two lots and the record that she has already paid for the 2nd. Active customer records and deposits will be retained for life. Motion to adopt the retention policy by LW and seconded by GE.
- **Employment Policy** - GE notified paid staff that they must notify two board members via text or phone call if they will be out of the office for the day. We will get a sign for the office door notifying customers if the office is closed for the day or any reason during regular office hours. This sign will have contact information for a back up person or board member.
- **Non-Compete** –Conflict of Interest –not discussed and will review at next board mtg.
- **Admin Updates** Ciara presented the 5 year Water Conservation Plan which was approved and will be sent to TCEQ. Motion made by GE to approve insurance renewal, seconded by KC.

- **Financial review** –board discussed payment plans for specific amounts, \$500.00 within 6 mths, \$1,000 within a year and CIP of \$1,700.00. Smaller amounts should be paid in full at time due. Payment plans currently in place and not paid should have water turned off. Discussions ongoing regarding payment plans. KC is getting the correct application for a credit card for DPWSC. CPA update –call made, but no contact. KC and Ciara have spent a significant amount of time researching the previous loan for Well#4 and feel digitizing the records is necessary to finalize the research. This loan was in reference to Well #4 that wasn't done. Current research by KC and Ciara indicates these funds were dispersed in DPWSC bank accounts and the CD's in those accounts. KC was able to keep expiring CD's with Classic bank as they will match CD rates of our competitor banks. KC has evaluated the reserves needed in various accounts and will advise at next board meeting for making those adjustments. KC will also advise upcoming CD's that will be expiring.
- **Board meeting** –adjourned 8:40pm

David Walsh

Durham Park Water Supply Corp Board Meeting – Executive Minutes

Tuesday, August 8, 2023 7:40 pm

Attendees

Garner Edwards, Kadey Cochran, Jaton Pittard, Linda Walz

Meeting was called to order at 9:02 pm

The following were discussed:

PGM management.

Meeting was adjourned at 9:20 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, August 8, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Operators – Kevin and Jim

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Erik Krause, DPWSC Member at Large

- Meeting was called to order by Garner Edwards, President at 6:36 pm
- Minutes from July 11, 2023 meeting were read and reviewed. Motion made by KC, seconded GE, and motion was approved
- Public Forum – NO PUBLIC FORUM
- Water Operators report – JS reported all water quality is within normal limits. Will not move to stage III restrictions until leaks are repaired. Still waiting on two bids.
- Kevin was unaware of quote needed to repair generator at Well #3. We have been waiting on a bid for well over 6 months. Kevin gave a good argument on why it's not a good idea to trailer a generator from site to site. Kevin will research well #3 generator expenses.
- Roof repair is pending due to the intensive heat.
- Well # 1 update on process of repairs and reimbursements. Attorney feels that a law suit will be necessary to recoup our expenses. Motion by JP, seconded by LW to have EK review our current contact with Heritage Broadband.
- Financial review – Ryan Brooks – nothing new to report. Permits in DPWSC becomes an issue. GE will speak to BBA regarding questions on contract and operation of system -TCEQ
- Employee policy update – Ciara will add to paycheck for each employee.
- EK had to leave at 8:05 pm
- Shutoff notices will no longer be held. 90 + day balance will have water shutoff. Any customer wanting to start a payment plan must be current.
- Financial Actions:
 - Renew current CDs (account numbers ending in 7262 & 5581) at VeraBank with increased interest rate at either VeraBank or Classic Bank depending on highest available interest rate offered.
 - Move up to 25K (not to exceed 25K) from ClassicBank checking (final amount TBD based on total required to maintain minimum checking balance) (account ending in 0243) to a CD at either VeraBank or Classic Bank depending on highest available interest rate offered.
 - Kadey Cochran will open Durham Park credit card at VeraBank using the Durham Park entity information. Cliff Farmer and Ciara Halsey to be authorized users on the account.

- Once VeraBank Credit Card Account is open/active, the Chase Ink credit card will be closed out.
- KC will keep reviewing old files for misplaced documents – Ciara has located many of the missing invoices identified in the 2021 audit. Update on progress at next board meeting.
- LH Bookkeeper update – will look for other options to compare services and pricing
- In addition to the TCEQ required documents retention policy – we will adopt the following policies regarding financial and customer documents:
 - Active Customer Records – including Deposit, Meter, Tap and Account information – Retain for Life (digital and paper)
 - Inactive Customer Records – Including Deposit, Meter Tap, and Account information Destroy paper and digital after 7 years.
 - Customer Monthly Billing Records (example – monthly invoice and payment records) Destroy paper and digital after 7 years.
 - Financial Statements and Invoices – Bank Statements, Copies of Invoices, Loan Documents, Destroy Paper after 7 years and retain digital copies for Life.
 - Board Meeting Minutes – Destroy Paper after 7 years, retain digital copies for life.

- adjourned at 8:50 pm

Jaton Pittard DPWSC
Secretary

Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, September 19, 2023 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Linda Walz, Vice President

Kadey Cochran, DPWSC Treasure

Jaton Pittard, DPWSC Secretary

Erik Krause, MAL

Operators – Jim, Cliff, Kevin

- Meeting was called to order by Garner Edwards, President at 6:30 pm
- Minutes from August 8, 2023 meeting were read and reviewed. Motion made by KC, seconded GE, and motion was approved. No hard copy was available to leave for Ciar.
- Public Forum – No response although there were Brian and Leah Welch, Kara Edwards, Laura Farmer and Larry and Linda Cole
- Water Operators report – JS reported all water quality is within normal limits. Will not move to stage III restrictions until leaks are repaired and will review to see if it is necessary. Still no response from CF on bids to repair generator. Kevin was unaware that quote on generator repair was requested. We have now been waiting for quote for over 7 months.
- Roof repair is pending due to the intensive heat.
- Well # 1 update on process of repairs and reimbursements. GE will reach out to our attorney request to get an expert opinion that the damages to Well #1 was a direct result on the failure and fall of the Heritage Broadband Tower. CF suggested that GE reach out to BA for estimate.
- Ryan Brooks updated GE on the 1869 Project. Continuing to drill wells.
- Much discussion all of a sudden from the gallery. KH and CF said pay had been good till a couple of weeks ago. It was decided by the board that we were not paying for employees to be

out of state and expect to be paid. When the board called a meeting with CF to discuss he refused to sign a warning. This topic became very heated with the gallery, employees and board. Due to this heated outburst, topic was tabled to be discussed in executive board meeting.

- KC is working with our banks to update CD's and merge for greater returns. CPA audit is almost complete with just a few changes. Adjustment journal entry for 15 adjustments. CPA recommends checks to be mailed to a lock box with two people to remove each time. This is to safe guard funds. Misappropriation of lost money may have been found. This is the 500K loan that was not spent on a new well and documentation on where the money was spent is still being sought. KC, also recommends on document scanning for all records. New credit cards was successful with CF and Ciara. CF limit set at \$2k, Ciara at \$1k. After Liberty Hill bookkeeping Completes QuickBooks review DPWSC will find a service for 3rd party oversight.
- CF mentioned check engine light is on truck and wants to have Davis Tire and Truck to take a look at it. Board has authorized up to \$1k.
- adjourned at 8:10 pm

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp Board Meeting - Minutes

October 10, 2023 @ 6:30pm

Location: DPWSC

Attendees:

Garner Edwards, DPWSC President

Public : Laura Farmer

Kadey Cochran, DPWSC Treasure

Linda Walz -DPWSC Vice President

Erik Krause -member at large

Jim Stauber -Operator

Kevin -Operator

Cliff Farmer -Operator

Ciara -Admin

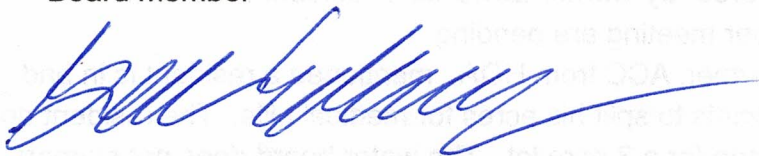
- Meeting was called to order by Garner Edwards, President at 6:40pm
- Minutes from September meeting are pending
- **Public forum** - Cliff Farmer, ACC from HOA, mentioned a resident is in bad health and his family wants to split his acres for medical bills. The resident does not have enough acreage for a 3 acre lot. The water board does not support splitting the acreage and requests that the ACC chair, Cliff Farmer, advises the HOA accordingly. The water dept can't provide any more taps and it would be a non-standard service agreement.
- **Water Operators system status report:** All samples were good -Stage 2 water restrictions are still in effect.
- **Generator Repair quote** -received email, repairs would be very costly. -consideration should be given to getting another generator.
- **Roof Repair Status** - Cliff got new metal and paint. Will power wash buildings and plans to replace 1 Roof each week. All roofs should be done by next Board mtg.
- Chlorine monitors should arrive this week, paid by Grant.
- **Personnel Policy review** - Operators are not in agreement with the revised personnel policy. Salary positions discussed versus hourly pay rate. Public

attendee, Laura Farmer asked why these aren't salary positions? Board requested we table the discussion and consult an attorney.

- **Well #1 Status** - No update from BBA
- **Projects to get quotes** - Awaiting BBA to advise on CCN corrections, a Rate Study and review capacity recommendations.
- **Grants** - Board would like to research grants available for improvements.
- **Ryan Brooke update:** Test well drilled, 760 feet deep. Water samples sent for evaluation.
- **Next mtg agenda item** - New home builder broke DPWS equipment, PRV. Responsibility on customer for cost of repair. DPWB to bill for repairs.
- **Financial Review** -
- CPA -started our return
- Ciara and Jim to close the old Chase credit card accounts.
- No book keeping update at this time. Next meeting item.
- Financial review provided by Kadey
- Delinquent Account status reviewed. Overall improved greatly, but still a few accounts, mostly in Thousand Oaks where there are alot of renters.
- Board meeting adjourned at 8:20pm

Linda Walz DPWSC

Board member

A handwritten signature in blue ink, appearing to read 'Linda Walz', written over a faint background of text.

Durham Park Water Supply Corp Board Meeting - Executive Minutes

Nov. 14, 2023 @ 9:00 pm

Location: DPWSC

Attendees:

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Linda Walz -DPWSC Vice President

Erik Krause -member at large

Executive meeting was held immediately after the monthly water board meeting.

- Personnel Policy review Update - Time sheets we put into a spreadsheet. Review of spreadsheets confirmed a lot of overtime, by an Operator.
- Attorney update - Kadey had discussion with TRWA lawyer - recommendation, management companies are used in place of board members.
- Kadey to contact Ann Price -TRWA recommendation for an initial consultation.

Adjourned 9:18pm

A large, stylized handwritten signature in black ink, likely belonging to one of the attendees mentioned in the minutes.

Durham Park Water Supply Corp Board Meeting - Minutes

Nov. 14, 2023 @ 6:30pm

Location: DPWSC

Attendees:

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Linda Walz -DPWSC Vice President

Erik Krause -member at large

Jim Stauber -Operator

Cliff Farmer -Operator

Ciara -Admin

- Meeting was called to order by Garner Edwards, President at 6:31pm.
- Minutes from October 10th, 2023 meeting were read and reviewed. **Motion** made by GE, seconded KC and approved.
- No public forum, but Cliff Farmer (ACC from HOA) stated Chris Landers wants to sell two acres of their land and has a buyer. They are requesting to sell these two acres due to medical bills. They currently own 5.02 Ac on Double File Trace. The HOA states they can and are planning to allow this sale. DP water department is not in favor of this decision due to current water capacity and the number of acreage restrictions is in question. DPWB discussed purchasing the 2 acres of land, but the asking price is higher than what the water department can afford.
- **Water Operators system status report** - Jim advised all samples are good. Kevin is out due to a pulled muscle, but may be back to work this week. Discussed PRN Help. Kadey will talk with the labor attorney to confirm 1099 status of PRN help. Roof repairs are on Hold
- **Board requested that the operators** take plot maps and identify the vacant lots for the water board. This is necessary for capacity concerns and capital improvement plans.
- Update from **BBA** -Estimates and Proposals received for Well #1, CCN Boundary Corrections, Capacity Analysis, Digitizing System Layout, Rate Study and Capital Improvements Plan.

- **Motion** made by Kadey and seconded by Garner for BBA to do the work included in Phase 1 for Well #1. Cost is \$5,000 for this project
- **Motion** made by Kadey and seconded by Garner approving the Capacity Analysis project with BBA. Cost \$5,000
- **Motion** made by Garner and seconded by Erick to approve the Digitizing System Layout project with BBA. This project is approved based on the condition that we receive and own the source autocad. Project cost is \$5,000
- Motion made by Erik, seconded by Kadey and Garner for the Capital Improvement project plan through BBA. This is approved up to \$2,500.
- **Financial Review from Kadey** - no major changes at this time. The board decided that we will take the CD that is with Verabank, (acct ending in 421232 Balance of \$2,233.67) and increase its balance to \$5,000. We will then see who can give us the best CD rates, Verabank or classic, and move it accordingly. This CD (acct 421232) will come out of Verabank and deposit into the operating account.
- Delinquent Account Status -reviewed and water shut off notices will be issued. Partial payments will no longer be accepted.
- Chase credit card is good to close now.
- Board meeting adjourned 8:58pm

Linda Walz, DPWSC
Vice President

Durham Park Water Supply Corp Board Meeting – Executive Minutes

Dec 2023 7:00 pm

Attendees

Garner Edwards, Kadey Cochran, Jaton Pittard, Linda Walz, Erik Krause

Meeting was called to order at 7:03 pm

The following were discussed:

Attorney \$450 per hour which would consist of reviewing documents, engagement letter. Motion was made GE too approve up to 5 hours for attorney to review employee law, second by EK. All was in favor.

Motion was made by KC to approve \$200 Christmas Bonus (net) seconded by LW, EK & GE voted yes, JP voted no.

Meeting was adjourned at 7:33 pm

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp Board Meeting - Minutes

Dec. 12, 2023 @ 6:30pm Location: DPWSC

Attendees:

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

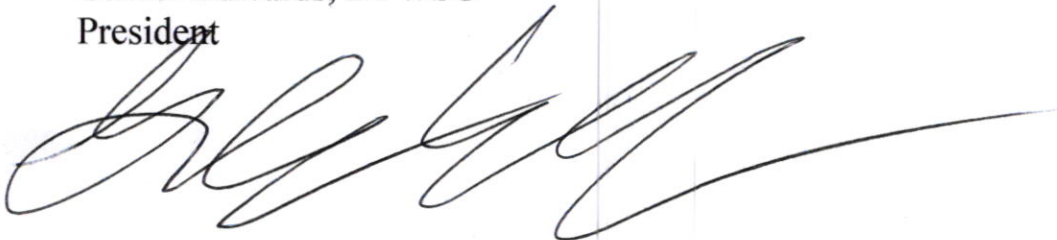
Linda Walz -DPWSC Vice President

Jim Stauber -Operator

Cliff Farmer -Operator

- Meeting was called to order by Garner Edwards, President at 6:35pm.
- Minutes from November 14th, 2023 meeting were read and reviewed. Motion made by GE, seconded KC and approved.
- No public forum, but Cliff Farmer (ACC from HOA) indicated DPA the HOA will approve the lot subdivision for 100 DFT.
- Water Operators system status report - Jim advised all samples are good. Water restriction status remains unchanged roof repairs still on hold
- Update from BBA – No updates information from DPWSC is being provided for the initiatives approved in November.
- Update from Ryan Brooke – No update still testing well.
- Financial Review – No major changes tax filing is delayed discussed the performance of Reynolds and Franke and how it needs to improve.
- Delinquent Account Status - reviewed and water shut off notices will be issued after Christmas.
- Board meeting adjourned 8:02pm

Garner Edwards, DPWSC
President

A large, stylized handwritten signature in black ink, likely belonging to Garner Edwards, the President of DPWSC. The signature is written in a cursive, flowing style and spans across the bottom of the page.