# KING CREEK WATER SUPPLY CORPORATION BOARD OF DIRECTOR'S MEETING MINUTES

Date: September 10, 2024/Time: 6:30-7:37pm/location: 204 CR 1605, Clifton, TX 76634 (Kurt Miner's game room)/Dial In: Virtual Meeting access will not be available for this meeting due to technical limitations

Meeting called by: Kenneth Eubanks

Attendees: Kenneth Eubanks, Pres.; Pam Kellan, Sec/Treas;

Type of Meeting: Monthly Meeting Ron White, Bruce Roebuck and Elizabeth Taylor
Facilitator: Kenneth Eubanks Unable to Attend: Craig Hoffman, VP; Shauna Latham

Note Taker: Kenneth Eubanks Guests/VIP's: None

Meeting called to order with quorum at: 6:30pm

## **AGENDA TOPICS**

- 1. Public Address (15 minutes)......None
- 2. Secretary's Report ......Kenneth/Pam
  - A. Approval of August 13, 2024

Ron motioned to accept minutes as presented. Bruce 2nd. Motion Passed,

Discussion: None

- B. Pam presented mail received. West Shore sent an announcement for their fall clean up asking for Sponsor donations. Board discussed and decided to wait until end of year to vote on a donation, as done in the past. The CPA King Creek has used to file our Non-Profit form to IRS for the past years, Richard Lundberg is retiring and sent an authorization form to be signed releasing our information to Ethan Moore, who will be taking over his business. Elizabeth motioned for Kenneth, as the President, to sign the client transfer form from Lundberg to Moore & Company PLLC. Ron 2<sup>nd</sup>. Motion passed.
- 3. Treasurer's report.......Kenneth
  - A. Approval of August report

Pam moved to accept the Treasurer's report at presented. Elizabeth 2<sup>nd</sup>. Motion passed.

**Discussion: None** 

B. Kenneth presented an invoice for reimbursement for him in the amount of 9.40 for printing Elizabeth motioned to accept. Bruce  $2^{nd}$ . Motion passed.

**Discussion: None** 

## **NEW BUSINESS**

- A. Kenneth informed the Board that he would not be available in the months of December and January. February could be a challenge, as well. Kenneth reminded the Board that typically there is no meeting in December. January meeting is typically when the planning begins for the Annual Membership Meeting. Pam stated that she could start organizing for the meeting if Kenneth could send the date calculator to determine critical due dates required for preparation of meeting.

  Discussion for stepping in while Kenneth is unavailable: Pam suggested that Kenneth change his voicemail message providing an alternate contact while he was out. Kenneth will also check on how to forward KCWSC emails to Pam and relate how to get into KCWSC website to handle issues and post agendas/meeting schedules.
- **B.** Creation of Director's Handbooks

Kenneth motioned that he and Pam work together on the creation, content and distribution of a Director's Handbook. Ron 2<sup>nd</sup>. Motion passed.

Discussion: Budget limit of \$200.00

C. Additional insurance for meetings at Kurt's Game Room

Board deferred discussion of additional insurance coverage until Kurt's return to neighborhood to complete agreement details with use of room (reimbursement for use and if need insurance).

D. Revision of Standard Procedures for Public/Member comments/presentations

Kenneth presented the revisions (SP02 Board Meeting Procedures & SP05 Public Address Procedures for Meetings) to the Standard Procedures that have been revised to include how to conduct meetings with public/member comments. Kenneth explained the had worked with Elizabeth on two of the three procedures and had not addressed the SP01 Annual Meeting Membership procedure in time for this meeting, therefore it would be deferred to a future meeting.

Ron motioned to accept SP02. Pam 2nd. Motion passed.

**Discussion: None** 

Bruce motioned to accept SP05. Elizabeth 2<sup>nd</sup>. Motion passed.

Discussion: Elizabeth inquired if this would be provided to membership. Kenneth stated available on KCWSC website.

## E. Discussion on tracking, collecting and transfer of membership fees

The Board discussed the difficulty of collecting at closing of real estate transactions with current and previous members. Elizabeth confirmed that there is a Texas Real Estate form that should be included with closing. The issue is how does that form get put into place for all of KCWSC member properties. Elizabeth will research and provide the Board with the steps involved. Pam suggested that this be included in the Director's Manual being developed. All concurred.

# F. Discussion on engagement with consulting firm Water Logic Advisors

Kenneth informed the Board that Drew Miller, attorney, had provided him the contact information for Water Logic Advisors who assist buyers and sellers of water supply systems.

Discussion: Board agreed to contact to show interest, but need to revise Bylaws to properly address the distribution of funds to the members. Kenneth will work on bylaws and send email to Water Logic. Cancellation of agreement with KempSmith Law, Drew Miller, Attorney

Kenneth and Pam informed the Board of our cancellation with Drew, as agreed at August 13, 2024, Board Meeting. Final bill was \$9871.03, which was a complete shock. Kenneth requested Drew to review final invoice to see if he could lower balance owed. Pam also reached out to Drew and Drew responded lowering final bill to just \$3000.00, waiving \$6871.03. Our retainer of \$4000 went towards the bill and to return the other \$1000.00.

#### **OLD BUSINESS**

## A. Driveway Usage and Signage

Elizabeth suggested "safety cones" be placed along the driveway along with "No Trespassing" signs. Pam suggested to use 5-gallon buckets with concrete instead as they would be more stable and viable. Pam referenced information on Texas requirement for where to place and verbiage required. Discussion: Board concurred with buckets. Two buckets, one placed in front portion of driveway and the other on the other side towards the back. Elizabeth has signs, signs Kenneth purchased are in well house. Ron volunteered to get buckets, concrete and posts.

## **B. New Meter Installation and Software Status**

Kenneth stated the next meter reading will take place on September 23<sup>rd</sup> and our new equipment and software will be trained on and used. Neptune is expected to have all access and accounts set up by that date.

# C. Discuss actions regarding Director's Report for August

Pam questioned the status of property on corner of 1602 and 1603 (Zapata). Kenneth believes the Nephew is taking care of the water bill. Kenneth informed the Board that the property on 1600 (#101-Bronstad) was going into foreclosure effective October 1, 2024. The bill owed as of August is \$418. Elizabeth will look into what is involved with placing a lien on the property.

Side Note: Kenneth shared the water rates of a WSC located in Comanche County that had been brought to his attention. They charge a monthly base charge of \$65.00 with no water included. Water is billed \$15 per 1000 gallons used plus TCEQ assessment fee, which compared to our base fee, assessment and 1000 gallons used is \$43.16 vs \$80.40 for them.

**EXECUTIVE SESSION (CLOSED TO PUBLIC)** 

None

# **ADJOURN MEETING**

Pam motioned to adjourn the meeting 7:37pm. Bruce 2nd. Motion passed.

Discussion: None

Kenneth Eubanks, Pres.

Date

10 - 22 - 202 4 Br. Kellan, Sec/Treas.

Date