

# Crown Mountain Water Supply Corporation Board of Directors Quarterly Members Meeting Minutes

Posted for Public view on the Crown Mountain Water Supply Corporation Web Site (www.cmwsc.com):

Date: 08/09/2022 Time: 5:58pm

(In compliance to the Texas Opens Meetings Act this notice is to be posted at least 72 hours in advance of the scheduled meeting time. Unless it is an emergency meeting which is outlined in the statute which then requires posting at least 1 hour prior to meeting time.)

**Date of Meeting: 13, August 2022**

**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:	Patricia Isham	<u>  x  </u>

**CMWSC contractors**

Water Service Operator:	Rick Garza	<u>  x  </u>
Customer Account Specialist:	Patricia Isham	<u>  x  </u>

**CMWSC – Committees Members Present:**

**IT Committee**

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

**Operational Committee**

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

**Infrastructure Committee**

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

**Elections Committee**

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

Shareholders/ Public that signed in and not noted above: Diana Klebenow, Jeff Lane, Doc Lindstrom, Mr. & Mrs. Silva

Shareholders/ Public request for documentation: none

- 1)** President calls the meeting to order.
  - a) Invocation
  - b) Pledge
  - c) General public/shareholders 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: July 7, 2022 and July 28, 2022

- 3)** New Business

- a) Chano Falco signed up to speak on CSI update
  - i) Wanted to speak about reports with redactions on the website
- b) CSI Update – will be rescheduled when TCEQ and Mr. White are available to come speak at a meeting.

- 4)** Quarterly Reports

- a) Water Systems Operator
  - i) Chlorine report
  - ii) Operating report,
  - iii) Bac\_T, reports for May, June and July,
  - iv) New Lab UGRA in Kerrville,
  - v) New meter installations and continued shortage of parts,
  - vi) CSI inspections,
  - vii) recommendations to change out RO membranes
    - (1) Rick is working on getting quotes together for 15 membranes it should be around \$4000.
  - viii) Well address discussion
  - ix) Well meter needs to be changed out, Rick is getting quotes
- b) Account Specialist
  - i) Billing Specialist Report – August 2022
- c) Treasurer
  - i) Profit and Loss
  - ii) Balance

- 5)** Committee Business

- a) Update – Operational Committee
  - i) When we are out of Drought conditions OpCom will be setting up a Workshop to get all the members involved in overiewing the current Drought Contingency Plan.
  - ii) Meetings Policy revisions – Motion to approve revisions to the Meetings Policy by John, 2<sup>nd</sup> by Patricia, 5 ayes
- b) Update - IT Committee & Web Page

- i) Motion directing IT Committee, Web Administrator, to post the following documents to the Crown Mountain Water Supply Corporation website: Motion made by John, 2<sup>nd</sup> by Yvonne, 5 ayes
  - (1) All future meeting Minutes - yes
  - (2) Historical Minutes from 2018 through 2021 to the extent to which they are available. yes, with a very low priority
  - (3) Approved Agendas, to be removed upon posting of associated Minutes yes
  - (4) Quarterly Corporate Reports yes
  - (5) Annual Consumer Confidence Reports yes
  - (6) Current and historical Disinfectant Level Quarterly Operating Report (DLQOR) move to steers
  - (7) Current and historical annual Texas Water Development Board Water Use Survey yes
  - (8) Current and historical Real-Edwards Conservation & Reclamation District Annual Pumping Report yes
  - (9) Current and historical Texas Water Development Board Water Loss Audit (every 5 years) yes
  - 10) Lab testing results no
  - 11) Current and historical Consumption Reports less Redacted personal information. yes
  - 12) Current and revised policy for CMWSC yes
- ii) Web page is fully operational
  - (1) Still looking for a volunteer to assist with maintenance of the site.
- iii) All corporation computers have had their maintenance and are working properly.
  - (1) Virus software has been renewed and is on all the corporation computers.
  - (2) Everyone has received their email training on the corporation email.
- iv) The committee is working on a policy for IT.
- c) Update - Election Committee
  - i) Motion confirming Adria Schreiber-Garza as Independent Election Auditor for the October 15, 2022, By-Laws Revisions Election. Motion by Yvonne, 2<sup>nd</sup> by Tim, 5 ayes
  - ii) Motion approving the October 15, 2022, Special Member Meeting Agenda. Motion by John, 2<sup>nd</sup> by Patricia, 5 ayes
  - iii) Motion approving the ballot and meeting packets of the October 15, 2022, Special Member Meeting to consist of the Notice and Ballot Option 2 as Amended, previously approved at the July 7, 2022, Special Board Meeting and the Agenda approved on August 13, 2022. Motion by John, 2<sup>nd</sup> by Tim, 5 ayes
- d) Update - Funding Committee
  - i) Brenda Askew is working on finding funding from our elected officials and needs documentation from TCEQ as to required items. Motion to table as Brenda was unable to attend meeting by Yvonne, 2<sup>nd</sup> by Tim, 5 ayes
- e) Update - Infrastructure Committee
  - i) Wednesday, July 13, 2022, meeting with Damian Herrera (engineer) has been postponed. He may have been exposed to covid. He will get with me late next week to reschedule.

- ii) Spoke to Larry Reed on the 7th. He was very apologetic for being out of touch. He also has covid. I expressed my concern of creating another waste stream with the proposed backflushing filters. He agreed that those would almost DOUBLE our effluent and turn the area red. It is unlikely that TCEQ would approve of the system without some form of containment/disposal method. Larry is going to work up another type of treatment system for us in the next few days.
- iii) New proposal from Larry Reed - Iron pre-filter set (2 - Harmsco WB170Sc) with installation and commissioning - \$5200. The elements are washable, which will be a cost savings.
- iv) Proposal from Damian Herrera (engineer) for the first step in getting into compliance with TCEQ. Motion to except contract made by Patricia, 2<sup>nd</sup> by time, 4 ayes John unstained due to involvement with the contract.

**6)** Old Business – Covered in Committee Business

**7)** Closing

- a) General public/shareholders signed up to speak (3-minutes, each speaker)
  - i) No one signed up to speak
- b) Closing comments by President.

**8)** Meeting is adjourned at 11:22am

- a) Motion to adjourn Meeting made by Tim, 2<sup>nd</sup> by Yvonne, 5 ayes