

Crown Mountain Water Supply Corporation
August 11, 2018
Board of Directors Meeting Minutes

Date: August 11, 2018
Time: 11:00 AM
Place: Senior Center

Board Members Present:

President	Chano Falcon	✓
Vice President	Adria Schreiber-Garza	✓
Treasurer	Sam Ferguson	x
Secretary	Tanya King	✓
Assistant Secretary	Ike Eikenberg	✓

CMWSC Employees Present:

Well Operator	Lonny Meadors	✓
Business Manager	Nora Falcon	✓

Other Water Corporation Members Present:

I. Call to Order: *11:00 AM by Chano Falcon*

II. Public Comments (Three Minute Time Limit Per Member)

No public comments were made.

III. Approval of Minutes

April 21, 2018 Minutes were presented by Tanya King.

A motion to approve the minutes was made by Adria Schreiber-Garza and a second motion by Ike Eikenberg. The April 21, 2018 Board Meeting Minutes were unanimously approved.

IV. Reports

a. Business Manager's Report

As of the August 11, 2018 Board meeting Nora Falcon gave official notice that effective February 28, 2019, she will no longer be providing contract services for Meter Reader/Business Manager.

Nora reported to the Board that she received an email from Adria Schreiber-Garza with the subject line "Some Ideas" that had suggestions on how to simplify the business managers job. Nora addressed the File/record copies of invoices section by stating that the corporation-provided laptop in conjunction to water solutions software provide all

necessary printing/imaging applications for CMWSC records. She stated that it is not advisable to download third party applications that might impede software functions. Nora responded to Adria's second option and stated that this idea would not be practical in light of current available printer capability and that it is also unnecessary given other digital imaging options. On the subject of the recommendation for scanned postage receipt, Nora stated that postage will continue to be purchased in bulk until the next Business Manager takes over. Proof of mailing has not been an issue, and a postage receipt does not prove that invoices were mailed on a certain date, only that postage was purchased on that date. A very reliable proof of mailing is the post office's postmark.

Nora Falcon responded to the matter of mailing the invoices and stated that using window envelopes would save time if the Board considers that to be a cost-effective option. Nora also stated that the cost analysis of regular envelopes with privacy tint and peel and stick versus window envelopes is approximately .04 cents versus .19 cents per envelope.

Nora Falcon deferred to Babette Eikenberg to discuss more extensively on the matter of Depositing payments later during item G of the agenda.

Nora Falcon addressed the idea that there should be a corporate phone for the Business Manager's use and considered this item to be a Board prerogative and made no recommendation on a separate phone, other than that the Board should refer to the Contract Employee Job Description for Meter Reader/Business Manager, in particular Adria's suggested hours of operation that was mentioned in the email which suggest answering phones between the hours of 8AM-5PM. Nora said that sounds like a full-time job rather than contract services. Nora considered that a corporate email account might be a good idea but historically it has not been practical due to issues with individual account information and protected passwords that are very difficult to change. Nora then recommended that Adria's suggestion of using an email to send a group text message be set up and be implemented with the next Business Manager.

1. Update on Delinquent Accounts

Nora Falcon reported that all payment plans have been concluded. She stated that as of August 1, 2018 there is still the one remaining Lien and that charges and late fees continue to accrue for Lots 22 and 23 in Oak Meadows II. The total amount owed for the two lots is \$2,140.67

2. Membership Certificate Activity and Developments

Nora Falcon reported that in July 2018 CMWSC opened it's first Multi-Family Residential Account in Oak Meadows Unit I. It was set up and is being billed as per the current tariff sheet guidelines.

Nora reminded the Board that there are 9 properties without a clear record of membership fee payment, and that 2 of those 9 properties have a metered account. She advised the Board of establishing a protocol for collecting a membership fee that is not

paid at closing, by billing the new property owner. Nora then recommended notifying, by certified mail, the developers of each of the subdivisions serviced by CMWSC and advising them of properties with unpaid membership fees. Nora submitted a list of properties with unpaid/undetermined membership fees, and properties that are still unsold, by subdivision to each Board member for their guidance.

b. Treasurer's Report

Chano Falcon covered Sam Fergusons previously sent report and stated that the bank loan has been paid off and now all of the CMWSC's money is accessible, but we need enough to cover any emergency repairs.

1. Savings Balance

Chano Falcon reported that as of July 31, 2018 a total of \$22,216.46 was posted by the FSB Uvalde as our current savings balance.

2. Checking Balance

Chano Falcon reported that as of July 31, 2018 a total of \$9,177.50 was posted by the FSB of Uvalde as our current checking account balance.

Total Available Assets from Savings:	\$22,216.46
Total Available Assets from Checking:	\$9,177.50
Total Available Assets	\$31,393.96

Total Reserve for Ongoing Maintenance and Operations: \$31,393.96

c. Operator's Report

1. Update on Backflow Preventer Installation

Lonny Meadors reported that as of August 11, 2018 all are completed and Levi King will automatically complete in the future.

2. Well Operation

Lonny Meadors informed the Board that he is waiting on the flush valve installation by the Garza's due to needing a lock-out flush valve. Levi should get that soon and this will help with the rusty-red looking iron water.

RO and Chlorine System:

Lonny reported that on the July 21st work day that him and other volunteers replaced the discharge line on the chlorine unit, they replaced the old broken housing unit canister. The membranes that were put in backwards by Newman were replaced and corrected. The cost of those was about \$5,000. Lonny also reported that the scaling system was replaced, and they increased the feed pressure from 20-38. Lonny reminded that Board that there are 28 meters installed with a 56-meter capacity.

Mains, Pipes, and other Infrastructure:

Lonny informed the Board that the leak behind tract 30 has been repaired. On the workday the tee was shocked and flushed. Lonny stated that he plans to flush this week slowly to prevent the rusty water. He will leave the lockout flush valve open to see if it holds.

Lonny Meadors reminded the Board that on March 18, 2019 his license is expiring, and he will be retiring. He also stated that as water operator, he feels that we shouldn't be unlocking unpaid meters on weekends. TCEQ requires 48 hours to unlock a meter after payment.

Adria Schreiber-Garza made a motion and Ike Eikenberg seconded the motion to approve the Business Manager's Report, the Treasurer's Report, and the Well Operator's Report. The motion was unanimously approved.

V. New Business

a. Discuss and Possibly Act on Donating to the City of Camp Wood for use of Senior Citizen Building

Ike Eikenberg made a motion to donate \$100 to the City of Camp Wood. Adria Schreiber-Garza seconded the motion. The motion was unanimously approved.

b. Discuss the Final FMT Assistance Reports

Chano Falcon reported that he received the FMT Assistance Report. TCEQ states in it that we are now a Public Supply Water System operating under TCEQ.

c. Discuss Looking for a New Electric Service Provider for our Water Plant

Chano Flacon reported that Sam Ferguson previously brought up that due to high electric bills, we may need to find a new electric service provider. However, those high bills may have been due to our pump fluctuating and now that the repairs have been made, our bill has gone down. More research will be done.

d. Discuss TCEQ's Letter Suggesting Water Conservation

Chano Falcon and Lonny Meadors received a letter from TCEQ encouraging water conservation. Chano stated that we are in the Trinity Aquifer and we have about 150 feet of water in the well. Chano suggested that all members check for leaks to conserve water. Chano reported that no response was made to the letter, but conserving water is encouraged.

e, f, I and j. Discussion of As Built For Our Water System, Discuss the Latest Upgrade to Well/RO System and the Need for Additional Improvements, Discuss Adding a Brine Water Pit or Sprinkler System, Discuss Possibly Adding 3-6 Thousand Gallons of Additional Water Storage Tanks

Chano Falcon reported that we have 2- 3000-gallon storage tanks equaling 6000 gallons of water storage. As of now we meet TCEQ's requirements but soon we may need more. Chano stated that he would like to add 1 additional 3000-gallon tank, a sprinkler system that needs a tank and an iron separator. Adria Schreiber-Garza reminded the Board that anything we do has to be made up into a plan and sent to

TCEQ and it must be compliant. Adria Schreiber-Garza reported that she spoke to a Civil Engineer and he is willing to work with us to come up with a proposal to do necessary changes to our well. He will give us options to become compliant. No money would be exchanged unless proposal is excepted.

Tanya King made a motion to move forward with providing the Civil Engineer documentation to come up with a proposal. Ike Eikenberg seconded the motion. The motion was unanimously approved.

g. Discussion by Babette Eikenberg Concerning Direct Deposit by Customers into CMWSC Bank Account

Babette Eikenberg reported that she met with Elizabeth Landry at First State Bank of Uvalde to discuss direct deposit by customers into the CMWSC bank account. She learned that it would not be beneficial to us. Not all users would have the same amount, so the Business Manager would still have some work to do. The corporation would have to have members banking account information. She suggested that automatic bill pay would be a better option. The Board discussed the options and decided that these may not be feasible options.

h. Select Committee to Find Individuals to Serve on the Board and to Replace Well Operator and Business Manager by November Meeting

Chano stated that a committee needs to be formed to search for a Well Operator, Business Manager and at least 5 Board members.

Joe Schmidt, Levi King, CG Guerrero and Tanya King volunteered to be on this search committee. Laura Calhoun and Tanya King will get with Nora to discuss Business Manager duties.

k. Discuss Purchase of Property Adjacent to Well Site for Future Development

Adria Schreiber-Garza made a motion and Ike Eikenberg seconded the motion to move forward with looking into purchase of property from the developer.

VI. Old Business

a. Finalize Draft Drought Contingency Plan

Adria Schreiber-Garza addressed the Board and explained that a final copy of the DDCP needs to be submitted by July of 2019.

Adria Schreiber-Garza made a motion and Ike Eikenberg made a second motion for the Board to work by email to finalize the DDCP. The Board unanimously approved.

b. Discuss and Possibly Act on Revision to Bylaws for Staggering Board Members Terms

Ike Eikenberg made a motion and Chano Falcon seconded the motion to revise the Bylaws for staggering Board Members such that the Board of Directors will consist of three (3) persons serving for a 1- year term each, and two (2) persons serving for a term of 2-years each. The motion was approved unanimously.

VII. Executive Session

a. Discuss Possible Assistant for Well Operator or Possible Wage Increase

Ike Eikenberg made a motion and Adria Schreiber-Garza seconded the motion to raise the pay of Well Operator and Business manager to \$500 each a month effective January 1, 2019. Chano abstains. The motion is approved.

b. Discussion on Contract Employees

No action was taken on this item.

VII. Next Meeting

A Budget Workshop will be held October 20, 2018 at 11AM at the Garza residence. The next Regular Board Meeting will be held on November 10, 2018 at 11:00AM at the Senior Citizen Building

VIII. Dismissal

A motion to adjourn the Board meeting was made by Adria Schreiber-Garza and seconded by Ike Eikenberg. The meeting was adjourned at 1:40 PM.

Submitted By:

Tanya King
Secretary