

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: September 16, 2023

Time: 10:00 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	<u> x </u>
Vice President:	Greg Snell	<u> x </u>
Treasurer:	Ken Hobbs	<u> x </u>
Secretary:	(Vacant)	_____
Assistant Secretary:	Rick Garza	_____

CMWSC contractors

Water Service Operator:	Rick Garza	_____
Customer Account Specialist:	Heather Stout	_____

CMWSC – Committees Members Present:

IT Committee

Kerry Miller	
Adria Schreiber-Garza	X

Election Committee

Adria Schreiber-Garza	X
Brenda Sisley Askew	
LB Brackin	

Operational 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	
Chano Falcon	X
Jeff Lane	X

Members / Public that signed in and not noted above:

Diana Klebenow	Nora Falcon
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Members/Public request for documentation:

None

1. President called the meeting to order at 10:00 AM.
 - 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 August 1, 2023, Special Board Meeting.

Ken read the Minutes for August 1, 2023. There was a correction on the adjournment time from AM to PM.

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

Doc reviewed some of the items he had been working on since the last meeting including getting with the Wellnet people about the sonar well depth monitoring station; working with multiple people and a Rocksprings well technician regarding a concern about reduced well pumpage; progress on the NOVs; receipt of a check for a significantly past due account; a workday on the Generac generator; and progress on the AG letter issue. Greg deferred his report to specific items on this agenda. Ken reported that he now has the corporate cellphone.
4. Quarterly Reports
 - a. Treasurer

Ken reported that the Corporation has \$70,983.09 cash on hand (checking and savings) which will be approximately \$73,642 after a deposit on the coming Monday. The YTD Profit & Loss report showed a net loss due to extra expenses (generator, Engineer, reclassification of prior expenditures), but that all was normal operations of the well. The Aging Summary shows that as of 09/07/2023 there are 3 or 4 accounts significantly past due that will be addressed by the Board.
 - b. Customer Account Specialist

Report was read by Ken. There will need to be a definition of “arrears” to facilitate reporting the number of accounts in arrears accurately and consistently.
 - c. Water System Operator

The Water System Operator was absent, but there was discussion of some of the WSO-related items by Board members. Particularly relative to meter installation requests and who determines the size of the meter installed. Meter install (exclusive of hardware) is quoted at \$400 for the current meter installation

request. Doc had John K. and Jeff to discuss the emergency at the well when the galvanized pipe broke because a membrane tube cap popped.

5. Committee Business

- a. Election Committee
- b. Operations Committee
Adria mentioned that the Meetings Policy will be brought to the Board at the next meeting because of needed corrections.
- c. IT Committee
Ken mentioned that one of the cameras at the well site wasn't working. Doc asked Adria to get with Kerry about fixing it.
- d. Infrastructure Committee
Greg wanted everyone to know that all of the NOV's have been addressed and reported to TCEQ.
- e. Rate Analysis Committee
Adria reported that the rate table in Water Solutions Pro has been updated with the new rate schedule.

6. Old Business

- a. Discussion and possible action regarding Copper and Lead Inventory (Regulatory Requirement)
Doc asked Greg to spearhead this to be pulled into the Infrastructure Committee for execution, but that the WSO should do the final signoff. Greg asked if there were records of what was installed. Chano said that Dan Leyendecker gave details regarding the infrastructure, but that we should be okay due to the regulation's effective date and when the system was installed. TCEQ is offering free assistance either onsite or remotely. Greg recommended meeting at least monthly on this.
- b. Discussion and possible action regarding proposed Revisions to Drought Contingency Plan
Chano presented options for revision. After a brief discussion, the item was tabled by a Motion from Greg, Seconded by Ken, with 3 Ayes in favor, 0 opposed.
- c. Discussion and possible action regarding an agreement with a bookkeeper
Ken discussed limitations of existing billing software and benefits of moving billing to QuickBooks. The bookkeeper is currently owed \$2,837.50 for work performed to-date on cleanup of QuickBooks and preparation for billing. Ken has a draft agreement between the Corporation and the bookkeeper available.

Motion to approve payment to Debra through 09/15/2023 in the amount of \$2,837.50 by Ken, Second by Greg. Motion passed with 3 Ayes in favor, 0 opposed.

Motion to hire Debra Walston for data entry reference accounting QuickBooks and for water utility billing per the Agreement dated 09/17/2023 by Ken. Second by Greg. Motion passed with 3 Ayes in favor, 0 opposed.

- d. Discussion and possible action on proposed procedures for delinquent accounts and liens.

The President moved discussion to item e below prior to discussion of this item.

Upon return to this item, Doc read the proposed Customer Billing Procedure. There was discussion regarding the due date and the charging of late fees. There was further discussion about delinquent notices and an existing policy. Ken said that the Treasurer is ultimately responsible for billing.

Move to accept the customer billing procedures by Greg, Seconded by Ken. The Motion passed with 3 Ayes in favor, 0 opposed.

- e. Discussion and possible action on agreement with Customer Account Specialist
Ken provided a brief description of terms of the existing contract with the Customer Account Specialist. He recommended she finish out September with a letter of termination to be effective 09/30/2023.

Motion to terminate Heather Stout at end of September with written notice by Ken, Seconded by Greg. Motion passed with 3 Ayes in favor, 0 opposed.

The President returned the meeting to Item d above.

7. New Business

- a. Discussion and possible action on proposed Meter Installation Procedures

Nora Falcon gave public comment on this item.

Doc said he had asked Rick and Ken to come up with procedures. Ken presented procedures he had written up which were from the Treasurer's perspective. Doc recommended that the procedures be changed to read that the original documents with signatures would be delivered instead of emailed to the Treasurer.

Move to accept the Meter Installation Request Procedure as amended by Greg, Second by Doc. Motion approved with 3 in favor, 0 opposed.

- b. Discussion and possible action regarding renewal of QuickBooks financial software

Ken explained about the higher than anticipated cost of renewing QuickBooks which he had not become aware of until the payment was processed and that he was requesting a reimbursement of \$591.55.

Motion that we reimburse Mr. Hobbs for renewal of QuickBooks in the amount of \$591.85 by Doc, Second by Greg. Motion passed with 2 in favor, 0 opposed, and 1 abstain (Ken).

The President moved to item d below.

- c. Discussion and possible action regarding a proposed Assistant Water System Operator
Discussion on whether this position needs to be filled and what exactly is an Assistant Water System Operator. Ken read TCEQ regulation about an Operator in Training under direct supervision of a Licensed WSO. He suggested getting a ruling from TCEQ. John K. mentioned that in other places a WSO offers to cover for an absent WSO.

Motion to open up a position for an assistant or backup operator by Greg,
Seconded by Ken. Motion passed with 3 in favor, 0 opposed.

- d. Discussion and possible action regarding review of Bylaws for recommended revisions (proposed Revisions to be approved by Members)
Public comment from Nora Falcon questioning definition of “quorum” relative to Member Meetings.
Doc said he thought there was a lot that needed to be change and that he will see about getting a committee together for this by the next meeting.
The President returned the meeting to Item c above.

8. Closing

- a. General public/members signed up to speak (3-minutes per speaker)
Nora Falcon provided public comment questioning definition of “quorum” relative to Member Meetings.
- b. Closing Comments by Board Members
Greg talked about retained attorney for liens and about an existing lien. Doc mentioned another attorney. Ken talked about the number of existing liens.

9. Adjournment

Ken moved to adjourn the meeting at 12:01 PM, Seconded by Greg. The Motion passed with 3 in favor, 0 opposed.