

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

**Date of Meeting: December 2, 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	X

**CMWSC contractor(s):**

Chief Operator:	John Florence
Bookkeeping	Debra Walston

Members present: Jeff Lane

1. President called the meeting to order at 9:07 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. September 13, 2025, Regular Board Meeting  
Motion by Ken to approve Minutes of September 13th. Second by Rick. Motion passed unanimously.
3. Directors' Reports on items of a general nature (no action)
  - a. Status Report on outstanding items

i. Articles of Incorporation renewal

Doc reported that the principals and addresses were changed with the Secretary of State's office by Ken. Adria asked how we prove that the renewal is done and said she would check into it.

ii. Amendments to CCN

Greg talked to Phyllis Brown who had contacted someone from the State. Phyllis said she needed help with getting a copy of the following: Articles of Incorporation, By-Laws, large scale map, small scale map, documents for all violations and their resolutions, a copy of John Florence's Water System Operator License. Phyllis also needs a contract with the Public Utilities Commission.

iii. Resolution of air in distribution line

Doc/John reported that the problem was pretty well solved with the air dissipating and that Jeff Lane reported that he no longer had air in his line. Rick and Adria reported that they still have significant air in the water line. Ken reported that he went out and took elevation readings and that Jeff's line was in a minor trough while the Garzas' was in a deep trough. He said that two air release valves will need to be placed to either side of Jeff's meter and another set installed between the Garza meter and the corner of Oak Meadows Drive and Crown Mountain Road.

iv. NCCISD use of reject water

A line was connected from the reject meter to a tank by the football field for use as a test site. Reject water will be used to irrigate the test site for a period of time and then soil sampling will take place. The ISD did not pull a baseline soil sample.

b. Directors' Reports

Doc reported that the well water level was showing 542 feet 30-day average on November 2<sup>nd</sup> and that the same day's reading was 541 feet. The monitoring system keeps going down as the battery pack prematurely expires but Wellintel hasn't been responsive about fixing the problem. Ken said the well pump is being monitored. It produced 74 gpm at installation. At 60/80 pressure the production rate was 70 gpm/64 gpm. Currently it is starting in the low 60s and goes down to 30s when the horizontal tank pressures up. Greg with Kerr Country Pump Service gave various possible causes over the phone and said he would charge \$525 + fuel to investigate. The well pipe was installed two years ago.

Greg – None

Ken – None

Rick – thanked Ken and Doc for their help on putting the Monitoring Plan together.

Adria - None

4. Treasurer's Report on Financial matters of the corporation  
Ken reported \$20,980.38 the combined three funds and reminded the directors that the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter 2025 financials had been sent out for review. There is a total of eight accounts past due but six of those accounts may be resolved soon. He had made an agreement with two of the accounts but they have failed to follow through.

Motion to approve the Treasurer's Report made by Rick, Seconded by Greg. Motion passed unanimously.

5. Chief Operator's Report on operational concerns (no action)  
John was not present but Doc reported that John had rebuilt the chlorinator pump at a cost of \$75 as compared to \$400 for a new pump.

6. Old Business

- a. Discussion and possible action regarding revisions to Monitoring Plan  
Doc mentioned that the sample sites still didn't match what Damien had submitted to the State. Rick responded that the maps are accurate for the current sample sites. The group discussed and agreed on including both current and previous versions of maps in the Monitoring Plan for tracking purposes.

A short recess was called at 10:04 AM. The meeting resumed at 10:10 AM.

There was additional discussion of the data in the Plan. Sample Site 4 is the well. What would the "upstream sample point" be in the event there was a positive coliform reading? Additionally, the date each site was sampled would be documented in the "Comments" section of the table.

Motion to adopt as discussed by Ken, Seconded by Greg. The Motion passed unanimously.

- b. Discussion and possible action regarding adoption of Operating Manual  
Rick Moved to approve the Operating Manual as provided. Greg provided the Second. The Motion carried.

7. New Business

- a. Discussion and possible action regarding a letter response to unpaid Maintenance Fee account holders for properties in Oak Meadows Unit 2  
The letter crafted by Doc had been sent out for review previously. The question of the number of days to bring accounts to current had to be determined as well as the date of the letter. Consensus was that the letter date would be December 2, 2025, and the number of days for resolution 90.

Adria Moved to approve the letter with the two changes, Ken Seconded. The Motion carried.

- b. Discussion and possible action regarding proposed 2026 Budget  
Greg Moved to accept the financial budget for 2026 as presented. Doc provided the Second. There followed some discussion on whether dollars were included in the budget for the “wish list” items (No) and whether dollars for well pipe were included in the budget. Ken said there would be an Emergency Meeting to approve the repair and then come back and amend the budget. The Motion passed unanimously.
- c. Discussion and possible action regarding changes to the Tariff  
Ken presented recommended language changes to the tariff to clarify and properly present various aspects of the Tariff as it is actually applied. There were no changes to rates or fees.

Greg Moved to approve the changes to the Tariff as presented. Doc provided the Second. The Motion carried.

- d. Discussion and possible action regarding suggested changes to corporation By-Laws to be submitted for approval by Members at March 7, 2026, Annual Member Meeting
  - i. Section 2.01 & 2.03 amended to reflect well/water plant address instead of a member’s address
  - ii. Section 2.02 amended to assign the agent of the corporation to the President instead of a specific named person
  - iii. Section 5.04 amended to change the length of term of office for all directors to 4 years instead of existing 2 years
  - iv. Section 5.08 amended to change the month of quarterly meetings from March, June, September and December to January, April, July and October to accommodate fiscal quarter reporting to be implemented with April 2026 meeting if approved
  - v. Section 5.08 amended to place the “date” of Regular meetings from the second Saturday of the month to the third Saturday of the month
  - vi. Section 5.08 amended to prohibit a Director from being simultaneously a corporation contracted service provider
  - vii. Section 8.03 amended to correct the phrase “Section 9.04 of these By-Laws...” to “Section 8.04 of these By-Laws...”

Adria Moved to put all suggested revisions on the ballot as written and let the members decide. Doc provided the Second. Greg expressed his preference that revision iii not be included. A Motion was made by Doc, Seconded by Greg, to strike revision iii. The Motion carried. Doc then

Moved to approve all revisions except iii. Rick Seconded. The Motion carried unanimously.

- e. Discussion and possible action as to form regarding the following 2026 Board of Directors elections and proposed By-Laws amendments:
  - i. Ballot
  - ii. Director Application Form
  - iii. Meeting Notice

Motion to approve as to form by Doc, Seconded by Rick. The Motion passed unanimously.

8. Closing

- a. General public/members signed up to speak (3-minutes per speaker)  
None
- b. Closing Comments by Board Members  
Doc expressed his appreciation of everyone's efforts to work towards the continued success of the corporation.

9. Adjournment

Adria Moved to adjourn at 11:30 AM, Seconded by Ken. The Motion carried.