

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

Date of Meeting: June 21, 2025

Time: 9:00 AM

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
Treasurer:	Ken Hobbs	X
Secretary:	Adria Schreiber-Garza	X
Board Member Place 2.2:	Rick Garza	

CMWSC contractor(s):

Chief Operator:	John Florence	X
Bookkeeping	Debra Walston	

1. President called the meeting to order at 9:01 AM.
 - a. Invocation
Provided by Doc
 - b. Pledge
Led by Doc
 - 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. April 10, 2025, Special Board Meeting
- b. April 17, 2025, Special Board Meeting
- c. May 20, 2025, Emergency Board Meeting
- d. May 30, 2025, Board of Directors Workshop
Greg moved to accept all four Minutes as written. Ken provided the Second. The Motion passed unanimously. Adria asked whether to put meeting audio

recordings on the website next to Minutes or only in the corporate cloud. She was instructed to only save them to the cloud if wanting to save.

3. Directors' Reports on items of a general nature (no action)

Greg – Nothing to report

Ken –thanked John Florence for his speedy repair of the distribution line leak.

Doc - talked about the distribution line leak and thanked everyone involved in the handling of the event.

Adria – corrected the record regarding something Ken had said at the Board Workshop regarding the list of responsibilities that had been included in Rick's contract and renewal as Water System Operator. She said that the responsibilities listed had historically been done by the WSO and that Rick had those responsibilities not because of being on the Board, but because he was the WSO.

4. Treasurer's Report on Financial matters of the corporation

Ken reviewed the current balances in the bank account in the amount of \$24,612.99 in all three accounts. On past due accounts, there are 5 accounts/7 properties with a total value of \$14,447..41.

Adria provided the Motion to approve the Treasurer's Report. Ken provided the Second. The Motion passed unanimously.

5. Chief Operator's Report on operational concerns (no action)

John reported out a long list of problems/issues he identified that are due to lack of proper maintenance of the plant and system. He said he would be able to figure out the TCEQ requirements as he came upon them. He mentioned, relative to the Boil Water Notice, that he had various records and such. Adria asked for, and Doc committed to deliver, the various bits of documentation needed to include in the Certificate of Delivery for Rescinding the Boil Water Notice.

Chano commented about the maintenance efforts of previous Operators and the teamwork that had been involved in the past and that John had experience and knowledge that would allow for better maintenance. Adria spoke about the background of the previous Operators and the conditions inherited from the developers.

6. Old Business

None

7. New Business

- a. Discussion and possible action regarding guidelines for operating the water system as discussed in the recent workshop

Doc put together a first draft of operations manual points of the responsibilities of each personnel component of the water system. Ken said TCEQ provides all of the responsibilities of the operator, and that Rick's contract had a lot of things duplicated or pulled out separately. Regarding the 2023 inspection, the items available and lacking have not been maintained since that time. Suggests keeping

things simple. Doc said that the TCEQ operator requirements would be a section of the “Operating Manual.” Ken would like to see a procedure manual for all the regulatory reports that get submitted. Doc said that each person having responsibility for operation/business of the water system should have a copy of the operations manual. Ken mentioned that someone needs to monitor the manual and keep it up-to-date.

Greg moved to approve Doc’s submittals of the Water System Operator and Corporations’ responsibilities as the framework, as the starting point, for developing the operations manual that can be amended as time goes on. Ken provided the Second. The Motion passed with 3 Ayes, 0 Nays, and one abstention (Doc).

- b. Discussion and possible action regarding development and implementation of Emergency Water Conditions rates

This item generated as a result of recent water conservation request wherein a consumer failed to conserve water and, in fact, filled a swimming pool during the conservation, but the consumer had not gotten notice to conserve because they were not the member/property owner. The situation was recognized as a fluke incident not likely to repeat, but generated a discussion of what the corporation might do in the event someone egregiously fails to conserve water after having been notified of need to do same.

Doc presented his draft proposal for Emergency Water Conditions rates. Ken presented an alternative proposal. Adria recommended that since the Drought Contingency Plan and Tariff had no “teeth” for enforcing conservation measures, the Board should develop something that can be enforced. A suggestion to table the topic was changed to moving the topic to Old Business for the next meeting. Ken moved to take no action today. Greg provided the Second. The Motion passed.

- c. Discussion and possible action regarding Customer Service Inspection process and protocol

Adria reported that the CSI is part of the Service Agreement. She mentioned that no one in the corporation has actually been tasked with ensuring that the CSI is provided prior to delivery of service. Doc asked if she had a recommendation, but she did not. John K. suggested that if the corporation had a General Business Manager, that person might be responsible for CSI receipt. Doc suggested that Adria go back to the Meter Installation Policy and see if there is a way to adjust the policy to accommodate ensuring receipt of completed CSIs including assignment of responsible parties. This item will move to Old Business.

8. Closing

- a. General public/members signed up to speak (3-minutes per speaker)
Chano thanked the Board et al for their response to the leak.
- b. Closing Comments by Board Members
None

9. Adjournment

Greg moved to adjourn, at 10:26 AM. Ken provided the Second. The Motion carried.