

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: October 31, 2024

Time: 2:00 PM

Place: First Baptist Church, 813 Nueces 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	X
Vice President:	Greg Snell	X
Secretary/Treasurer:	Ken Hobbs	X
5 th Board Position:	(Vacant)	
Assistant Secretary:	Rick Garza	X
Non-Board Assistant Secretary:	Adria Schreiber-Garza	X

CMWSC contractor(s):

Water Service Operator:	Rick Garza	X
Bookkeeping	Debra Walston	

CMWSC – Committees Members Present:

IT Committee		Election Committee	
Kerry Miller		Adria Schreiber-Garza	X
Adria Schreiber-Garza	X	Brenda Sisley Askew	
Richard Landry		LB Brackin	

Operations Committee		Rate Review Committee	
Yvonne Miller		Chano Falcon	
Shawn Meredith		Adria Schreiber-Garza	X
LB Brackin		Dr. James Lindstrom	X
Adria Schreiber-Garza	X	John Klebenow	X

Infrastructure Committee

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

Members / Public present and not noted above:
None

Members/Public request for documentation:
None

1. President called the meeting to order at 2:00 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

- a. October 17, 2024, Special Board Meeting
Motion to approve Minutes by Greg, seconded by Ken. Motion carried.
Doc apologized to Ken, John, and Jeff for not recognizing their assistance at the well site during the October 17th meeting.

3. Directors' Reports

Doc reported that most of his items were to be covered by items on the agenda, but that the well monitoring sonar is working and the latest 30-day average water level was 560.77 feet, thus automatically triggering drought condition State 3 effective immediately. Notice to be sent via text to all members, to TCEQ per regulations, and to the Real Edwards Conservation District.

Greg – None

Ken – None

Rick – Said he thought another corporate debit card might be needed. Doc suggested the question should be considered as an agenda item at a meeting. Ken agreed.

4. Treasurer's Report

Ken reported that the current cash on hand was \$54,811.

5. Committee Updates

- a. Election Committee
None

- b. Infrastructure Committee

Greg went over the recommendations from the October 29, 2024, Infrastructure Committee meeting, said recommendations including the options of staying status quo, purchasing various parts to replace existing as needed, or purchase a new reverse osmosis system. Additionally, the committee recommends purchasing a smart meter to allow for automatic daily well production meter readings as required by the TCEQ as part of the capacity exception previously awarded.

Total of recommendations (choosing one from the first three) of approximately \$22,000.

Rick asked about the cost of membranes for the recommended new RO system and was told annual cost would be about \$1,000. Additionally, the membranes could be manually flushed or could (with additional cost) be flushed automatically.

Ken said that there was sufficient cash on hand to purchase the equipment this year, but not including outsourced installation. He recommended the members do as much of the installation as possible. There was discussion of financing the purchases and/or getting a bank loan.

There was discussion of which path each Board member wanted to go and how the proposed configurations would work.

- c. IT Committee
Nothing
 - d. Operations Committee
Nothing
6. Old Business
- a. Discussion and possible action regarding bill adjustments for home line flushing due to distribution line breaks, leaks or taps

There was no Motion for a policy change. Ken moved that they make a one-time adjustment related to this most recent line break repair and Oak Meadows Unit 2 (OM2), reducing the gallons usage from October 2024 bill for associated, proven, flushing with a letter going out to all customers regarding lack of policy and, moving forward, no further adjustments of this nature. Rick provided the Second.

Following the vote, it was recognized that October bills were in the process of being generated. Greg moved to repeal the previous Motion and amend it to include “to be applied in the November 2024 bill.” Rick provided the Second. The Motion passed 3 in favor, 0 opposed, and one abstain (Doc).

Ken moved to approve the original Motion as amended with the Second by Rick. The Motion passed unanimously.

7. New Business
- (A brief recess was called at 3:36 PM. Doc called the meeting back to order at 3:40 PM)
- a. Discussion and possible action regarding amending the Certificate of Convenience and Necessity (CCN)

Doc said that he told Phyllis Brown that the Board was interested in moving forward with the amendment. There was discussion of which developments (Oak Meadows Unit 1, Oak Meadows Unit 2, Crown Mountain Ranch Unit 1, Crown Mountain Ranch Unit 2) to include and which to remove (if any).

Motion by Greg that we amend the CCN to include OM1 and OM2, and to keep CM 2 as is. Ken provided the Second. The Motion passed.

- b. Discussion and possible action regarding timing of purchase of two pressure tanks approved for purchase on October 17, 2024

Greg said he thought everything should be done at the same time, but Doc reminded him that the agenda item was about purchase time. Ken said he believed we needed to get them in, but he was willing to delay the purchase until after a decision on the RO system. Doc moved to discussion to item 7d.

Ken provided a Motion that we purchase the two pressure tanks and get them installed without delay. Greg provided the Second. The Motion passed with three Ayes, and one Nay by Doc.

- c. Discussion and possible action regarding recommendations from the Infrastructure Committee relating to upgrades to the distribution system

A Board member mentioned that the upgrades had already been approved by the Board. There was discussion about placement of the upgrades as well as other contingencies.

- d. Discussion and possible action regarding recommendations from the Infrastructure Committee relating to the current, or a new, RO system

Based on discussions held earlier in the meeting, Greg made a Motion authorizing the purchase and installation of the Axion N-8000, identified in Item #3 on the Infrastructure Committee and reviewed by the Board on October 31, 2024. Ken provided the Second. The Motion passed.

Ken moved back to agenda item 7b.

- e. Discussion and possible action regarding the contract Water System Operator position scheduled to be vacated by the current contractor on December 31, 2024

Ken asked Rick about various regulatory requirements listed in the Compliance Quick Calendar. There was also discussion of what constitutes “oversight” by the Water System Operator.

- f. Discussion and possible action regarding water bill adjustments due to customer flushing

See Agenda Item 6a for discussion

- g. Discussion and possible action regarding liens on delinquent accounts
Ken said he had sent a demand letter to one account and that the member not only paid the outstanding balance, but also paid ahead. Doc mentioned that he had spoken to the attorney regarding liens.

Doc directed discussion back to item 7d on the agenda regarding smart meters.

Ken moved to table the smart meter purchase for discussion at the next meeting.
Rick provided the Second. The Motion passed.

8. Closing

- a. General public/members signed up to speak (3-minutes per speaker)
None
- b. Closing Comments by Board Members
None

9. Adjournment

Ken moved to adjourn, at 4:58 PM. Rick provided the second. The Motion carried.

CMWSC INFRASTRUCTION PLAN

Previously Approved by Board

Start the Distribution System upgrade maintenance. Purchase and replace valves, connections, and flush outlets.

Upgrade Well Pressure Tanks and Air Pump to meet TCEQ standards. This will allow Damien to submit "AS BUILT PLANS" for TCEQ approval. **(Estimated Cost \$6,000)**

Purchase 2 Sediment Pre-Filters to ensure lower particulate concentration which will extend the life of the R.O. Membranes and product better quality water. **(Estimated Cost \$3,000)**

Recommendation

1. Status Quo: Continue to maintain the current R.O. System with repairs until a final decision is made by the Board of Directors. **(Estimated Cost – unknown)**
2. Purchase: 15 new R.O. membranes; rebuild headers; purchase and replace booster pump and motor; purchase and replace all R.O. membrane housings. **(Estimated Cost \$7,800)**

3. Purchase: New R.O. System, ^{✓ 4 membranes} Axeon N-8000 (\$8900); Axeon ^{6 membranes} N-12000 (\$12,000); Pure Aqua, INC, with 9000gdp system (\$21,387 without installation costs). Any of these proposed systems may require additional plumbing. **(Estimated Cost \$8,900)**

4. Purchase: Smart Water Meter to automate the daily water well readings and record data electronically. Bluebot – WM-BB-075-200. **(Estimated Cost \$539)**