
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 taken 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', with a long horizontal flourish extending to the right.