

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: 26, May 2023

Time: 1:00 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:	Lee Gruver	<u> x </u>
Vice President:	Greg Snell	<u> x </u>
Treasurer:	Kem Hobbs	<u> x </u>
Secretary:	(Vacant)	<u> </u>
Assistant Secretary:	Rick Garza	<u> x </u>

CMWSC contractors

Water Service Operator:	Rick Garza	<u> x </u>
Customer Account Specialist:	Heather Stout	<u> </u>

CMWSC – Committees Members Present:

IT Committee

Kerry Miller	<u> </u>
Adria Schreiber-Garza	<u> x </u>

Operational Committee

Yvonne Miller	<u> x </u>
Shawn Meredith	<u> </u>
LB Brackin	<u> </u>
Adria Schreiber-Garza	<u> x </u>

Infrastructure Committee

Greg Snell	<u> x </u>
John Klebenow	<u> x </u>
John Florence	<u> </u>
Rick Garza	<u> x </u>
Chano Falcon	<u> x </u>

Elections Committee

Adria Schreiber-Garza	<u> x </u>
Brenda Askew	<u> </u>
LB Brackin	<u> </u>

Rate Review Committee

Chano Falcon	<u> x </u>
Adria Schreiber-Garza	<u> x </u>
Dr. James Lindstrom	<u> </u>
John Klebenow	<u> x </u>

Members/ Public that signed in and not noted above: Jeff Lane
Members/ Public request for documentation: none

- 1)** President calls 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 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 5-2-2023 and 5-9-2023 Emergency Board Meetings.
 - a) No Minutes were read for 05-2-2023 meeting. Rick read Minutes for 05-9-2023 meeting. An amendment was made to the Minutes to show that Adria Schreiber-Garza was present at the meeting. Motion made to accept Minutes as amended made by Rick, 2nd by Greg, 4 ayes.

- 3)** Old Business
 - a) Damien Herrera's contract modification
 - i) Greg said that Corrient is too small to take third party payments, but that Damien can break up the payments for the new work into smaller payments. Greg recommended moving forward with the Contract Modification and that Damien has solutions for 3 to 4 violations.
Motion to move forward with execution of contract modification as submitted by Corrient, PLLC by Greg, 2nd by Ken. Motion passed unanimously.
 - b) Water System Operator's contract renewal/extension
 - i) Rick reviewed the changes to the contract that were previously discussed in the March 25th meeting. He added that additional changes related to the generator were included in the new contract.
Motion to approve renewing/extending Water System Operator contract by Ken. 2nd by Greg, Rick abstained. Motion approved with 3 ayes.
 - c) Registration for SAM.gov for pursuing grant funds
 - i) Ken explained that he paid the \$599 registration fee for SAM.gov using personal funds before getting authorization from the Board for the expense as an emergency expense to be able to start the grant search process timely. This expense is related to the Enforcement Notice. Ken provided the remedy documentation as required under Texas Business Code, Chapter 22 – Non-Profit Corporations.
Resolution to ratify the following:
Failure of Ken Hobbs, Treasurer of CMWSC to obtain board approval for an expenditure of over \$500.00
The date of expenditure was May 9, 2023 – Receipt attached.
CMWSC requirement is for all expenditures over \$500.00 to be placed on a meetings agenda for discussion and approval by the BODs.
BODs approve this ratification of the reimbursement of Ken Hobbs
Motion by Lee to approve the Resolution as written, 2nd by Greg, Ken abstained, Motion passed.

- d) Update on generator
 - i) Rick explained the current status of the generator and his conversations with Bryant at Hill Country. Discussion about the Generac warranty and applicability to this situation. Question about TCEQ requirements for how long the generator must be always available to run (Rick will check on this). Question of whether free wifi and app for generator is available from Hill Country as it is with Generac directly. Final payment on generator has not been made.
- e) Help with Quickbooks
 - i) Ken said that for grants, one to five years' audits of corporate books are necessary. Crown Mountain's books have never been audited. A Bookkeeper has been found who has agreed to reconcile the books from February 2021 through to-date. The books would then need to go to a Certified CPA for auditing. Next meeting will discuss terms of engagement with Bookkeeper.

4) Closing

- a) General public/members signed up to speak (3-minutes, each speaker)
 - i) Rick Garza signed up and spoke briefly about the modifications to the water storage tanks to specifically address some of the Enforcement violations.
- b) Closing comments by President.

5) Meeting is adjourned at 2:05 PM with a motion from Ken, 2nd by Rick, 4 ayes carried the motion.

BOD Special Meeting – 5/26/23

Reference: Sam.gov – registration cost of \$599.00

- In previous meetings – agreed we needed to register to seek grant money for expenses / improvements to address TCEQ Violations
- BOD's Agreed that addressing TCEQ violations was urgent.
- BOD's Agreed that seeking grant money was urgent and needed to precede promptly.
- BODs agreed that Grant money was necessary to minimize rate increases.

Once all information was entered, it required a payment of \$599.00 to complete the registration process. I used my personal credit card to pay the fee as I determined it was urgent enough for the reasons stated above.

Therefore, I am requesting the BOD's to agree to reimburse me, Ken Hobbs by:

Adoption of a Resolution to ratify the following:

1. Failure of Ken Hobbs, Treasurer of CMWSC to obtain board approval for an expenditure of over \$500.00
2. The date of expenditure was May 9, 2023 – Receipt attached.
3. CMWSC requirement is for all expenditures over \$500.00 to be placed on a meetings agenda for discussion and approval by the BODs.
4. BODs approve this ratification of the reimbursement of Ken Hobbs