

**Crown Mountain Water Supply Corporation
Special Board of Directors Meeting
Minutes**

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

Date: January 13 Time: 9:40am

(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: 17, January 2022

Time: 7:00pm

Place: Miller's Barn 789 Lazy Hills Loop, 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

Water Service Operator:	Jeremy Farmer	<u> </u>
Customer Account Specialist:	Patricia Isham	<u> x </u>

Shareholders/ Public that signed in: Leonora Brackin, Diana Klebenow, Shawn Meredith, Rick Garza, Justin Richter, Jeff Hopper, Doc Lindstrom, Clayton Baily, Adria Schneiber-Garza, Brenda Askew, Kerry Miller, Jeff Lane, John Florence, Barbara Florence, Chano Falcon, Nora Falcon

Agenda for meeting:

- I. Call to Order: 7:00pm
Invocation
Pledge

- II. Statement of the Board of Directors
 - A. Statement from President

* V. (2) [Speaker Moved for the Speaker Convivence](#)

Jeff Hopper talked about the RO system

Before he can move forward with a recommendation for the system, he needs a current raw water sample tested at a cost of \$800.00 plus tax.

Lee made a motion for approval of the \$800 for the water sample testing, Yvonne 2nd, Ayes 5, Nays 0

Mr. Hopper will come back to a meeting as soon as schedule allows and water sample is finished.

- B. President (Lee) allows for the general public to sign up to speak.
Doc Lindstrom signed up to speak for Contracts, Members Policy and By-Laws

- III. Approval of Minutes from previous meeting: December 4, 2021
Yvonne read the minutes from the December 4th meeting.

Motion for approval of December 4, 2021 Minutes by Patricia, 2nd John, Ayes 5, Nays 0

IV. New Business

A. Budget 2022

- 1. Discussion of 2022 Budget
Time highlighted items on the 2022 Budget
- 2. Motion for approval of 2022 Budget by Yvonne, 2nd Lee, Ayes 5, Nays 0

V. Old Business

A. Well Improvement Committee

- 1. Update from Committee
 - a. E.P.P. submitted 12/27/21, kicked back 12/30/21 for more information
Drinking Water Watch needed to be up-dated – John took care of that
E.P.P. was forwarded to maintenance for approval with an estimated completion date of July 1, 2022 which will need to be amended as project develops.
 - b. Consolidation review- Phillip Givens advised he has already tried twice with the City of Camp Wood and the current Board tried again and was shot down by the City of Camp Wood. We could try and have an outside company manage the Water System or go ahead with the improvements and continue to manage on our own. This action was tabled until more information is available as to improvements.
 - c. Foot Print at Well Site – The fence needs to be moved back to accommodate the Well improvements. Bids will be sought for this project. Mr. Mark Carlisle has a plot for use of the 10-acre lot. He will be contacted to update and bringing to the Board for consideration.

2. Speaker

* V. (2) Speaker Moved for the Speaker Convivence

B. Update for Operational Committee

- 1. Web page
 - a. Operational Committee will be bringing a proposal to the Board at the March special Meeting
- 2. Contractor contracts have been revised and were sent to the board members.

a. Public/Shareholder Comments - *(note: any member may address the meeting with a 2-minute time limit on this subject. Must have signed up to speak on this subject prior to the opening of this meeting)*

Doc Lindstrom noted some changes that need to be made to the contracts

b. Discussion of contractor contracts.

1. Water System Operator – Tabled until needed

2. Asst. Water System Operator contract – Tabled until needed

3. Customer Account Specialist Contract – Tabled until needed.

3. Water Service Policy

is not needed because the Board adopted the long form of the Tariff.

5. Meetings Policy:

a. Public/Shareholder Comments - *(note: any member may address the meeting with a 2-minute time limit on this subject. Must have signed up to speak on this subject prior to the opening of this meeting)*

Doc Lindstrom pointed out a typo. It was corrected

b. During this past year there has been some confusion as to open meetings and how they are run. A meeting policy was created and emailed to the Board. All revisions suggested have been made.

1. The first part of the policy was taken directly from the By-Laws.

2. The revised Roberts Rule of Order was implemented.

3. The ability and procedure for Shareholders to receive information from the Corporation was added per AG's office recommendation.

c. Motion for approval of Meetings Policy John, 2nd Tim, Ayes 5, Nays 0

C. Update – Voting Committee

1. Election Auditor

a. Explained

1. Election Process

2. What the Election Committee will be doing over the next year.

a. Will need an election policy

b. Will be putting Due Dates in the policy to get us in compliance with statutes.

b. Need to appoint an Independent Election Auditor. Motion for that position to be filled by Adria; by Yvonne, 2nd John, Ayes 5, Nays 0

2. Ballot

a. Approval

b. Motion to approve ballot by Yvonne, 2nd Patricia, Ayes 5, Nays 0

3. Motion to make the record date of shareholders to be the date of ballot mail out; January 5, 2022

a. Discussion

b. Motion to make the record date of shareholders to be the date of ballot mail out; January 5, 2022 by John, 2nd Tim, Ayes 5, Nays 0

D. By-Laws

1. Public/Shareholder Comments - *(note: any member may address the meeting with a 2-minute time limit on this subject. Must have signed up to speak on this subject prior to the opening of this meeting)*

Doc Lindstrom pointed out several corrections that need to be made before the By-Laws can be proposed to Shareholders.

2. Four Separate calls have been made to shareholders to update the By-Laws. Several Shareholders have participated in this process. The Board is grateful for the help and participation.

3. Doc Lindstrom will work with Yvonne to get the final draft ready with-in the week.

3. Because the Board will be asking for a vote on the By-Laws, Adria has made her email address available to all shareholders to receive a copy of the Draft By-Laws and the changes proposed from the current By-Laws. As soon as Yvonne emails her the corrections, she will re-email the Draft to the 6 Shareholders that have requested it as well as any others that request.

E. Plat of Crown Mountain Water District, Real County

Plat of Crown Mountain Water District, Real County; Lee advised the monies approved to be spent in January for the update will be spent in February due to the work load of the contractor.

VI. Adjourn

A. Next Meeting: February 12, 2022

1. Baptist Church
2. 10:00 Board Meeting
3. 1:00 Shareholders Meeting
4. Immediately following; Mini Meeting for 2022 Board positions.

B. Adjourn Time:

Motion to adjourn at 8:10pm by Yvonne, 2nd Patricia, Ayes 5, Nays 0