

# Crown Mountain Water Supply Corporation Special Board of Directors Meeting Draft Minutes

**Date of Meeting: 7, January 2023**

**Time: 10:00am**

**Place: St. Mary Magdalen: 311 E Third Street Camp Wood, Texas 78833**

At any time during the meeting, the Crown Mountain Water Supply Corporation Board may adjourn into executive session on any of the items listed on this agenda, if at any time during the meeting an item meets the criteria which allow for executive session under Texas Government Code, Chapter 551, Subchapter D.

Notice is hereby given that the Board of Crown Mountain Water Supply Corporation may discuss, consider, and take all necessary action, including expenditure of funds, regarding each of the agenda items below:

**Board Members Present**

President:	Lee Gruver	<u>  x  </u>
Vice President:	John Klebenow	<u>  x  </u>
Treasurer:	Tim Brackin	<u>  x  </u>
Secretary:	Yvonne Miller	<u>  x  </u>
Assistant Secretary:	Rick Garza	<u>  x  </u>

**CMWSC contractors**

Water Service Operator:	Rick Garza	<u>  x  </u>
Customer Account Specialist:	Heather Stout	<u>      </u>

**CMWSC – Committees Members Present:**

**IT Committee**

Kerry Miller	<u>      </u>
Adria Schreiber-Garza	<u>  x  </u>

**Elections Committee**

Adria Schreiber-Garza	<u>  x  </u>
Brenda Askew	<u>      </u>
LB Brackin	<u>      </u>

**Operational Committee**

Yvonne Miller	<u>  x  </u>
Shawn Meredith	<u>      </u>
LB Brackin	<u>      </u>
Adria Schreiber-Garza	<u>  x  </u>

Members/ Public that signed in and not noted above: Nora Falcon

**Infrastructure Committee**

John Klebenow	<u>  x  </u>
John Florence	<u>      </u>
Rick Garza	<u>  x  </u>
Chano Falcon	<u>  x  </u>

Members/ Public request for documentation:  
none

- 1)** President calls the meeting to order at 10:00am
  - a) Invocation
  - b) Pledge
  - c) General public/members sign up to speak
    - i) Last call to sign up to speak
    - ii) Anyone signed up to speak on any individual agenda topic will speak before topic speaker and be limited to 3 minutes.
    - iii) Anyone signed up to speak in the closing section is limited to 3 minutes per speaker.
  - d) Statement of the Board of Directors

**2)** Approval of Minutes from previous meetings: November 19, 2022.

- a) A motion was made by John, 2<sup>nd</sup> by Tim with 5 ayes, 0 nays to approve the minutes as read for November 19, 2022.

**3)** Old Business

- a) RO system replacement filters discussion.
  - i) Rick left a voice mail for Jeff Hopper to see if he is willing to change out the filters and how much he will charge.
  - ii) If he doesn't get back with us, we may have to go ahead and change them out on our own.
- b) Purchasing/approval authority policy
  - i) OpCom will meet and come up with a policy to present to the board at the next meeting.
- c) CSI Update
  - i) OpCom will tweak the Service agreement to include a 6-month construction time that can be renewed if construction is not complete before CSI is required to continue with water operation.
- d) Rate Review Discussion
  - i) Chano Falcon and Adria Schreiber-Garza signed up to speak
  - ii) A Workshop for the 2023 Budget needs to be set up before a committee can be set up and meet.
  - iii) The committee will need access to all materials and documentation to be able to go forward with their review so they can make a recommendation to the board.
  - iv) Chano Falcon and Adria agreed to be on the committee following the Budget Workshop. Doc Lindstrom is a maybe for the committee and Brenda Askew has agreed to be on the committee.
- e) Discussion to bring Mr. White in to talk about the loop holes needed to go through on getting grants or other monies available.
  - i) Mr. White will be invited to attend when a Workshop is set up for the Community Devolvement Group to come and talk about monies available.

**4)** New Business

- a) Motion to take restrictions off debit card to bank account in the name of Adria Schreiber-Garza for IT related approved purchases to include Account Specialist and Billing related charges.
  - i) No motion was made. Policy for Spending will be brought to the board by OpCom at the next meeting.

- b) Establish water emergency Alert Protocol
  - i) Adria Schreiber-Garza signed up to speak.
  - ii) Depending on the outcome of the following Agenda item a different protocol would be put in place.
  - iii) OpCom will put together a protocol to bring to the board.
  - iv) For now, Rick will call Lee or John then call Heather to make member notifications.
- c) Corporation cell phone discussion.
  - i) Following discussion, a Motion was made by Lee and 2nd by Yvonne with 5 ayes, 0 nays for Adria to purchase the Galaxy A13 from AT&T and to set up an account for CMWSC for direct payment with the \$30 per month plan

## 5) Committee Business

- a) Update - Infrastructure Committee John
  - 1. Distribution line projects - Isolation valves do not provide positive shutoff, complicating line repairs and necessitating entire system shutdown. The projects involve replacing the valves and changing piping to bring valves above grade. Initial cost estimates are \$1000+ for each location, with at least 4 locations identified.
  
  - 2. Tap repairs - Galvanized pipe fittings installed for the last 15+ years are failing. Failed fitting at flush valve was less than 5 years old. They can either be replaced proactively, (before they fail) or upon failure. Estimated cost for each tap could be \$500 +.
    - a) brass or stainless-steel
    - b) one could fail at any time
  
  - 3. Generator installation may happen sooner than expected. The fencing project needs to be prioritized.
    - a) Lee is going to call John F. to see how quickly we can get going on the fence.
  
  - 4. Damien Herrera is working on RO reject stream permit application through TCEQ. May be a big hurdle for us.
  
  - 5. TRWA needs to be renewed
    - a. Lee and John approved Tim to renew TRWA for the cost of the billing at \$400.00.
- b) Update - IT Committee
  - i) announcement for application to run for BOD
- c) Update - OpCom Committee
  - i) 811 is a no go as we do not have a map that is able to be integrated with Google Maps.

## 6) Closing

- a) General public/members signed up to speak (3-minutes, each speaker) none

b) Closing comments by President. Next meeting is January 23,2023 at 7:00pm

**7)** Meeting is adjourned.

a) Motion to adjourn Meeting made by Yvonne at 11:44am, 2<sup>nd</sup> by Rick, 5 ayes, 0 nays