
Durham Park Water Supply Corp

Board Meeting - Minutes

Tuesday–January 23rd, 2024 @ 6:30 pm Location: DPWSC Building

Attendance : Garner, Kadey, Erick, Cliff

Time start: 6:38pm

No previous meeting minutes to review – need Jatton to provide.

Public Forum – agreed to assess the submitted NSSF (non-standard service) for lot inside Durham Park (100 DFT)

Operator Update - Need wind blocks to be fabricated to help during next cold spell. Erik offered up scrap metal panels – would need to purchase lumber to frame.

No water restrictions recommended

Freeze updates: Emergency repair in 1000 Oaks – expecting TWS bill. Purchased propane bottles and heaters, used during the power outage.

2022 Return to be filed

Kick off 2023 audit with specific expectations for finishing – need Franke and Reynolds to commit to that date

No change to Well 1 situation – PEC delayed

Roof Repair also on hold until PEC updates are made.

No update from BBA since last meeting. All drawings, digital files have been provided. As Sierra if BBA needs to scan drawings on the wall

Kadey to work draft employment/pay documents with employees. Will set up a meeting to gather feedback.

Garner to review/update Board position R&R

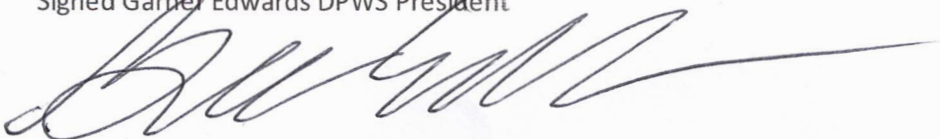
Ryan Brook initial test produced only 18-20 gpm – another well site is being evaluated

Approved to initiate rate review with BBA (or a sub contractor) and authorize up to 2000 for the review.

Board approved the submitted 2024 budget plan

Adjourn 7:37 pm

Signed Garner Edwards DPWS President



Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, February 13, 2024 @ 6:30 pm Location: DPWSC

Attendees:

Cliff Farmer
Jim Stauber

Garner Edwards, DPWSC President
Linda Walz, DPWSC Vice President
Kadey Cochran, DPWSC Treasure
Jaton Pittard, DPWSC Secretary
Erik Krause, DPWSC Member at Large

- Meeting was called to order by Garner Edwards, President at 6:46 pm
- Minutes from September, 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. Stage II continues Discussion regarding Landers property tap fees. Regulator issues on Well 2. Loss report – not much change.
- Employee policy with holiday time amendments. Paid time off revised. Job description reviewed. GE motion, KC seconded to each employee having the same documents, along with job descriptions. Motion carried unanimously.
- Ryan Brooke – Still looking at other well options on 1869 property.
- Tax return is still pending.
- Amendment to shut off doc/time frame will be changed from 90 days down to 60 days, due date 2nd billing cycle.
- adjourned at 8:06 pm

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, March 19, 2024 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President
Linda Walz, DPWSC Vice President
Kadey Cochran, DPWSC Treasure
Jaton Pittard, DPWSC Secretary

Operators

Jim Stauber
Cliff Farmer

- Meeting was called to order by Garner Edwards, President at 6:35 pm
- Minutes from Emergency Mtg 12-1-2023 were reviewed and corrections made. Minutes from 2-13-24 2=were review and 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.
- Roof repair is nearly total completion.
- Well # 1 update on process of repairs and reimbursements. BBA placed camera down well shaft and it was determined that damage done was not due to tower failure. Can possibly clean and repair for approx. 54k.
- Ryan Brooke project is looking at other well on property that might be a viable option.
- Delinquent accounts are down. CPA, it was decided that daily calls would need to be made for tax year 2023 to file in a timely matter.
- adjourned at 7:30pm

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp Board Meeting –Minutes

April 9, 2024 @ 6:49pm

Location: DPSWC

Attendees:

Public attendees: none present

Garner Edwards, DPWSC President

Kadey Cochran, DPWSC Treasure

Linda Walz, DPWSC Vice President

Kevin –Operator

Jim Stauber –Operator

Cliff Farmer –Operator

- Meeting called to order by Garner Edwards, President at 6:49pm
- No public forum
- Minutes from March 19th meeting – not available at this time.
- **Water Operators System Status** – Jim reported “all running good”. Question regarding billing in Thousand Oaks and meters accuracy . Discussed meters that are locked vs. Unlocked. Concerns raised regarding a leak/break that can’t be shut off if the meter is locked. Current damage was done to a meter that was attempted to be turned off, possible water leak/break.
- Water Restriction Status – same, no change.
- Roof repair status –on hold due to rain/weather.
- **Water leak billing policy** – Reviewed by all in attendance, Motion from Garner to adopt and seconded by Kadey Cochran and Linda Walz
- **Rate Update** –Reviewed by all in attendance, Motion made by Garner for the Proposed 2024 rate increase, seconded by Kadey Cochran and Linda Walz.
- **Update from BBA** on Projects –BBA recommended updating the controls in our well houses so we can balance pressure between well 1 and 2 and have alerts for water levels, pressure and power outages at wells, 1,2 and 3. They also recommended to plug the non-functional well bore at well 1. BBA to give quote to plug.
- Ryan Brooke update – no changes at this time.

- **Financial Review** – CD in #8815 will expire on 4/12/24. Kadey to extend this cd for the best rate at either Classic, Verabank or Prosperity.

Due to severe weather approaching, meeting was cut short and the remaining agenda items were not discussed. Remaining financial review, Board positions/job descriptions.

Meeting adjournment at 7:34pm.

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Durham Park Water Supply Corp Board Meeting - Minutes

Tuesday, May 14, 2024 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President

Linda Walz, DPWSC Vice President

Kadey Cochran, DPWSC Treasurer

Erik Krause, DPWSC At-Large

Operators: Jim Stauber and Cliff Farmer

Ciara Halsey, Office Admin

Meeting called to order at 6:34 pm

- Approved changes to 12/1 meeting minutes. Changed from Executive to Emergency.
- Meeting minutes from 3/19 and 4/9 meetings were reviewed and approved by the board.

Water Operators Report:

- Need AC in truck repaired. Recommended to take to Davis auto for repair.
- Roof #3 repair – delayed

Water Status:

- All samples good and all systems functioning.
 - #2 tank inspection was good. Replaced lock and screen with new parts.
 - Water restriction status: No change
 - Report from TCEQ reviewed by board.
 - #1 was a change to the published president name – Ciara already corrected.
 - #2 will need to get an estimate for calibration of the existing meters vs an estimate to buy new. Fluid Meter was recommended.
 - #3 will review with BBA to discuss options to address. Might involve a possible pump replacement.
 - #4 submission of digitized plans using either TCEQ link to through BBA. Ciara will follow up.
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- BBA – no response yet on quote for capping of old well
 - Request that they proceed with processing the current CCN updates
 - Request new quote on balancing controls

 - No Ryan Brooke update

 - Erik and Jason need to submit required letters to Reynolds and Franke to finalize audit
 - Review of preliminary audit report had no issues and once final letters are submitted, report will be finalized and sent to TWDB

 - Once Audit is complete, will request to initiate 2023 tax return immediately
 - Verabank CD renewed – paperwork given to Ciara.
 - Next meeting will review account balances and assess against the reserve policy. Adjustments will be recommended and actions take accordingly.
 - Delay of Board Job description review until next meeting.

 - Raise for bookkeeper/admin role approved. (Erik motioned, Garner seconded – all present were in favor).
 - Agreed to re-evaluate salaries annually based on performance.
 - SOP documentation for bookkeeper/admin role to be provided by Ciara and reviewed by Treasurer/board.

 - Linda Walz submitted resignation. Will post notice to solicit candidates to replace.

 - Meeting adjourned 7:55pm

Kadey Cochran
Treasurer

A handwritten signature in black ink, appearing to read 'Kadey Cochran', written over a horizontal line.

Durham Park Water Supply Corp Board Meeting - Minutes

Wednesday, June 12, 2024 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President
Linda Walz, DPWSC Vice President
Kadey Cochran, DPWSC Treasurer
Erik Krause, DPWSC Member

Operators

Jim Stauber
Cliff Farmer
Ciara Halsey, DPWSC Admin

Meeting called to order at 6:30 PM

- Approved meeting notes from May 14th, 2024.
- No Public Speakers

Water Operators Report;

- All water tests were good. Increase in overall water use, most likely due to warmer weather. All agreed no restrictions are needed at this time.
- Roof repairs are almost complete. Only one panel left to replace.

BBA updates and projects;

- TCEQ showed up since last meeting to observe pumps and inspections. Appeared
 - TCEQ was training someone. TCEQ asked for documentation for some items which
 - were produced by staff. No issues were discussed and according to Cliff, they were
 - happy with their inspections.
 - Well 3 project will be finished next month.
 - BBA submitted a proposal on two issues pointed out by TCEQ. First issue noted was
 - specific plans for storage tank. Original docs had been submitted and it was
 - unknown if this was a clerical issue on behalf of TCEQ. BBA wanted \$5k to do
 - certification for this.
 - Board researching why this is happening now after previous inspections
 - without any issues or concerns. Staff will follow up with TCEQ.
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- Ciara has most of the data needed for the ACR report BBA is working on, but needs assistance finding the 2021 pumping data.
- There is more time to complete the ACR long term fix (~3 years) versus the initially understood due date of August 2024.
- The well capacity upgrade (20 hp pump) was discussed. Kadey motioned to delay this repair until we have the ACR plan. Erik seconded. All approved the motion.
- 5 delinquent accounts – all scheduled for shutoff 9/5 if not paid in full by that date.
- Discussed the need to open a separate account at VeraBank to move the Capital Improvement funds (Insurance claim funds, Tap Fees) outside of the operating account. Kadey will identify the location of the funds with Ciara and contact Vera Bank to open the separate account.
- Meeting adjourned at 8:12pm

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Durham Park Water Supply Corp Board

Meeting - Minutes

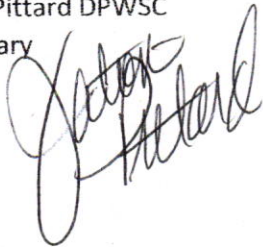
Tuesday, July 16, 2024 @ 6:30 pm Location: DPWSC

Attendees

Garner Edwards, DPWSC President
Erik Kraus - Member at Large
Jaton Pittard, DPWSC Secretary
DPWC Operators- Jim Stauber and Cliff Farmer

- Meeting was called to order by Garner Edwards, President at 6:37 pm
- No minutes to review
- Public Forum – No one in attendance
- Water Operators report – JS reported all water quality is within normal limits. Meters calibration completed. Cliff reported that there has been multiple breaks. Most due to rain and dryness. Roof repair is almost complete just need the flashing. Pavement guy is quoting \$3,500 to fix Cara Cove, San Gabriel and Dickerson's driveway. Motion made by EK and seconded by JP. Motion passed. Received quote from Tuttle to clean valves. No decision was made. TCEQ capacity - running close to capacity. Will change out pump from 15 to 20/25HP. Waiting on a quote. BBA status – motion made by EK seconded by GE that t exceed \$10K. Liability insurance due – motion by EK seconded by GE – motion passed to pay. 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.
- Financial Review – Bill – Delinquent accounts reviewed. CPA – taxes still pending. Unable to review bank accounts since treasure was not in attendance.
- Adjourned 7:36 ppm

Jaton Pittard DPWSC
Secretary



Durham Park Water Supply Corp

Monthly Board Meeting - Minutes

Tuesday August 20, 2024 @ 6:30 pm Location: DPWSC Building

Attendees: Garner Edwards,
Erik Krause, Kadey Cochran

Operators: Cliff Farmer, Jim Stauber

No public attendees

- Meeting called to order at 6:31PM
 - Review and Approval of meeting minutes from June were delayed until next meeting.
 - Need July minutes from Jatón – and she needs to be in attendance to approve.
 - No board applications to review.
 - 1000 Oaks HOA meeting occurring tonight – have requested they communicate open volunteer board position.
 - All water samples good.
 - No change in water restriction status – still level 2
 - Roof repair status – done barring one last piece of trim
 - \$3500 approved for Stripe Specialists to conduct asphalt road repairs
 - Storage tank resurfacing quote discussed (ROM based on square footage) = \$40K
 - (for reference, a new weld up tank costs \$120K)
 - Recommended that we incorporate this necessary maintenance into the capital improvement plan
 - Will attempt to get official quotes for resurfacing over the next month or so
 - Report provided by Liz Ferry for the Ryan Brooke development.
 - After her presentation of the groundwater availability report and bacteria testing, Results were discussed by the board.
 - Garner motioned to reject the application for the development, Erik seconded - approved to reject the application unanimously.
 - Garner will communicate the board decision to Pohl.
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Durham Park Water Supply Corp

Monthly Board Meeting - Minutes

Tuesday September 10, 2024 @ 6:30 pm Location: DPWSC Building

Attendees:

DPWSC

Garner Edwards

Jaton Pittard

Kadey Cochran

Erik Krause

Jeff Mayes

Jim Stauber

Cliff Farmer

Meeting called to order at 6:35pm.

- Meeting was called to order and minutes from the previous three months were approved.
- No public speakers

Board Applications

- Jeff Mayes was the only applicant for the board and was in attendance. He was voted our new Member at Large. Welcome aboard Jeff.

aboard

Water Operations

- All water samples were good and we are still currently under Stage 2 water restrictions.
 - Board is still waiting for asphalt repair to start, company doing the work waiting for a start date
 - due to supply shortage of asphalt.
 - Additional road work in DP is waiting for a WILCO county response. This determination will determine what work on the roads will be handled, or should be handled, by WILCO and what we will do.
 - Roof repair is complete.
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TCEQ Capacity Response

- All supplies were sent off to TCEQ. Additional water samples will be sent off soon.

Financial Review

- Delinquent notices – Only a handful of notices this month. Some shutoff as scheduled for September 23, 2024.
- Jeff is checking with a CPA he knows to determine if we will change this service provider.
- Discussion regarding consolidating repair and capital improvement accounts.

Meeting adjourned at 7:35pm.

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Durham Park Water Supply Corp

Monthly Board Meeting - Minutes

Tuesday, October 8, 2024 @ 6:30 pm Location: DPWSC Building

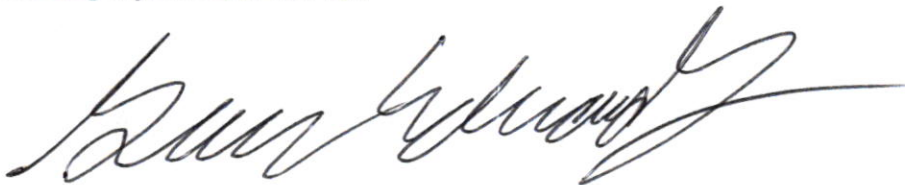
Attendees: Garner Edwards, Jeff Mayes, Kadey Cochran, Cliff Farmer, Jim Stauber

Meeting called to order at 6:48 PM

- No board applications submitted. Will continue to ask for volunteers.
- System Check good
- No change in restrictions
- Lead testing samples submitted
- Lead and copper inspection of all customer accounts/lines complete. Finalizing report and will submit ahead of deadline.
- Cliff will see about generator repair options or what we could recoup by selling the unit.
- Roof repair not quite yet complete. Hope to finish repair before next meeting.
- Operators will investigate water pressure concerns brought forward by a few customers.
- System improvement updates – nothing to report, need to follow up with BBA
- TWDB Financial Assistance Workshop Learnings: need to research US census demographic info. Unless average income per household <50K, very little assistance available.
- Jeff will contact city about scheduled repairs in our neighborhood (to take advantage of paving)
- TWDB – need to see if we can get records of withdrawal/reimbursement details for the TWDB loan. Kadey to follow up.

- Jeff moved to approve previous meeting minutes. Kadey seconded. All Approved.

Meeting adjourned at 7:57 PM



Durham Park Water Supply Corp

Monthly Board Meeting - Minutes

Tuesday, November 12, 2024 @ 6:30 pm Location: DPWSC Building

Attendees: Garner Edwards, Jeff Mayes, Erik Krause, Kadey Cochran, Cliff Farmer, Jim Stauber

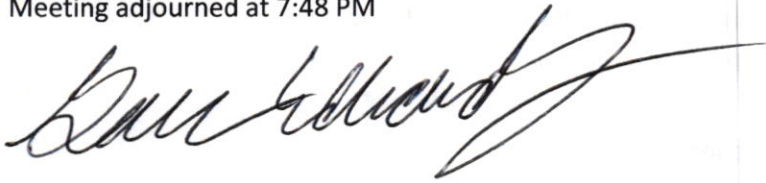
Meeting called to order at 6:29 PM

- Minutes from October Board Meeting accepted and seconded by Jeff
 - No application submitted. Still seeking board members
 - All systems good, water tests good
 - Still remain at Stage 2 Water Restrictions
 - System wide lead testing completed, community systems all passed
 - One residence had a higher lead test, looks like it limited to that one house and not DPWSC. Cliff will conduct a follow up to confirm
 - Received bid on purchase of a generator, bid was \$1500. It was decided to hold onto the generator at this time to use for parts as needed. Will revisit the sale if needed.
 - Roof repairs are done
 - Water pressure issues addressed in the Jenkins, San Gabriel Loop area. Appears that three valves need to be replaced. Estimate for 3rd party to repair is labor of \$1500 a day. Cliff will determine what is needed and when/if repairs will start anytime soon.
 - Jeff asked for a column on the Water Loss Report to show at least three previous months of water loss to show differences
 - Questions regarding using another CPA due to our current CPA taking a long time to get taxes and docs submitted. Jeff indicated that we need to get previous taxes ready for any new CPA to review
 - CCN issue was addressed and how to move forward. Ideas were discussed with outside engineering firms to review, cost to do so and inquiries to our attorney for what may be needed. It was also discussed the board issuing a letter grandfathering all current customers outside the current CCN as part of the CCN, staying in compliance with state and local laws.
 - Started discussion regarding current water rates. Issues were brought up with the process as well as different rates for excessive water use and different rates during different stages of water conservation. These issues will be discussed with the board attorney for clarification.
 - Overdue accounts looked at, still at one page with most customers' accounts in good standing. Late notices have been sent and three customers are scheduled for water shut
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off on December 2, 2024

- CD at VeraBank (account ending in 8200) is due to expire on November 11, 2024.
 - CD currently has \$38,167.84. Board discussed shopping for CD's with better interest rates. Kadey will search for the best interest rates and see if VeraBank will match. If nothing is found by the end date, the funds will be deposited into that checking account, pending the best CD rate available. A Special Session may be called before next month's Board Meeting to address this deposit.
- Budget Review was rescheduled to the December Board Meeting.
- Board Discussed Christmas with DPWSC employees

Meeting adjourned at 7:48 PM

A handwritten signature in black ink, appearing to read "Dan Howard", written in a cursive style.

Durham Park Water Supply Corp

Monthly Board Meeting - Minutes

Thursday, December 12, 2024 Location: DPWSC Building

Attendance/DPWCS Board Members:

Garner Edwards


Kadey Cochran

Erik Krause

Farhad Madani

Board Meeting called to order at 6:36 PM

- Minutes from November accepted by the Board
 - Farhad Madani was accepted as a Board Member, Member at Large
 - Water samples tested and all good
 - System still at Level 2 water restrictions
 - Well 1 had a default setting warning. Well had to be shut down due to amperage issue that is related to underground pump issue. Board received two bids from Bee Cave Drilling and Associated Drilling. Bids are very close and the Board authorized \$27,500.00 for repairs and new pump
 - Well 1 is offline at this time and water for Boulderwood is being provided by Well 2. Well and pump are keeping up with supply.
 - CNN – Spoke with attorney who determined no attorney is needed to address those properties that are technically outside DPWSC lines. Board to determine if grandfathering these currently served properties to move the “lines” or if we need to do more other than just changing the coverage area.
 - BBA is still obtaining information for their opinion regarding the CCN
 - One bank certificate (Vera Bank ending in 8200) was due and the funds were rolled over to another CD at 4.75%. Full amount of CD rolled over
 - Budget review was pushed to January
 - Discussed water rates and the possibility of creating an increased fee schedule for those using excessive amounts of water. Board directed staff to collect data on average water usage to determine average v high usage users
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- Overdue accounts looked at. Only a handful of delinquent accounts were carried over from last month. Delinquent notices were sent out and no shut off scheduled until January
 - Water loss this month was less than last month. Water usage is down overall

Meeting adjourned at 7:21 PM