

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

**Date of Meeting: September 21, 2024**

**Time: 8:00 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
Secretary/Treasurer:	Ken Hobbs	X
5 <sup>th</sup> Board Position:	(Vacant)	
Assistant Secretary:	Rick Garza	
Non-Board Assistant Secretary:	Adria Schreiber-Garza	X

**CMWSC contractor(s):**

Water Service Operator:	Rick Garza
Bookkeeping	Debra Walston

**CMWSC – Committees Members Present:**

<b>IT Committee</b>		<b>Election Committee</b>	
Kerry Miller		Adria Schreiber-Garza	X
Adria Schreiber-Garza	X	Brenda Sisley Askew	
Richard Landry		LB Brackin	

<b>Operations Committee</b>		<b>Rate Review Committee</b>	
Yvonne Miller		Chano Falcon	
Shawn Meredith		Adria Schreiber-Garza	X
LB Brackin		Dr. James Lindstrom	X
Adria Schreiber-Garza	X	John Klebenow	X

**Infrastructure Committee**

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

**Members / Public present and not noted above:**

Arlen & Melissa Ray

**Members/Public request for documentation:**

None

1. President called the meeting to order at 1:00 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

- a. July 16, 2024, Special Board Meeting  
Motion to approve Minutes by Ken, seconded by Greg. Motion carried.

3. Directors' Reports

Doc reported that he had been assured by the Real County Appraisal District, Juan Saucedo, Chief Appraiser, that the corporation is exempt from property taxes. Doc also said that, according to legal counsel, the Oak Meadows Unit 2 (OM2) deed restrictions/covenants changes approved by property owners in OM2 could not have taken place until after December 31, 2025. However, a Forfeiture Notice from the Secretary of State dated October 7, 2022, provided by an OM2 property owner, says that the entity Oak Meadows, LLP has forfeited its charter and that deed restrictions no longer apply.

Doc continued his report about needing meters to be installed at the wellsite to record/monitor bypass gallons and gallons going into the RO system. He further said that two water analyses (well raw water and storage tank water) produced numbers well within tolerance of TCEQ standards but that some components did not meet national standards. Ken sent the water analyses to ESP Water Products which recommended pre-filters be added to the water line prior to entering the RO equipment to address the issue and that the existing RO system should be capturing more of certain components. Doc spoke about the well monitoring reports and the unusual data showing up in the first page graph. He said that he had spoken to Brian Leiker, formerly of Real Edwards Reclamation and Conservation District, and Tim Marlin of Real Edwards CD regarding the problem and that someone would be coming to trouble shoot the sensor.

Ken – nothing

Greg – nothing

4. Treasurer's Report

Ken reviewed the financial statements previously distributed to the Board. The most recent loss figures were associated with unbudgeted purchases of replacement membranes, sample analyses required for the 2024 Lead and Copper survey, well site electrical needs, and two water analyses.

Motion to approve the Treasurer's Report as provided to the Board Members by Greg, Second by Doc. The Motion carried.

Ken reported that the next insurance premium in the amount of approximately \$1,992 would be due in October. He reported that the survey on electronic payments resulted in 8 written and 4 verbal responses. There was 1 "Yes", 1 "Maybe", and the remaining responses were "No." Finally, Ken reported on the six past due accounts, some of which already had liens in place. Doc instructed Ken to follow the already established process for placement of liens for the accounts past due excepting OM2 Maintenance Only accounts.

5. Committee Updates

a. Election Committee

i. Review 2025 BOD Election Schedule of Deadlines

Adria handed out and reviewed the 2025 Schedule of Deadlines

b. Infrastructure Committee - nothing

c. IT Committee

i. Motion removing Richard Landry from Committee

Motion to remove Richard Landry from the IT Committee was made by Ken, Seconded by Greg. The Motion passed.

Adria reviewed the new Notice/Alert text messaging process that is being used on the corporate phone. She also reported that the Keeper Security annual renewal was coming up. After some discussion, she was instructed to make sure the renewal cost was taken off automatic payment.

Doc called a 5 Minute recess at 1:48 PM.

Doc called the meeting back to order at 1:55 PM.

Ken asked about, and Adria provided information on, the restrictions currently imposed on purchases using the IT debit card. The previous Board only authorized IT-related purchases.

Motion by Ken to allow the IT Committee debit card be used for any type of corporate expense under \$300 without prior approval. Second by Greg. The Motion passed unanimously.

d. Operations Committee

i. Question regarding inactivation of certain Committees, restructuring of how certain activities are handled

There was brief discussion about the committees and their participants (or lack thereof). Doc said he had some work to do regarding same. Adria mentioned that if the Board anticipated a rate change for 2025, the Rates Committee needed to start putting it together now. Ken spoke briefly about the budgeting process.

6. Old Business

None

7. New Business

- a. Discussion and possible action regarding renewal of Contract for Data Entry/Billing

Ken indicated that the only change made to the old contract were that the data entry/billing contractor need only appear at Board meetings as requested. Debra said that the person responsible for making deposits had been changed to be the Treasurer.

Move that we accept this document (contract) as written by Greg, Second by Ken. Doc asked about an effective date given that the contract had no Term clause. Ken recommended the addition of the following clause: This Agreement is effective as of the date of signature until such time as the Agreement is terminated by either the Corporation or the Contractor, with or without Notice.

Motion by Greg to accept the contract as amended. Second by Ken. The Motion passed unanimously.

- b. Discussion and possible action regarding emergency expenditures for electrical work at well site

The repair of the bad breaker was \$922.50, \$472.50 of which was materials.

Motion to approve the emergency payment by Ken, seconded by Greg. The Motion passed unanimously.

- c. Discussion and possible action regarding the purchase of replacement membranes for the RO system

After significant discussion, Greg Moved to Table 7c (this item) until we (the Board) had a plan (for changes/improvements to the existing RO system). Second by Ken. Motion passed.

- d. Discussion and possible action regarding approval to purchase and install two (2) 200-gallon distribution pressure tanks to satisfy compliance requirements  
Motion by Greg to table 7d (this item) until we have a plan. Second by Ken. The Motion passed.

- e. Discussion and possible action regarding approval to purchase and install pre-filter(s)

Motion to table due to too many questions by Ken, Second by Greg. Motion carried.

- f. Discussion and possible action regarding creating an inventory of replacement parts for the system, the purpose being to have supply on hand to immediately address maintenance issues

Doc said that authorization to create an inventory of parts was already given and to move forward with that inventory. No action was taken.

- g. Discussion and possible action regarding determination of Board's intention: replace the current water treatment system or maintain what exists

The Board indicated that they want to improve quality of water. Therefore, the intention of this Board is to modify the current system to improve quality of water. Greg will get together with Ken to put something together.

8. Closing

a. General public/members signed up to speak (3-minutes per speaker)

b. Closing Comments by Board Members

Greg – none

Ken – none

Doc – thanked everyone for being there and thanked Rick and John for working on, and repairing, the recent leaks at the plant.

9. Adjournment

Ken moved to adjourn, at 3:48 PM. Greg provided the second. The Motion carried.