

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

Water Board Monthly Meeting Minutes:
Monday, January 13th, 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: Absent
- Cami McSween, Secretary: Present

Guests: Becky Radcliff, Larry Pizzino and Jerry Yahallo
Sign-in sheet available.

The meeting commenced at 7:00 pm in the clubhouse. The previous monthly meeting was held on December 9th, 2024.

Agenda:

1. Welcome and Call to Order

The meeting was called to order by President Ray Leon.

2. Quorum established.

3. Review of December 2024 Meeting Minutes

The monthly minutes were motioned for acceptance by Dean Kissen 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 Cami McSween.

4.2 Ray discussed that we are a non-profit and could be exempt from sales tax on purchases. Carol will research to see if we are eligible for a sales tax certificate.

4.3 Hays Utility Invoice reviewed. Of note, Regency Point lift station required grease cleaning.

4.4 General Contract Damage Amount: \$2,545.44

4.5 Hays utilizes 3rd party for generator maintenance. Billed was correct, but invoice noted oil and filter change that was not performed. Quarterly generator preventive maintenance / follow-up is required to meet NFPA 110 standards for critical infrastructures.

4.6 Lift station analysis conducted by Ray from January 1st 2024 to December 16th 2024. See H.O. Provided. Regency Point lift station required extensive cleaning of grease from floats. Dean to inform residents of Regency Point.

4.7 Budget expense sheets reviewed for 2025. Discussed going forward during our monthly review of Hays bill to clearly designate our capital expenses.

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 Subcontractor reimbursement per Hays. Carol to follow up.

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

5.4 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.

5.5 Establish Calendar: Providing monthly reminders for calendar.

6. Water Wells Well

6.1 GM Service Annual Well Inspection.

6.2 Lone Star Groundwater Conservation District permit Well #2 (6-inch casing).

6.3 Lone Star Groundwater Conservation Old Well #1 (4-inch casing).

Lone Star Groundwater Conservation Board meeting 1-14-25.

6.4 TCEQ Well #3 (5-inch casing) registration – reverse engineering submittal package required.

6.5 Water Plant Sanitary Control Easements from property owners. Discussed assembling a team to discuss with involved residents.

6.6 Weisinger to conduct well rehab. This will assist in determining if a new well is necessary.

6.7 Article of incorporation update. Original attorney, Andy Walker does not have original document. He advised that we can obtain new documentation of incorporation and warranty deed through another attorney. **Motion** made by Charlie to obtain an attorney and proceed, motion seconded by Cami McSween.

7. Hays

7.1 Generator Quarterly Maintenance Log/ Compliance with NFPA 110 Standards. Hays utilizes a 3rd party for our quarterly generator maintenance. This was completed bi-annually when requested for quarterly per NFPA standards. Discussed with Hays our strong concerns to follow up for quality of work and timely manner. Next due February 25th 2025.

7.2 TCEQ Emergency Preparedness Plan compliance. Hays submitted to TCEQ. Ray asked Hays to revise this document and resubmit it.

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. We further discussed how we will have to supervise closely our vendors.

8. Tariff

8.1 Tariff approved for Website and PUC upload. We will obtain notary then complete.

9. Operations

9.1 Horizontal 250 G Propane Expense. Ray used a hoist and was able to transport propane tank for refill. This tank is designed for horizontal or vertical use, relief valve must be within 20 percent of air expansion space. This is completed and no further expense required. We will keep our current portable propane tank.

9.2 Winterization of Well Heads was completed by Ray, Eddie and Steve Ruthstrom.

10. New Business

10.1 Annual Meeting Preparation.

Discussed 2024 completed list H.O., 2025 projected budget/ expenses H.O. Charlie to send Completed 2025 budget for Cami to make copies for annual meeting.

10.2 Diamond Head WSC By-Laws.

Board considers this to be an important project to update but will need to move to April or May of 2025 due to ongoing projects.

10.3 Water Plant Property Deed Transfer to Diamond Head WSC. Continuing with attorney.

10.4 Article of Incorporation – Flood control ownership requires updating. City of Conroe took drainage over when we were annexed. Regency Point voting rights need a correction to demonstrate that each resident receives the power of 1 vote. Attorney required.

10.5 Water board questioned Jerry regarding his experience and interest in joining.

11. Open to Public Comments

Becky Radcliff: You will need to add the fire extinguisher to the calendar. This must be inspected yearly.

Jerry Yahallo: I believe that you can recap sale tax expenses up to 3 years prior if tax exempt.

12. Adjourned time 9:10PM. Next meeting February 10th, 2025.