
Durham Park Water Supply Corp Board Meeting - Agenda

Tuesday –January 10th, 2022 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from December 20th meeting. (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Well #1 Repair Status (10min)
 - BBA Contract Status (5 min)
 - Liability Limit negotiation is ongoing.
 - Board email addresses and online doc storage. (1 min)
 - Change telephone service. (1 Min)
 - Financial Review (25 min)
 - Bank Account and Asset Review
 - CPA Audit Status
 - Billing/Delinquent Account Status
 - Executive Session (40 min)
 - Payoll / Benefits / Employee Review
 - Changes to Duties

 - Adjournment (2min)
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Durham Park Water Supply Corp

Workshop - Agenda

Tuesday –January 26th, 2022 @ 5:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

Optional Attendance: (but recommended)

DPWSC Employees

Agenda:

- Open workshop stating the purpose, goals. (10-20min)
- Employee feedback forum (15 minutes per speaker.)
- Board working session (40-60 min)
 - Personnel
 - Job duties
 - Policy adjustments
 - Scheduling
 - On call policy
 - Company Vehicle
 - Moonlighting
 - Background check
 - Driving record check
 - Standard application
 - Payroll adjustments
 - Employee Review
 - Timeline to implement

Durham Park Water Supply Corp Meeting - Agenda

Wednesday –February 1th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

Agenda:

- Open Meeting stating the purpose, goals. (5 min.)
 - Vote on employee compensation and adopt job description. (5 min.)
 - Close meeting (1 Min.)
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Durham Park Water Supply Corp Board Meeting - Agenda

Wednesday –February 15th, 2022 @ 7:00 pm Location: DPWSC
Building

Attendance Required:
DPWSC Board Members
DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from January 10th meeting and February 1 meeting (10 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (20 min)
 - Water & Repair Report
 - Water Restriction Status
 - Winter weather updates
 - Wells 3 Generator issues.
 - Thousand Oaks Break
 - Well #1 Repair Status (10min)
 - BBA Contract Status (5 min)
 - Signed
 - Board email addresses and online doc storage update. (1 min)
 - If not complete what are the barriers to doing this?
 - Financial Review (15 min)
 - Billing/Delinquent Account Status
 - CPA Need to engage for the year and start Audit and Taxes
 - Bank Account and Asset Review
 - Policy Updates (20)
 - Background checks
 - Standard application
 - Board policies
 - Executive Session (15 min)
 - Board Discussion
 - Adjournment (2min)
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Durham Park Water Supply Corp Board Meeting - Agenda

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

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from February 15 meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Well #1 Repair Status (10min)
 - What to do if the hole is an uninsured loss.
 - Lot splitting(15min)
 - Folks wanting to split a 15 acre lot, can we give taps(10min)
 - Other lot splitting.
 - BBA Contract Status (2 min)
 - Signed/returned
 - Board email addresses and online doc storage update. (5 min)
 - If not complete what are the barriers to doing this?
 - Financial Review (15 min)
 - Billing/Delinquent Account Status
 - CPA Update on Audit and Taxes
 - Bank Account and Asset Review
 - Remove Denise from bank accounts
 - Executive Session (5 min)
 - Board Discussion
 - Adjournment (2min)
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Durham Park Water Supply Corp

Board Meeting - Agenda

Tuesday –April 11th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
- Review/Approve Minutes from March 21 meeting (5 min)
- Public Forum (3 minutes per speaker.)
- Accept any board nominations (10 min)
- Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
- Well #1 Repair Status (10min)
 - Attorneys Advise for proceeding.
 - Water Output historical data for well 1 smaller well.
 - Review cooperation demand letter to Heritage Broadband.
- Generator repair quote. (10min)
- Roof repair status. (5 min)
- Compressor for well 3. (5 min)
- Financial Review (15 min)
 - Billing/Delinquent Account Status
 - CPA Update on Audit and Taxes
 - Liberty Hill Bookkeeping update
 - Bank Account and Asset Review
- Executive Session (5 min)
 - Board Discussion
- Adjournment (2min)

Durham Park Water Supply Corp Board Meeting - Agenda

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

Attendance Required:
DPWSC Board Members
DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from March 21 meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Accept any board nominations (10 min)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Well #1 Repair Status (10min)
 - Water Output historical data for well 1 smaller well.
 - New construction and capacity.
 - Generator repair quote. (10min)
 - Roof repair status. (5 min)
 - Financial Review (15 min)
 - Billing/Delinquent Account Status
 - CPA Update on Audit and Taxes
 - Liberty Hill Bookkeeping update
 - Bank Account and Asset Review
 - CD Renew Plans
 - Executive Session (5 min)
 - Board Discussion
 - Adjournment (2min)
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Durham Park Water Supply Corp Board Meeting - Agenda

Wednesday–June 20th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from May 10 meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Board nominations (15 min)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Well #1 Repair Status (5min)
 - Letter from Heritage Broadband Attorney
 - Update from Insurance
 - Admin Updates (15 min)
 - - 2022 CCR
 - - New billing software quote
 - - TCEQ Public Drinking Water Conference
 - - Reserve accounts and company credit cards
 - Generator repair quote. (5min)
 - Roof repair status. (5 min)
 - Financial Review (15 min)
 - Billing/Delinquent Account Status
 - CPA Update on Audit and Taxes
 - Liberty Hill Bookkeeping update
 - Research updates
 - Bank Account and Asset Review
 - Executive Session (5 min)
 - Voting on Board Nominations.
 - Adjournment (2min)
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Durham Park Water Supply Corp Board Meeting - Agenda

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

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from June 20 meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Generator repair quote. (5min)
 - Roof repair status. (5 min)
 - Well #1 Repair Status (5min)
 - Update from Insurance
 - Update from Attorney
 - BBA Updates from Ryan Brooke feasibility quote from docs received 7/5/23 (5 min)
 - CCN boundary research updates (5 min)
 - Part time employment for repair work (10min)
 - Document retention policy (10 min)
 - Employment policy updates (10 min)
 - Must notify 2 board members if office will be closed includes calling in sick. (5 min)
 - Former board members non-compete conflict of interest. (5 min)
 - Admin Updates (10 min)
 - Insurance renewal
 - Email address setups status
 - Financial Review (15 min)
 - Billing/Delinquent Account Status
 - Company credit card update
 - CPA Update on Audit and Taxes
 - Liberty Hill Bookkeeping update
 - Research updates
 - Bank Account and Asset Review
 - Adjournment (2min)
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Durham Park Water Supply Corp Board Meeting - Agenda

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

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Revise Minutes from June 20 meeting (CCN/CNN Typo) (5 min)
 - Review/Approve Minutes from July 11 meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Generator repair quote. (5min)
 - Roof repair status. (5 min)
 - Well #1 Repair Status (5min)
 - Update from Attorney
 - Ryan Brooke feasibility quote update (5 min)
 - Employment policy updates (10 min)
 - Financial Review (15 min)
 - Billing/Delinquent Account Status
 - Revised reserve policy
 - CPA Update on Audit and Taxes
 - Doc Scanning proposal update
 - Company credit card update
 - Liberty Hill Bookkeeping update
 - Research updates
 - Bank Account and Asset Review
 - Executive session
 - Staffing discussions/policy
 - Adjournment (2min)
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Durham Park Water Supply Corp

Board Meeting - Agenda

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

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
- Review/Approve Minutes from August 8th meeting (5 min)
- Public Forum (3 minutes per speaker.)
- Water Operators System Status Report (10 min)
 - Water & Repair Report
 - Water Restriction Status
 - Generator repair quote. (5min)
 - Roof repair status. (5 min)
- Well #1 Repair Status (5min)
 - Update from Attorney
- Ryan Brooke update (5 min)
 - Attorney Opinion
 - Rates
 - Fees
 - Permitting
- Financial Review (20 min)
 - Bank Account and Asset Review
 - Billing/Delinquent Account Status
 - CPA Update on Audit and Taxes
 - Research updates
 - Doc Scanning proposal update
 - Company credit card update
 - Liberty Hill Bookkeeping update
- Adjournment (2min)

Durham Park Water Supply Corp Emergency Executive Meeting - Agenda

Thursday–September 28th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

Agenda:

- Call to order (2 min)
 - Emergency Executive Session (30 min)
 - Operator timekeeping
 - QuickBooks Time
 - On-Call pay
 - Call-In pay
 - On-Call rotation
 - Task Logging
 - Rates
 - PTO
 - Adjournment (2min)
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Durham Park Water Supply Corp Board Meeting - Agenda

Tuesday–October 10th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from September 19th meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (10 min)
 - Water & Repair Report (5min)
 - Water Restriction Status (5min)
 - Generator repair quote. (5min)
 - Roof repair status. (5 min)
 - Chlorine gas alarm install. (5 min)
 - Personnel policy review (15 min)
 - Well #1 Status (5min)
 - Update from BBA
 - Projects to get quotes from BBA on. (10 min)
 - Review capacity make recommendations.
 - CCN Corrections
 - Rate study
 - Ryan Brooke update (5 min)
 - 1st pilot hole completed waiting on testing.
 - Financial Review (20 min)
 - Bank Account and Asset Review
 - Billing/Delinquent Account Status
 - CPA Update Taxes
 - Company credit card update
 - Liberty Hill Bookkeeping update
 - Adjournment (2min)
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Durham Park Water Supply Corp

Board Meeting - Agenda

Tuesday–November 14th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Call to order (2 min)
 - Review/Approve Minutes from September 19th and October 10th meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (25 min)
 - Water & Repair Report (5min)
 - Water Restriction Status (5min)
 - Generator repair quote. (5min)
 - Roof repair status. (5 min)
 - As needed help discussion(10 min)
 - Update from BBA on projects. (10 min)
 - Quotes and timing
 - Ryan Brooke update (5 min)
 - 1st pilot hole completed waiting on testing.
 - Financial Review (15 min)
 - Bank Account and Asset Review
 - Billing/Delinquent Account Status
 - CPA Update Taxes
 - Company credit card update
 - Bookkeeping update
 - Executive session
 - Personnel policy review (15 min)
 - Attorney Update
 - Adjournment (2min)
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Durham Park Water Supply Corp

Emergency Board Meeting - Agenda

Friday–December 1st, 2023 @ 7:00 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

Agenda:

- Call to order (1 min)
 - Public Forum (2 minutes per speaker.)
 - Update Employment Attorney (5 min) (Critical to budgeting for 2024)
 - Engagement approval
 - Budget
 - Christmas Bonus (3 min)
 - Adjournment (1min)
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Tuesday–December 12th, 2023 @ 6:30 pm Location: DPWSC Building

Attendance Required:

DPWSC Board Members

DPWSC Operators

Agenda:

- Review/Approve Minutes from November 14th meeting (5 min)
 - Public Forum (3 minutes per speaker.)
 - Water Operators System Status Report (25 min)
 - Ë Water & Repair Report (5min)
 - Ë Water Restriction Status (5min)
 - Ë PEC Well 1 update. (5min)
 - Ë Roof repair status. (5 min)
 - Update from BBA on projects. (10 min)
 - Ë Updates
 - Employment Attorney Updates.(10 min)
 - Ryan Brooke update (5 min)
 - Financial Review (15 min)
 - Ë Bank Account and Asset Review
 - Ë Billing/Delinquent Account Status
 - Ë CPA Update Taxes
 - Ë Company credit card update
 - Ë Bookkeeping update
 - Adjournment (2min)
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