

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: October 17, 2024

Time: 6:00 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:	Dr. James (Doc) Lindstrom	X
Vice President:	Greg Snell	X
Secretary/Treasurer:	Ken Hobbs	X
5 th Board Position:	(Vacant)	
Assistant Secretary:	Rick Garza	X
Non-Board Assistant Secretary:	Adria Schreiber-Garza	X

CMWSC contractor(s):

Water Service Operator:	Rick Garza	X
Bookkeeping	Debra Walston	

CMWSC – Committees Members Present:

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

Operations Committee		Rate Review Committee	
Yvonne Miller		Chano Falcon	X
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	X
Chano Falcon	X
Jeff Lane	X

Members / Public present and not noted above:

Diana Klebenow

Members/Public request for documentation:

None

1. President called the meeting to order at 5:59 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. Presentation and Q&A by Phyllis Brown, consultant, regarding amending Certificates of Convenience and Necessity (CCN)

Phyllis Brown is a subcontractor with the Public Utilities Commission of Texas and is also a licensed water system operator. She’s been doing CCNs since 1983. She was invited to speak to the Board by Rick. Primary discussion was concerning what a CCN allows and what the consequences of serving customers outside of the CCN could be. She also discussed the process for amending the existing CCN with an estimated turnover time from the PUC once the application was sent in. In Q&A she spoke about many of the free services she might provide the Corporation to its benefit such as the amendment process, GIS mapping, performing rate studies, and review of the tariff.

3. Approval of Minutes
 - a. September 21, 2024, Regular Board Meeting
Motion to approve Minutes by Greg, seconded by Ken. Motion carried.

4. Directors’ Reports

Doc reported that Real County confirmed that the corporation was exempt from property taxes, that it was good for “5 years,” and that they would contact CMWSC for renewal if such is needed. He mentioned the number of recent repairs to the system and also said that, outside of himself, no one had stepped up to volunteer to do daily well meter readings/status checks for Rick. (Rick suggested that folks could contact him directly if interested in helping.) Doc mentioned that the Wellntel sensor had been replaced, but there was still a problem with the battery pack. The technician would be changing out the pack on October 18th. Doc also said that he had attended a Camp Wood City Council meeting and described the town’s situation with its water supply source problems. Finally, Doc reported that he had asked the Mayor of Camp Wood if the Corporation’s request to use their wastewater system for the well reject water had been taken to Council and was told not yet.

Rick – none

Ken – Thanked Jeff, John and Kerry for their help at the recent line break. He also recalled Jeff’s question of the Board at the last meeting regarding the Board’s goal for the system’s water. Ken said his goal was improvement in water quality based on whatever the water quality tests dictate.

Greg – none

5. Treasurer’s Report

Ken said there was nothing unusual about the financials currently. The Corporation had \$52,554.53 in cash on hand, that expenses this year were slightly less than last year’s for the same time period, and that non-employee compensation was about \$4,000 less than last year.

Greg made a Motion to accept the Treasurer’s Report as submitted, seconded by Rick. The Motion was approved unanimously.

6. Committee Updates

a. Election Committee

Adria reminded the Board that they needed to meet in November to review and approve documents for the 2025 Board Election.

b. Infrastructure Committee

Greg reported that the pressure tanks needed to be upgraded to 400 gallons so that “As Builts” could be submitted. He said the two pressure tanks and an associated air compressor would cost about \$6,000, possibly less. He described the pre-filter situation to address Total Dissolved Solids. There followed discussion regarding the pressure pump, location of the new pressure tanks, filters and membranes and starting work on the budgeted distribution system maintenance upgrades relative to shutoff and flush valves.

There was continued discussion about how to accomplish having more treated water. Doc recommended that the focus be on putting in the pressure tanks and the pre-filters.

Motion by Greg that, based on the 2024 budget, the corporation move forward with funding and implementing item 1 and 2 from the “CMWSC Infrastructure Plan 2024/2025.” Second by Rick. The motion carried.

Doc instructed the Infrastructure Committee to meet post-haste and look at the current system to determine what is actually going on (water treatment-wise) and what needs to be done and to bring back recommendations to the Board ASAP. Ken suggested tabling discussion about items 3 through 6 on the list for now.

c. IT Committee

Nothing

d. Operations Committee

Nothing

7. Old Business

- a. Discussion and possible action regarding the purchase of replacement membranes for the RO system – Approval of emergency purchase of membranes

Motion to approve an emergency purchase of membranes in the amount of \$543.65 as recommended and installed by the Water System Operator, by Doc. Second by Greg. Motion carried.

- b. Discussion and possible action regarding approval to purchase and install two (2) 200-gallon distribution pressure tanks to satisfy compliance requirements
See notes from the Infrastructure Committee report and discussion.
- c. Discussion and possible action regarding approval to purchase and install pre-filter(s)
See notes from the Infrastructure Committee report and discussion.

8. New Business

- a. Resolution approving retroactively the payment of the first installment of insurance premium

Doc read the Resolution to record. Greg moved to approve the Resolution for the first, April, installment of insurance premium. Second by Doc.

Ayes – 3, Nays – 0, Abstain – Ken
Motion carried.

- b. Discussion and possible action regarding payment of second installment of insurance premium

Doc read the Resolution to record. Greg moved to approve the Resolution for the first, April, installment of insurance premium. Second by Rick.

Ayes – 3, Nays – 0, Abstain – Ken
Motion carried.

- c. Discussion and possible action regarding bill adjustments for home line flushing due to distribution line breaks, leaks or taps

Motion to table this item by Ken. Second by Rick.

Ayes – 3, Nays – 0, Abstain – Doc
Motion carried.

9. Closing

- a. General public/members signed up to speak (3-minutes per speaker)
None
- b. Closing Comments by Board Members
None

10. Adjournment

Greg moved to adjourn, at 8:38 PM. Rick provided the second. The Motion carried.

