

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: November 14, 2023

Time: 5:00 PM

Place: St. Mary Magdalene Church, 113 E. Third St., 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 and may take them in any order:

Board Members Present

President:	Dr. James (Doc) Lindstrom	<u> X </u>	
Vice President:	Greg Snell	<u> X </u>	(5:03 PM)
Treasurer:	Ken Hobbs	<u> X </u>	
Secretary:	(Vacant)	<u> </u>	
Assistant Secretary:	Rick Garza	<u> X </u>	

CMWSC contractor(s):

Water Service Operator:	Rick Garza	<u> X </u>
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CMWSC – Committees Members Present:

IT Committee

Kerry Miller	
Adria Schreiber-Garza	X

Election Committee

Adria Schreiber-Garza	X
Brenda Sisley Askew	
LB Brackin	

Operations Committee

Yvonne Miller	
Shawn Meredith	
LB Brackin	
Adria Schreiber-Garza	X

Rate Review Committee

Chano Falcon	X
Adria Schreiber-Garza	X
Dr. James Lindstrom	X
John Klebenow	X

Infrastructure Committee

Greg Snell	X
John Klebenow	X
John Florence	
Rick Garza	X
Chano Falcon	X
Jeff Lane	X

Members / Public that signed in and not noted above:

Diana Klebenow	Nora Falcon	Debra Walston
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Members/Public request for documentation:

None

1. President called the meeting to order at 5:00 PM.
 - 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 the 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.

2. Approval of Minutes from October 6, 2023, Special Board Meeting.

Rick read the Minutes. Motion by Greg to approve the Minutes as written, seconded by Ken. Motion passed with 4 Ayes in favor.

In reference to items on the Minutes, Ken commented that the generator fuse box was installed, and he has the final invoice from DSGS. Doc directed him to pay the invoice per discussion at the October 6th meeting.

3. Board of Directors Reports

Doc said he had received a call from a resident in Oak Meadows 2 that they had changed their deed restrictions. He was told that property owners are able to chose whether to take water from CMWSC or not. In the same call, he reported, the resident commented that their attorney said that the corporation has to go to court and get a judgement in order to file a lien. Doc suggested contacting the corporation's attorney. There was a question about if Oak Meadows 2 people will pay maintenance fees.

Rick – No report
Greg – No report
Ken - No report

4. Treasurer's Report

Ken mentioned that the Board members had received the financial reports. He reported on the first month of collecting \$12.50 from the Maintenance Fee for the Infrastructure Fund and that he would wait until \$1500 had been collected before opening the account at the bank (due to cost-free beginning balance requirements). Debra Walston, Bookkeeper, reported that receipts to-date are in excess of \$1,000. Ken reported that the Profit & Loss report showed a \$1,527.41 charge in Improvements which was associated with the generator fix.

Motion to accept the Treasurer's Report by Ken, 2nd by Rick. Motion passed with 4 in favor, 0 opposed.

Ken reported on Debra Walston's report regarding cleaning up the corporate books. Debra correctly assigned expenses to accounts as far back as 2020. There were no improprieties, just misclassifications. Debra reported that the processes needed to be cleaned up. The system now matches bank documents. Records hadn't been reconciled since February 2020, but now have been completely reconciled. She reported that she

had to set each customer up in QuickBooks. Rick thanked Debra and Ken for cleaning up the books.

Motion by Ken that the Board accept the financials as accurate and presentable and hold the Treasurer accountable from this point forward. Second by Rick. Motion approved with 4 in favor, 0 opposed.

Ken reported on the budget. The Treasurer should present the 2024 budget in the 4th quarter of the year. Ken will send the Board a draft budget for review. The budget will need to be presented at the Member Meeting.

The next meeting was scheduled as a Regular Meeting for December 9, 2023, 10:00 am, at the First Baptist Church.

5. Water system Operator's Report

Rick brought up a concern about the Ice House and how to proceed with the Smokehouse closed and to be put up for sale. Discussion about contacting the current property owner, new property owner, etc. and to ensure that the new property owner understands & accepts they are ultimately responsible for Ice House bill. This item will be placed on the December Agenda.

Rick wanted to talk about standardizing meters but this topic was already on this present agenda.

Landry meter – A new meter was installed. A water line to the back of the property was cut and blocked. Ken has been keeping an eye on the new meter readings. A pressure check on the corporation side of the meter was run and all was good except that the galvanized steel nipple at the corporate stop needs to be replaced. Doc mentioned that the people who manufacture Neptune meters said meters can be tested at Core & Main in Tyler for \$55. Meter would get a certificate if passed test. Ken mentioned that the current/new meter is still advancing even though Landry's shutoff valve was closed. Doc wants to send old meter for testing.

Main well Gallons per Minute (GPM) is staying at 45-47 GPM. Doc said, based on discussion w/ Matt Frye, to give it a few more weeks to see if the water table goes up. Otherwise chemically treat well to clear accretions on well screen.

Situation with reject filtrate & increased amount of reject – all membrane canisters checked good, water to tank is good. Installed new back pressure controller. Thinking of running another pressure test.

Doc called a 5-minute recess at 6:01 PM.

Meeting reconvened at 6:05 PM.

Rick said he'd like to get the Infrastructure Committee to start meeting monthly. Need to get started on Lead & Copper Inventory and wants to address things that need to be done.

Rick spoke briefly about his dual role as WSO and Assistant Secretary. He also thanked Nora Falcon for looking up information on the Open Meetings Act.

6. Committee Business

a. Election Committee

i. Approval as to form of following documents:

1. Ballot
2. Director Application Form
3. Meeting Notice
4. Notice of Opportunity to Apply

ii. Approval to distribute Notice of Opportunity to Apply with next billing

Doc asked if the application form can be sent out with the notice. Upon the affirmative from Adria and some discussion, Greg made a Motion to accept the forms as amended (setting location of Member Meeting to First Baptist Church and changing the Notice of Opportunity to Apply language to accommodate the application being mailed out concurrently). Ken provided the Second. The Motion passed with 4 in favor, 0 opposed.

b. Operations Committee

Nothing

c. IT Committee

Adria reported that she may have to pay to get cell phone service provider information for customers for which such data currently isn't known in order to set up all customers to receive alerts from the Water Solutions Pro software. Doc directed that she come back at the December meeting with costs and how long services were needed (to accomplish the task).

d. Infrastructure Committee

Greg reported that the next meeting would be December 4th, 10:30 am, at the First Baptist Church. Regarding buying replacement parts, he would defer until the agenda item below. On the update from Damien, the engineer is estimating the week of January 4, 2024, to hear back from TCEQ regarding the exceptions request on storage capacity.

e. Rate Analysis Committee

Chano asked if the committee needs to be kept active. Doc reminded him that rates haven't actually been evaluated and there is work still to be done by the committee.

7. Old Business

a. Discussion and possible action regarding a proposed Assistant Water System Operator job description

Greg mentioned that Ken had worked up a draft document. Question of whether the position is licensed or in training. Doc mentioned that he'd spoken to someone who might be interested. Ken expressed his preference that the role be by

licensed. Consensus was to advertise for licensed first then try for someone willing to be trained.

Motion to advertise Assistant Water System Operator opportunity for employment by Ken, Second by Greg. Motion passed unanimously with 4 in favor, 0 opposed.

Adria requested language for posting on website. Rick mentioned he probably should have abstained.

Motion to rescind by Rick, 2nd by Ken. Motion passed unanimously.

Motion to advertise for opportunity for employment for Assistant Water System Operator by Ken, 2nd by Greg. Motion passed 3 in favor, 0 opposed, 1 abstention (Rick)

- b. Discussion and possible action on Water System Operator (WSO) contract (Executive Session)

The meeting was adjourned to Executive Session at 6:47 PM and brought to order at 6:51 PM. The President reported that no discussion took place during Executive Session due to a non-qualifying topic.

- c. Discussion and possible action on Drought Contingency Plan

Motion to table by Rick, 2nd by Greg. Motion passed unanimously.

- d. Discussion and possible action regarding generator repair and warranty

Invoiced amount of \$4,466.75 from Hill Country. DSGS charged \$1,527.41 service fee to install the fuse. \$2,939.34 balance is due to Hill Country (invoiced amount less DSGS cost).

Move to pay final amount to Hill Country minus service fee for a total amount of \$2,939.34 by Greg, 2nd by Rick. Motion passed unanimously.

Ken reported that a 10-year warranty can be purchased up to one year after activation. Cost of extended warranty is \$1,623.75.

Motion to purchase 10-year warranty by Greg, 2nd by Ken. Motion passed with 4 in favor, 0 opposed.

8. New Business

- a. Discussion and possible action regarding purchase of equipment and materials for repairs and maintenance of system

Doc said he wanted standardized equipment so the operator and the system knows what's in the ground, have proper fittings, etc. Rick gave examples of some of the equipment currently installed. Greg recommended buying bulk 10-12 meters so existing meters can be changed out as the 10-year mark comes up (per specs). Ken recommended identifying the age of existing meters in the system so a long

rang plan for change out can be developed. Doc and Ken spoke about the known \$20 increase in cost of Neptune meters to allow electronic meter reading. Motion that we standardize our infrastructure/meters in ¾” & 1” to T-10 Neptune meters, authorizing purchase of 7 - ¾” meters immediately at best cost by Ken, Second by Greg. Motion passed unanimously.

b. Discussion and possible action regarding appointment of a By-Laws Review Committee

Doc said he wanted to do a review of the existing by-laws using an iterative process where the document is reviewed and edited by each member of the proposed committee one after the other using Word’s Review documentation to show markups and comments. This iterative review would be completed and discussed within the committee before being brought to the Board for further discussion. It may not be completed in time for voting by members in the 2024 Member Meeting in March.

Motion approving establishment of a by-laws review & revision committee by Greg, 2nd by Rick. Motion passed with 4 in favor, 0 opposed.

9. Closing

a. General public/members signed up to speak (3-minutes per speaker)

Nora Falcon expressed her objection to the stated reason for adjournment to Executive Session (“Officer”). She also expressed her disagreement with Oak Meadows 2 deed restriction changes and recommended the Board hire an attorney.

b. Closing Comments by Board Members

None

10. Adjournment

Greg moved to adjourn the meeting at 7:39 PM, Seconded by Ken. The Motion passed with 4 in favor, 0 opposed.