

**Crown Mountain Water Supply Corporation
Quarterly Board Meeting
Minutes**

Posted for public view at the Camp Wood City Hall front door and on Corporation Facebook page

Date: 5-10-2022 Time: 1434 hrs

(In compliance to the Texas Open 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: 14, May 2022

Time: 1:00pm

Place: First Baptist Church, Camp Wood

Board Members Present

President:	Lee Gruver	_____
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	_____
Bill Meredith	_____
Adria Schreiber-Garza	<u> x </u>

Operational Committee

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

Infrastructure Committee

John Klebenow	<u> x </u>
John Florence	<u> x </u>

7. Development of communication plan to notify members when main line is being tapped.

b) Account Specialists Quarterly Report

42 Residential Meters
2 Well Meters
25 Maintenance accounts

4 Liens (down from 10 last year)
1 property lien is changing owners and will be paid off at closing (next month) which will lower the number of liens to 3.

4-5 new meter requests and are in line for installation.

Requests:
Need to keep meter clear of grass and weeds

Don't fence off the meter.
One meter is inside fence, but apparently was originally installed on property owner's side.
I am allowed access, so there is no problem.

Don't erect fencing over a meter.
There can't be barbed wire over meter because it makes it difficult to impossible to read the meter. I was able to move barbed wire over a bit and get the meter lid off to read it correctly.
It worked this time, but Meters have to be accessible at all times.

If you have questions about your bill, my number is in your bill and I'll be happy to respond to your request.

We've got new neighbors in several areas and I just want to welcome them all to Crown Mountain Water Supply Corporation.

Thank you,
Patricia Isham
CMWSC Water Board
Billing Specialist

c) Treasurer Quarterly Report

(1) Profit and Loss
Maintenance Fees 1,687.00
Membership Fees 2,900.00
Monthly Water Bill 9,579.46

Total Water Bills 14,166.46
 Total Income 14,166.46
 Gross Profit 14,166.46
 Expense
 Education
 Licensing Fees Well Operator 690.18
 Education - Other 400.00
 Total Education 1,090.18
 expense 25.00
 Lab Fees
 TCEQ required lab work 542.27
 Lab Fees - Other 886.00
 Total Lab Fees 1,428.27
 Non-Employee Compensation 4,900.00
 Office Supplies 355.42
 Payment Refund -1,600.00
 printing supplies 36.79
 Repairs and Maintenance 815.12
 TCEQ
 Water System Fee 193.13
 Total TCEQ 193.13
 Utilities 1,004.12
 Total Expense 8,248.03
 Net Ordinary Income 5,918.43
 Other Income/Expense
 Other Income
 Accrued Earning 7.38
 Fees for Returned check -164.44
 Total Other Income -157.06
 Net Other Income -157.06
 Net Income 5,761.37

(2) Balance Sheet

ASSETS

Current Assets

Checking/Savings

FSBU Checking 51,626.56

FSBU Savings 52,428.49

Total Checking/Savings 104,055.05

Total Current Assets 104,055.05

TOTAL ASSETS 104,055.05

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

FSB Uvalde Loan -3.00

Total Long-Term Liabilities -3.00

Total Liabilities -3.00
Equity
Opening Balance Equity 43,932.72
Unrestricted Net Assets 54,363.96
Net Income 5,761.37
Total Equity 104,058.05
TOTAL LIABILITIES & EQUITY 104,055.05

IV. Old Business / Committee Business

a) Update - Infrastructure Committee

- (1) Fence Update – Material was delivered
- (2) Jeff Hopper’s proposal discussion
System must be submitted to TCEQ and by an Engineer
Pilot run was made. Fence material was delivered.
- (3) RO building
 - (a) Maintenance – The Infrastructure Committee is looking into maintenance on the building vs getting a new building.
 - (b) New building – Would be where new equipment goes and old building would be a backup building.
 - (c) Larger tanks – very low priority
 - (d) Larger pumps – low priority
- (4) TCEQ contacted - advice on generator, generator purchase discussion Tabled for June meeting, motion made by John, 2nd by Patricia, 4 ayes, 0 nays
- (5) Update from Brenda Askew on county funds availability.
No update at this time. The grant funds went to City of Camp Wood, and City of Leakey.
- (6) Rate increase discussion – A Workshop to discuss rate increase vs special assessment will be held on; June 11th at 10:00am and July 16th at 10:00am at the Baptist Church.
- (7) Water meter installation process and standards discussion
 - (a) Supply chain issues in getting materials to install meters,
 - (b) The InfCom will be working on a policy for meter installation and plumbing supplies.

b) Update - IT Committee

- (1) Update from ITCOM and OpCOM on website

(a) Notification on June's bill with the Web Page information. It should go live first part of June.

(2) Digital storage for Corporation

a) 4 – 2 TB external hard drives are going to be purchased:

Treasurer, Water Systems Operator, Account Specialist and Secretary

b) 1- 4TB external hard drive to be purchased for an archive back up of the 2 TB external hard drives. This will be done quarterly.

c) This will keep all our corporation documents easily accessible and from a security standpoint they will be stored off the web. Much better than the hunt in bin method that we have been working with. Now that technology has caught up to digital storage, we can take advantage of it.

d) in the process of turning the paperwork bins into electronic documents.

e) The OpCom and the ITCom will work together on a storage of Records policy.

c) Update Election Committee

(1) Update on planned workshop to be held in June to allow feedback on election related material – June 18th at 1:00pm for a workshop at the Baptist Church.

V. New Business

a) Schedule Well tank inspection – Required every 5 years to be scheduled in the Fall.

b) Consumer Confidence Report – Due July 1st. We have the information together and it will be completed on time.

c) Chano Falcon addresses board on payment for favor as Water Systems Operator – Tabled for June meeting by motion John, 2nd Tim, 4 ayes, 0 nays

VI. Closing comments by Vice President.

a) Shareholder / Public comments

1) Rick Garza – Generator purchase vs. lease

VII. Meeting is adjourned at 2:40 pm next meeting June 20, 2022 at 7:00pm at the Baptist Church

Motion to adjourn meeting by Yvonne, 2nd by Tim, 4 Ayes, 0 Nays