

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

Date of Meeting: 13, November 2021

Time: 10:00am

Place: First Baptist Church Camp Wood: 813 Nueces St., Camp Wood

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

Well Operator:	Chano Falcon	<u> X </u>
Customer Account Specialist:	Patricia Isham	<u> X </u>

Other Water Corporation Members:

Members that signed in: Shawn Meredith, Diana Klebenow, Brenda Askew, Lenora Brackin, Nora Falcon, Adria and Rick Garza, James and Jamie Lindstrom, J. H. Lindstrom, John & Barbara Florence

Other – Non-Members: William White, John Byram II

Agenda for meeting:

I. Call to Order 10:04 am
Invocation
Pledge

II. Statement of the Board of Directors

Statement from President – Chano introduced John Byram

III. Approval of Minutes from previous meeting: October 4, 2021 (note previous minutes are not required to be read aloud, but must be made available to members upon request.)

Motion to accept minutes from October 4, 2021 made by: Yvonne 2nd by: John, 5 ayes

IV. Reports

Motion to accept all reports made by: Tim 2nd by: Lee, 5 ayes

- a. Customer Account Specialist Report
 - i. Update on Delinquent Accounts and Collections
 - ii. Lien status

Billing Specialist Report – November 2021

40 metered accounts / now 41 metered accounts
2 well accounts / still 2 well accounts usage and discharge
26 maintenance/non-metered accounts / still 26 non-metered accounts
66 total water customer accounts / now 67 total water customer accounts

Property still owned by Oak Meadows Ranch, Unit 1 was sold. Membership fee of \$1,500.00 was paid and new account was established.

11 properties have signed up for emailed bills.

If you would like to request an emailed bill today, please make sure you write your email down on the signup sheet for “Emailed Billing” on the table.

Several properties have changed to new owners. We welcome them into our water corporation!

Of the 10 properties in arrears last quarterly meeting, here is an update:

2 of the 10 properties had active lien – Lien (filed Aug. 2021) is still active, however, realtor says property may be listed soon. Lien is approx. \$4,000.00.

1 of the 10 properties had a locked meter – Property owner overnighted full pmt. And meter was unlocked preventing creation of lien. Property cleared of past dues and no longer on “Late to Lien” list

1 of the 10 properties was months in arrears and Title Co. notified me of selling and closing of property sale within 48 hours. Lien was quickly created and filed at Leakey Courthouse. Lien amt. of \$503.32 was paid at closing with Title Co. sending CMWSC a check for amount. “Release of Lien” filed and Property cleared and no longer on “Late to Lien” list.

1 of 10 properties went into Lien status and Lien was filed September 24 with lien amt. at \$810.61. Lien is active.

1 of 10 properties was prevented from going into lien status because of buyer purchasing property and paying off past due water amt. owed. Property cleared and no longer on “Late to Lien” list.

1 of 10 properties went from "Late" to Lien status, when I was notified by buyer that property was going into closing and Lien was filed November 5 with lien amt at \$705.93. Buyer has signed selling agreement and waiting for property to close., Lien due to be paid at Closing, which may be next week.

1 of 10 properties went from "Late" to Lien status, after many attempts and notifications of account being severely in arrears, and lien was filed November 5 with lien amt at \$1,091.67.

1 of 10 properties caught up on past due payments and is now ahead of what it owed for water usage. Property cleared and no longer on "Late to Lien" list.

1 of 10 properties has paid half of past due and included a note saying the other half would be paid. Property is still in "Late" status with final payment date from property owner documented. Property may be cleared within next week.

"Late to Lien" current status.....

From 10 properties "Late to Lien" in August, now down to 4 Active Liens with 1 due to be paid next week. 6 properties cleared and now current.

One last thing.....

2001 – CMWSC was Incorporated.

2001 – 2021 20th anniversary for CMWSC

Happy Birthday!!

b. Treasurer's Report

i. Balance Sheet

Oct 31, 21

ASSETS

Current Assets

Checking/Savings

FSBU Checking 42,143.20

FSBU Savings 52,420.65

Total Checking/Savings 94,563.85

Total Current Assets 94,563.85

TOTAL ASSETS 94,563.85

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

FSBUvalde Loan -3.00

Total Long Term Liabilities -3.00

Total Liabilities -3.00
Equity
Opening Balance Equity 43,932.72
Unrestricted Net Assets 37,497.44
Net Income 13,136.69
Total Equity 94,566.85
TOTAL LIABILITIES & EQUITY 94,563.85
ii. Profit and Loss
Aug - Oct 21
Ordinary Income/Expense
Income
Water Bills
Membership Fees 1,500.00
Monthly Water Bill 13,508.28
Tap Fees 1,300.00
Total Water Bills 16,308.28
Total Income 16,308.28
Gross Profit 16,308.28
Expense
expense 250.00
Grounds Maintenance 40.00
Harland Clarke Chk 65.34
Interest earned -2.04
Lab Fees 260.00
Legal fees 1,612.00
Microsoft 75.41
Non Employee Compensation 4,000.00
Office Supplies 2,595.34
printing supplies 107.81
Real Edwards Conserv/Reclaim 250.00
Repairs and Maintenance 1,050.62
Travel Expense
Mileage 338.24
Total Travel Expense 338.24
Utilities 1,062.78
Total Expense 11,705.50
Net Ordinary Income 4,602.78
Other Income/Expense
Other Income
Accrued Earning 14.34
Credit for returned merchandise 200.00
Total Other Income 214.34
Net Other Income 214.34
Net Income 4,817.12

c. Well Operator's Report – Chano

Update on Well Operations

In the process of making the water operators report Chano made comments within the report that were disrespectful and rude. Upon Lee asking for a copy of his report he walked up to hand it to Yvonne and made the comment, "I hope this makes it into the minutes". Yvonne advised she was going to call the Sheriff's department to standby. Lee advised to hold off.

John asked the question: the lead and coper sample are every 3 years. Chano advised that was correct.

Cont. on next page

CMWSC Board Meeting Nov. 13, 2021

Water Operator Report

- 1) 8-25-21 Repaired Chlorine pump which had a broken bolt
- 2) 8-26-21 Completed and submitted Real Co. request to renew operating permit
- 3) 9-8-21 delivered water sample to Kerrville Lab.
- 4) 9-11-21 had a workday at the well. Had a good turnout.
- 5) 9-13-21 distributed Lead/Copper sample kits to 5 sample sites
- 6) 9-15-21 collected all lead/copper samples, labeled and sealed all bottles, completed chain of custody form, boxed all samples and will deliver to SA tomorrow.
- 7) Delivered lead/copper samples to SA lab
- 8) 9-20-21 attended board meeting at Miller residence
- 9) 9-29-21 completed quarterly chlorine report and mail to TCEQ Austin. Went to Uvalde and picked up supplies.
- 10) 10-6-21 Drove around and took some pressure test at faucets. All were above the 35 psi minimum required at the meter as per TCEQ. Stopped and turned off water at Parker. Horse water trough was overflowing. I called them and they will make repairs
- 11) 10-11-21 met with infrastructure committee. Got call from Lee that Brenda had red water. Met with Lee and John K. and we flushed at Lee's. Water was really red so I flushed a total of 4 times during the whole day. Will flush again tomorrow.
Note: See Lee's emails to me requesting I hand my water samples off to Mr. Coggins. Please enter these into the record.
- 12) 10-12-21 went early in the morning to flush at Lee's but the water came out clear so I only flushed for 1 minute. Collected water sample at Lindstrom and delivered to Kerrville lab.
Note: When I dropped off the water sample at the Kerrville lab the young lady asked me when Mr. Coggins was going to start delivering our samples? I said why do you ask? She said Patricia had contacted her to see how to have someone else deliver the sample instead of me. I called Mr. Coggins and he said Patricia had contacted him about taking our samples to Kerrville. I'm wondering when the board voted to do this?
- 13) 10-14-21 again Lee contacted me via email insisting I hand off water samples to Mr. Coggins who is NOT a licensed operator.
Note: see attached emails and please enter into the record.
- 14) 10-21-21 got call from Snell that his water was orange. I asked him to flush and told him my water was also redish. Also got call from Lindstrom that their water was orange. Asked them to flush also.
- 15) 10-24-21 went to well to drop off supplies noticed a bad leak on the RO. I will pick up supplies on my next trip to Uvalde.

a. Update on Improvement Committee

Develop an emergency preparedness and submit by March 1st. Going to apply for a 90-day extension. Implementation will be a problem because we have check valves not back flow preventors. Chano says we can go with double check valves. Mr. White advised that is not in compliance. We do need to require CSI – Customer Service Inspections for all new construction, major changes or issues of cross contamination. TCEQ has a list of licensed CSI's.

b. Texas Rural Water Association

John J. Byrum II – Executive Director

539 S. Highway 83

Uvalde, Texas 78801

Office: 830-278-6810

jbrum@nueces-ra.org

17 percent may be able to receive through grants but the wait time is 18 months. Communities Unlimited – money within 8 weeks at an interest rate of 1.09 loan at annual payment or end payment then a USDA loan that requires a match. Added that grant might be 10 percent if we get lucky.

Well Improvement Committee will look at all the below options and report back with a recommendation for the board at the December 4, 2021 meeting.

Crown Mountain Water Supply Corporation

Water Plant Improvement Project – 2021

Funding Options

TCEQ Requirements

Chapter 30 Tex. Administrative Code – Amended Oct. 22, 2021

Section 290.45 – Minimum Capacity Requirements – Paragraph 7.(b)(1)(C)

(i) well capacity – 0.6 gpm per connection – 39.6 gpm

(ii) Storage – 200 gallons per connection – 13,200

(iii) Pumping - 2 or more pumps w/2.0 gpm per connection – 132 gpm

Purchase and Installation of a 480 volt, 3-phase, 35kW, LP powered, Liquid Cooled generator with Aluminum Enclosure - \$32,000.00

Purchase and installation of Automatic Transfer Switch - \$2,400.00

Wire and other supplies \$5,000.00

Contingencies \$4,600.00

Estimated Total for Auxiliary Generator \$44,000.00

Concrete Slab – (Water Storage Tank) \$12,000.00

20,000 Gallon Bolted Steel Water Tank (diameter 21' X 13' high) \$37,000.00

Process Piping with insulation as needed \$8,000.00

Telemetry for level control \$3,000.00
Contingencies \$4,000.00
Estimated Total for Water Storage Tank \$64,000.00

Engineering

Design for items above \$20,500.00
Project Management and Inspection \$12,000.00
Estimated Total for Detailed improvements \$140,500.00

c. Nueces River Authority – William White

John advised the Well Improvement Committee will get with Mr. White on loans through USDA as well as grant options.

Real County has option for Block Grants. They would have to go through the county (Judge Rubio) and be disbursed to the Water Utility through the county. Block Grants require a match and volunteer hours do count in place or as addition for matched funds.

d. By-Laws – Tabled until December meeting to give member that wish to review Draft By-Lays a chance to receive and go over them.

In the October meeting no one asked for copies of the By-Laws for review. This meeting members that asked for an email copy: Shawn Meredith, Adria Sebreiber-Garza, Jamie Lindstrom and Brenda Askew.

- i. Sent to Operational Committee to review
- ii. Any other changes from Board
- iii. Attorney for review

Mr. White will be reviewing and having attorney review.

iv. Member vote - Tabled until December meeting

Sign up sheet provided for an email copy of current by-Laws and Draft By-Laws to be sent via email.

e. Updating Bank Account Access

Tim Brackin to be put on: Checking Account
 Savings Account

Benny Simpson to be taken off: Checking Account
 Savings Account

Chano Falcon to be taken off: Checking Account
 Savings Account

Motion to make changes to bank accounts made by: Yvonne 2nd by: John, 5 ayes

f. Well Operator Contract

Lee advised the board would go into executive session for discussion of the well operator's contract.

██████████ refused to leave the room for the board to go into executive session. The Sheriff's Department was advised of the disturbance and responded. ██████████ ██████████ was escorted from the room and advised he could come back in when called. After him leaving the room with the Sheriff's deputies his wife, ██████████, with her phone up in the faces of the board members also refused to leave the room. The deputies were asked to step back in to escort her out. She left the room with the deputies.

Upon coming out of executive session Lee advised we will be hiring a temporary well operator. A gentleman out of Leakey, Jeremy Farmer. We have several people in the process of getting their Well Operators License within our service community. The board will reimburse the tuition and testing fees for the license upon completion with a passing score.

VI. Any comments from the board/members (note: any member may address the meeting with a 2-minute time limit. Any discussion of subject matter will have to be placed on agenda for a future meeting. To place a topic on the agenda, please contact Yvonne Miller at 830-446-1176 / vonmill@att.net or any board member)

██████████ – Apology to the board. We were informed we did not have to follow open meetings act. We were wrong. We were told wrong.

██████████ – We are all vested owners in the well. Calling the Sheriff's Department is not being a good board. The Billing Operator messed up with a relatively new computer in 9 months. That money did not need to be spent. I don't think this decision (husband resigning as well operator) has been thought out. When this does not go well as the billing operator, you have no one to blame but yourselves.

VII. Adjourn – Lee

g. Next Meeting – December 4, 2021, 10:00 at the First Baptist Church

h. Adjourn Time: 12:19