

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

**Date of Meeting: July 12, 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:	(Vacant)	<u>          </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 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>          </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>  X  </u>
John Klebenow	<u>  X  </u>

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

- 1)** Vice-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.

Chano Falcon and Nora Falcon signed up to speak.

- 2)** Approval of Minutes from June 21, 2023 Special Board Meeting.

Rick read the Minutes for June 21, 2023. Rick made a Motion to approve, Greg seconded, the Motion passed with 3 Ayes.

### **3) New Business**

- a) Approval of Revised Tariff and Rate Schedule  
Greg made a motion to approve the Tariff and Rate Schedule as written. Seconded by Rick. The motion passed unanimously. Greg moved the discussion to item 3c.
- b) Discussion and possible action regarding donations to the places where meetings are held.  
Ken made a motion to make a donation to the place we choose to meet for Board meetings of \$25 per meeting. Greg seconded. The motion passed unanimously. Motion to approve retroactive payment of contributions to previous sites by Greg, seconded by Ken. Motion passed with 3 Ayes.
- c) Discussion and possible action regarding methodology for transfer of Maintenance Fee increase to capital expenses fund.  
Discussion of doing a one-time a month transfer for the capital expense revenue. Ken said he could do a separate account at the bank or can have a subaccount on the existing account. There was also the question of timing of when to create an account as there is an issue about account minimum charges. No action at this time.  
Greg moved the discussion to item 3b.
- d) Discussion and possible action regarding questionable meter installation.  
The Board discussed the specific location and was informed a lease agreement exists for use of the surface property in question. Ken will be following on researching the situation.

Nora Falcon spoke about the Tariff revision and asked if there was a site where the members can see exactly what the capital projects revenue from the increased Maintenance Fee would be spent and in what amounts.

### **4) Committee Business**

- a) Update – Election Committee
- b) Update – Operations Committee
- c) Update – IT Committee
- d) Update – Infrastructure Committee
- e) Update – Rate Analysis Committee

No updates were provided by the respective committees.

## 5) Old Business

- a) Discussion and possible action regarding vacant Board Positions.  
Greg moved to appoint Dr. James Lindstrom to the Board of Directors to fill the slot previously held by Lee Gruver. The motion was seconded by Rick and passed unanimously with 3 Ayes.  
A motion was made by Ken that James Lindstrom would take the position/role of President. Seconded by Greg. Approved with 3 Ayes.
- b) Discussion and possible action regarding Enforcement Violations response.  
Rick highlighted changes already made (access ladders to both storage tanks, and installation of vented, locking lid on the south tank). He said that he had purchased two level indicators and supplies to address the overflow valves on the two storage tanks. He also mentioned that an isolation valve between the two tanks needs to be installed.
- c) Discussion and possible action regarding modifications to an agreement with the bookkeeper.  
No discussion
- d) Attorney General – Open Records Request Status Update  
Ken reported that he sent a courtesy email to the requestor indicating the intent to provide the data requested. The data is available, but the requestor asked for more time to review.

## 6) Closing

- a) General public/members signed up to speak (3-minutes, each speaker)  
Chano Falcon spoke asking why the corporation's drought contingency plan couldn't be revised to use the monitoring level measurements from the well. The item will be added to the next meeting's agenda.
- b) Closing comments by President.  
None

- 7) Meeting is adjourned at 11:12 AM with a motion from Ken, 2<sup>nd</sup> by Rick, 4 ayes carried the motion.