

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: October 6, 2023

Time: 7:00 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	<u> x </u>
Vice President:	Greg Snell	<u> x </u>
Treasurer:	Ken Hobbs	<u> x </u>
Secretary:	(Vacant)	<u> </u>
Assistant Secretary:	Rick Garza	<u> x </u>

CMWSC contractor(s):

Water Service Operator:	Rick Garza	<u> </u>
-------------------------	------------	---------------

CMWSC – Committees Members Present:

IT Committee

Kerry Miller	
Adria Schreiber-Garza	X

Election Committee

Adria Schreiber-Garza	X
Brenda Sisley Askew	
LB Brackin	

Operations Committee

Yvonne Miller	
Shawn Meredith	
LB Brackin	
Adria Schreiber-Garza	X

Rate Review Committee

Chano Falcon	X
Adria Schreiber-Garza	X
Dr. James Lindstrom	X
John Klebenow	X

Infrastructure Committee

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

Members / Public that signed in and not noted above:

Diana Klebenow	Nora Falcon
----------------	-------------

Members/Public request for documentation:

None

1. President called the meeting to order at 6:59 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 from September 16, 2023, Regular Board Meeting.

Motion by Doc to approve the Minutes as written, seconded by Greg. Motion passed with 4 Ayes in favor.
3. Board of Directors Reports

Doc said he had nothing to report that was not otherwise covered in the meeting. Ken mentioned that the switch had been made to Debra for billing and that there were no problems thus far. Greg and Rick had nothing to report.
4. Committee Business
 - a. Election Committee
 - i. 2024 BOD Elections Schedule of Deadlines

Adria distributed to the Board members a copy of the schedule of deadlines for the 2024 Board of Directors Elections / Member Meeting. With the first deadline set for November 28th, the Board scheduled a Special Meeting for November 14, 2023, at 5:00 PM at the St. Mary Magdalene Catholic Church.
 - b. Operations Committee
 - i. Proposed revisions/corrections to Meeting Policy

Adria reviewed the corrections to the Meeting Policy including replacing the word “Shareholder” with “Member” throughout, correcting the month of the Member Meeting, changing the definition of “quorum” for a Member Meeting in accordance with Chapter 67 of the Texas Water Code, Section 67.007 (a-1), and correcting the months for the Regular Board of Director meetings.

Move to make changes recommended by Greg, 2nd by Rick. The Motion passed unanimously.
 - c. IT Committee
 - i. Request authorization to recycle old billing computer

Adria described the poor performance of the old laptop computer used for billing and requested authorization to recycle the device. John K. suggested posting its availability on the website to give members an opportunity to acquire the device. The recommendation was to post on the website for two to three weeks and to recycle the device if there were no takers.

- d. Infrastructure Committee
Greg reported that Damien had filed with TCEQ all documents needed to address the Enforcement Action violations. All that remained was to hear back from TCEQ. Rick talked about the reject filter valve replacement.
- e. Rate Analysis Committee
Nothing to report.

5. Old Business

- a. Discussion and possible action regarding a proposed Assistant Water System Operator
Doc moved the meeting to agenda item 6 a) under New Business prior to addressing this item.
Doc said the exact title of this position is still unknown and he was not sure if the position would be licensed. He asked Rick and Greg to look through the existing draft Assistant WSO to see if it works or needs to be changed. The contract will be advertised once its definition is finalized. Ken read from the Texas Administrative Code that an operator in training under direct supervision of a licensed WSO is exempted from licensing. There was discussion about the exact meaning of the term “under direct supervision.”

6. New Business

- a. Discussion and possible action on Water System Operator (WSO) contract (Executive Session)
Doc adjourned the Special Meeting at 7:22 PM to Executive Session.
Doc called the meeting to order at 7:48 PM.
Doc announced the following changes to the WSO’s responsibilities as listed on Exhibit A of the contract: On Exhibit A, Item 8 – scratch the term “Semi-annual”. On Exhibit A Item 13 – add reference to the Meter Installation Request Procedure.
Motion by Greg to amend the contract to include the two changes, 2nd by Ken. The Motion passed with 3 in favor, zero opposed, and one abstention (Rick).
Doc returned the meeting to item 5 a) under Old Business.
- b. Discussion and possible action regarding generator repair and warranty.
Rick talked about his conversation, at Doc’s request, with Hill Country and that they were scheduled to come over on October 11th to finish up the repair/installation of the generator. There was discussion about whether a Generac-certified tech would be doing the work. There was discussion about releasing Hill Country from any additional work on the generator because of their demonstrated difficulties thus far. Ken talked about his contact out of Corpus Christi who was Generac-certified. Additional discussion about whether to get an extended warranty and when.
Motion to purchase 10-year extended warranty for \$1,500 by Greg, 2nd by Rick.
Discussion of waiting until later to get an extended warranty.

Motion to rescind (previous Motion) by Rick, 2nd by Greg. Motion to rescind was passed unanimously.

7. Closing

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

8. Adjournment

Greg moved to adjourn the meeting at 8:25 PM, Seconded by Ken. The Motion passed with 4 in favor, 0 opposed.