

Durham Park Water Supply Corp

Monthly Board Meeting - Minutes

Tuesday September 9th, 2025 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members Present: Garner E. Kadey C., Farhad M., Jeffrey M.

DPWSC Operators Jim & Cliff

Agenda: Called to order by Garner at 6:32pm

- Public Forum (3min per speaker) - None ✓
- Review/Approve Minutes from August 12th - Mayes 1st, Cochran 2nd
- Water Operators System Status Report – All Good
 - ⊘ Water & Repair Report (5min) – Discussion regarding sharing of responsibilities between Cliff and Kevin. Discussion over cost of receiving Chlorine. Additional \$800 dollars for delivery of 1 or just order three and exercise valves daily. Asked to wear respirator when doing so. Will try next time to see if that works? Will require some short distance move, don't have proper placards. Hydrovac location – Same as last month. Working to create manifold, some parts on backorder. Need all employees available, hoping for this month. No Date set at this time. Big Repair on San Gabriel, deflection issue, discussed creating a more user friendly way of tracking repairs and locations. Cliff will discuss with Ciara (move paper records to digital with pictures and gps location) Check Valves, early failure, No Warranty but check with distributor? Meter One Issue (foggy glass) removed cleaned – rectified itself. Customer Complaint over water Bill J&G, supposedly hadn't paid previous months bill
 - ⊘ Water Restriction Status (5min) – SAME, XS12 exploring options for future Development, saw well driller
- Ryan Brooke Update (5 Min) - NOTHING
- Amazon Sidewalk Test Results (5 Min) – Durham Park some issues, but Boulderwood and Thousand Oaks pretty good
- Financial Review (30 min)
 - ⊘ Billing/Delinquent Account Status – Pretty usual suspects, all set to be shut-off on the 25th
 - ⊘ Bank Account and Asset Review
 - Open Capitol Improvement Account.
 - Rebalance other reserve accounts

Notes from Meeting, but Kadey will present a clean write-up for approval next month:

Reserve Policy Needs Updating:

- ✓ Operations Account, 30 -days operating Expenses – Currently \$30,000
- ✓ Unrestricted Reserve. 3 -months Operating = \$90,000 – Suggest going to 4 months \$120k
- ✓ Impact reserves – 5x, \$3,000/yr = \$15,000, Update language, no change in Intent
- ✓ Debt Service Reserve – 12 mos. payment on all outstanding loans (currently 2 loans) – no Change
- ❖ Member Liability Reserves
 - Current member fees/tap fees – Sliding Scale, currently ~\$64,200
 - Recommendations to reduce to about 10% - put money in a checking Acct
 - Change language to membership deposit (Tap fees into Capital improvement)
- ❖ Capital Improvement Reserve
 - Currently 5% of insured Assets (\$900,000) or \$45,000 – Can we reduce? Depreciation plus these assets are currently insured?
 - Minimum balance whatever required to keep the account open, Create CIP Plan
 - Last 3 yrs, collected \$100,000 in tap fees
- ✓ Vera Checking - min \$30,000, currently \$42,000 = No Change
- ✓ Vera (MM) – (Unrestricted Reserve) – Currently maintain \$90,000, have \$102,000 (suggest raising to 4 months operating or \$120,000)
- Classic (MM) – (Incident Reserve) - \$15000 required, has \$26,000
- Classic (CD) - \$6,000 matures March of 2026. Cash out at maturity, put in operating Account
- MM Acct (CIP) Should be \$110,000 actual value ???, will require moving money around
- Classic (Checking) – currently \$64,000, leave \$6420 in account, roll balance to CIP account
- The debt service reserve (2 outstanding loans) (\$1190 + \$1298) X 12 = \$29,856 into a CD
- ⊘ Time Sheets reviewed – all good
 - NEED Treasurer
- ⊘ Adjournment (Mayes/Cochran) -7:56
 - After meeting cake for Jim.

