

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

Water Board Monthly Meeting Minutes:
Monday, February 10, 2025 @ 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 and Jerry Yanello
Sign-in sheet available.

The meeting commenced at 7:01 pm in the clubhouse. The previous monthly meeting was held on January 13th, 2025.

Agenda:

1. Welcome and Call to Order

The meeting was called to order by President Ray Leon.

2. Quorum established

All board members present

3. Review of December 2024 Meeting Minutes

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

4. Review of December 2024 Treasurer Report

- 4.1** The monthly treasurer report was motioned for acceptance by Charlie Michalak and seconded by Ray Leon.
- 4.2** Non-profit sales tax-exempt status verified.
- 4.3** General Contract Damage Amount: \$2,545.44. We are liable for damage. Hays marked with incorrect 1973 drawings. We will ask Hays to update drawings to reflect actual pipe.
- 4.4** Diamond Head WSC 2025 Budget reviewed.
- 4.5** Financial approval requests for monthly expenses reviewed and accepted.
- 4.5** Financial approval requests include copies and stamps for annual meeting, water plant winterization door seals and refill propane tank.

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** Water Plant Property Deed Transfer to Diamond Head WSC. Charlie Michalak was VP and will can sign to transfer legal deed with attorney. Cost approximately \$2,000.
- 5.3** South Lift Station has required 4 service calls in the last month. Flyers made and distributed by hand to all properties utilizing this lift station to educate against flushing wipes. Ray will provide further education at annual meeting.
- 5.4** AIA Insurance Property Coverage: Ray has created a detailed spreadsheet to update replacement costs. Requesting help from board members. Updating assets/ prices.
- 5.5** Hays meter discrepancy. Hays reporting 169 meters. We show 156. Carol to follow up and obtain a meter list from Hays. We will request unused meters to be capped.
- 5.6** Establish Calendar: Dean provided an annual calendar. This calendar will continually be updated as more events arise to assist the board with compliance to regulatory bodies.
- 5.7** Dean provided a letter to residents of Regency Point to educate and request their assistance to cease from putting grease down their drains. Regency Point Lift Station has required no further service calls.
- 5.8** Article of Incorporation – Flood Control and Regency Point Voting Rights. We will correct with attorney to provide 1 vote for each town house at Regency Point. Diamond Head has 1 vote for each property.
- 5.9** Tariff Provided to Public Utility Commission and filed on DHWSC Website.

6. Water Wells Well

- 6.1** Update on Well #2 (6-inch casing) Rehabilitation work is completed. Obtaining Samples X 3 for TCEQ. 1st clear sample obtained today. Extensive flushing required.
- 6.2** Lone Star Groundwater Conservation District permit Well #2 (6-inch casing) pending.
- 6.3** Lone Star Groundwater Conservation Old Well #1 (4-inch casing). Lone Star Groundwater Conservation Board meeting 1-14-25. Permit pending.
- 6.4** TCEQ Well #3 (5-inch casing) registration – reverse engineering submittal package required. Timeline April/ May 2025.
- 6.5** Water Plant Sanitary Control Easements from property owners. Team to include Wanda Ruthstrom from POA, Ray and Cami. We will go to each house with notary.
- 6.6** TCEQ Emergency Preparedness Plan Compliance Revision completed by Ray for Hays, submitted to TCEQ and approved.

7. Operations

- 7.1** Generator Quarterly Maintenance Log/ Compliance with NFPA 110 Standards performed on January 28, 2025. Next maintenance due April 28, 2025.
- 7.2** Water Meter Replacement at 14480 Tiki Way was completed by Hays without authorization from DHWSC. Ray discussed with Phillip and they will reimburse 50% of charges on March billing cycle.
- 7.3** TCEQ Water Plant operational manual update. We received a copy of operational manual from Hays. Information is missing and incorrect. Ray has reviewed and reported back to Hays discrepancies. Philip and Brian with Hays committed work together to revise the entire document. We further discussed how we will have to supervise closely our vendors.

8. New Business

8.1 Annual Meeting Preparation.

Discussed what handouts to prepare for annual meeting.

8.2 Diamond Head WSC By-Laws. Timeline March/ April 2025.

Board considers this to be an important document to update.

8.3 Article of Incorporation – City of Conroe took responsibility for drainage and flood control when Diamondhead & Regency Point Subdivision were annexed. Regency Point voting rights need to be amended to include each townhouse property owner receives one (1) vote per townhouse ownership. Fowler Attorney at Law firm hired amend Article of Incorporation.

9. Interim Board Position

9.1 Board asked Jerry Yanello if he would be interested in becoming a director.

Vote taken: Ray Leon, Charlie Michalak, Carol Fine, Cami McSween, Dean Kisseberth and Eddie Hudson all voted YES. Jerry Yanello accepted.

10. Open to Public Comments

None

11. Adjourned time 9:05PM. Next meeting March 10th, 2025.