

**DIAMOND HEAD WATER SUPPLY CORPORATION**  
**28717 Waikiki Lane, Montgomery, TX 77356**  
**<https://diamondheadwatersupplycorporation.com>**

**Water Board Monthly Meeting Minutes:**  
**Monday, December 9, 2024 @ 7:00 P.M.**  
**Diamondhead Clubhouse**

**Board Members:**

- Ray Leon, President: Present
- Charlie Michalak, VP: Present
- Carol Fine, Treasurer: Present
- Dean Kisseberth, Director: Present
- Eddie Hudson, Director: Present
- Cami McSween, Secretary: Present

**Guests:** Becky Radcliff

*Sign-in sheet available.*

The meeting commenced at 7:01 pm in the clubhouse. The previous monthly meeting was held on November 11th, 2024.

**Agenda:**

**1. Welcome and Call to Order**

The meeting was called to order by President Ray Leon.

**2. Quorum established.**

**3. Review of November 2024 Meeting Minutes**

The monthly minutes were motioned for acceptance by Eddie Hudson and seconded by Charlie Michalak.

**4. Review of November 2024 Treasurer Report**

**4.1** The monthly treasurer report was reviewed and motioned for acceptance by Eddie Hudson and seconded by Cami McSween.

**4.2** Hays Utility Invoice reviewed.

**Questions for Hays: 1)** General Contract Damage Amount: \$2,545.44. Why are we charged this? **2)** NFPA charge? (National Fire Protection Agency).

Of note, we did receive reimbursement for \$1,206.00. Ray negotiated a decrease of Hays work charges for EPA mandate, Get the Lead Out. Motioned to accept invoice with follow up questions by Dean Kissenberth and seconded by Eddie Hudson.

**4.3** Lift Station: Sewage lift station operational costs analysis by Ray reported.

Through multiple educational initiatives, residents avoided \$17,000 in unnecessary repair costs over the past three months. We will send report to residents.

Pump #2 was taken offline by Hays approx. 3 months ago to glue a pipe together and never restarted. Reported to Hays.

**4.4** Financial approval requests include cabinet rails to hold file folders, keys to clubhouse and copies to scan in website.

## **5. President's Monthly Notes/ Deliberations**

**5.1** Regulatory Compliance: TOMA and TPIA Training for all Water Board Members. Request for all board members to complete and turn in certificates to be filed at the clubhouse.

**5.2** Updated contact information and filed Drought Contingency Plan (DCP).

- a. TCEQ: Updated roster/contact information. We do not file DCP with TCEQ. We do notify TCEQ if we initiate DCP.
- b. PUC: Updated roster/contact information. Filed DCP. Confirmation filing number received.
- c. TWBD: Updated roster/contact information. **Houston Regional H** Water Planning Group.
- d. Lone Star Groundwater Conservation District: Updated roster/ contact information. Filed DCP.

**5.3** AIA Insurance Property Coverage: Ray has created a detailed spreadsheet to update replacement costs. Requesting help from board members.

**5.4** Establish Calendar: Dean Kisseberth will manage the calendar system to track and provide reminders for all permits and annual obligations. Water Board will discuss at each monthly meeting to help create this calendar.

## **6. Water Wells**

**6.1** GM Service Well Inspection Report reviewed: GM reported testing results on Well #1 and Well #2. Both wells are functioning optimally without any warning signs of failure. Cost of inspection = \$950.00. **Motion made for annual well inspections by Carol Fine, seconded by Dean Kissenberth.**

Due to the age of Well #2, (6" Casing) drilled on 8/29/1990, board is considering a further comprehensive inspection by Weisinger to include pump replacement and inspection of casing. If casing is damaged, we would cease repairs and initiate plans for a replacement well. Any well inspection and/or repair should be undertaken during winter/ lower water use months. An inspection will allow time for engineering to provide requirements if a new well is needed.

Well pumps are reported to be presently running simultaneously. Discussed benefits of running independent of each other to minimize drawdown pumping levels.

**6.2** TCEQ does not have a record of our current Well #1 (DH WSC's 3<sup>rd</sup> Well). To update, we are required to complete a new well permit with TCEQ. Weisinger provided us a quote, \$8,000 to \$10,000 to reverse engineer Well #1, (5" Casing) for TCEQ As-Built Submittal package for permit application. Weisinger, the original well driller was unable to find any engineering documentation when they drilled this well back on August 29, 2001. Also discussed utilizing engineering firm to determine well requirements for DH WSC resident's future demand requirements. Sanitary Control Easement is required for As-Built Submittal package to TCEQ. Our records indicate 8 property owners never signed the original SCE documents dated back in February 1992. Detail list provided of each property owner provided on a separate document.

### **Lone Star Groundwater Conservation District permit requirements:**

- a. New LSGCD permit will reflect Diamond Head Water Supply Corporation, currently listed as Diamondhead Sewer and Water
- b. Lone Star Groundwater Conservation District has no records indicating we have Well #2, (6" Casing) on file for our historical permit. Our current LSGCD permit lists one 4" Well, 257 feet deep and one 5" Well casing, 412 feet deep. The 4" well was decommissioned and plugged can back in September 2001 when the new replacement well was drilled on August 29, 2001. LSGCD was not notified 4" well was decommissioned and to have the well removed from the LSGCD permit.
- c. New LSGCD permit will require us to register our existing Well # 2. We will lose our historical LSGCD permit status that allows DD WSC to pump 22 million gallons of water annually. New Operators Permit annual water gallon allowance will be based on current water demands, plus future water volume for undeveloped building lots in Regency Point and Diamondhead Subdivision. 2024 annual water demand projected at 12.5 million gallons.
- d. New Lone Star Groundwater Conservation district permit cost is \$950.00, (\$350.00 application fee, \$600.00 new well operators permit).
- e. **Motion made to move forward with new SLGCD permit by Dean Kisseberth, seconded by Eddie Hudson.**

**6.3** TCEQ Emergency Preparedness Plan compliance – Pending Hays to complete their data and file with TCEQ. Continue to follow up with Hays to ensure completed, this is time sensitive and involves fines.

**6.4** TCEQ has no record of our (2001) 5 inch Well #1. TCEQ only has 4" & 6" Well listed on Texas Water Development Board database.

**6.5** TCEQ Well registration will require submittal package including reverse engineering.

**6.6** Discussed Water Plant requirements for sanitary easement permission from residents. Clarify if align with deed restrictions prior to asking for consent from 8 remaining residents.

**6.7** TCEQ Water plant operational manual update. Ray has requested an operational manual from Hays, pending.

**6.8** Reviewed Weisinger and Ballard well replacement proposals. Quotes from \$147,000 to \$291.00. Ray separated out electrical and plumbing to determine if we could find additional saving from hiring Hays. No proposal received from J&S Water Wells to date.

**Weisinger well Inspection** for Well #2 bid, to include inspection of casing and replacement of pump if needed is approximately \$43,000.00. **Motion made by Charlie Michalak and seconded by Dean Kisseberth to move forward with this rehabilitation/inspection.**

**Vote: all board members present voted yes to Well #2 inspection for \$43,000.00 to allow timely (low water use) repairs/ replacement as required.**

### **7. Drought Contingency Plan**

**7.1** Drought Contingency Plan filed with regulatory bodies. **Completed.**

### **8. Tariff**

**8.1** Tariff updated to correct name of Diamond Head WSC from Diamondhead WSC.

**8.2** Tariff reviewed with water board. **Motion made to accept Tariff and file with PUC by Charlie Michalak, seconded by Dean Kisseberth. Vote: All board members voted yes to accept this new Tariff and file with PUC.** Tariff will also be updated on our website.

### **9. Operations**

**9.1** Propane companies will not fill our 100-gallon tank that is on our portable trailer. This

tank weighs 200 pounds. Ray investigated registering our portable trailer to drive for propane refills. Registration costs for trailer with structures is \$796.50. Proposal to purchase a hoist to lift propane tank on to a truck bed for refill. Tank should be placed vertically. Board looked for pricing for horizontal 250-gallon propane tank. If propane company will deliver propane to portable trailer 250-gallon propane tank then board approves expense of \$950.00. **Motion made by Charlie Michalak and seconded by Dean Kisseberth to approve purchase of 250-gallon horizontal propane tank. All board members present voted yes.**

**9.2** Ray requesting help to winterize well heads with insulation boxes. Charlie agreed to help. Date set.

## **10. New Business**

**10.1 Diamond Head WSC By-Laws.** Discussed need to update and correct corporation name. Keep on agenda for early 2025.

**10.2 Agenda item: Per Charlie, Capital assets/ major equipment for budget planning.**

## **11. Open to Public Comments**

**11.1** No comments from public.

**Next Meeting:** Scheduled for 7:00pm on January 6th, 2025 at Diamondhead Clubhouse.

**Adjournment:** The meeting adjourned at 9:07 pm on December 9th, 2024, after a motion to accept by Dean Kisseberth and seconded by Eddie Hudson.

[Calendar: Well inspection annually. Next due November 2025.](#)