

**Crown Mountain Water Supply Corporation  
Special Board Meeting  
Minutes**

Posted for public view on the Crown Mountain Water Supply Corporation Web Page and on Corporation Facebook page:

Date: June 20, 2022 Time: 8:50pm

(In compliance to the Texas Open Meetings Act this notice is to be posted at least 72 hours in advance of the scheduled meeting time. Unless it is an emergency meeting which is outlined in the statute which then requires posting at least 1 hour prior to meeting time.)

**Date of Meeting: 27, June 2022**

**Time: 7:00pm**

**Place: St. Mary Magdalen: 311 E Third Street Camp Wood, Texas 78833**

Board Members Present

President:	Lee Gruver	<u>  x  </u>
Vice President:	John Klebenow	<u>  x  </u>
Treasurer:	Tim Brackin	<u>  x  </u>
Secretary:	Yvonne Miller	<u>  x  </u>
Assistant Secretary:	Patricia Isham	<u>  x  </u>

CMWSC contractors

Water Service Operator:	Rick Garza	<u>  x  </u>
Customer Account Specialist:	Patricia Isham	<u>  x  </u>

**CMWSC – Committees Members Present:  
IT Committee**

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

**Operational Committee**

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

**Infrastructure Committee**

John Klebenow	<u>  x  </u>
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## CROWN MOUNTAIN WATER SUPPLY CORPORATION DROUGHT CONTINGENCY PLAN

### SECTION 1 – PURPOSE

The Crown Mountain Water Supply Corporation (CMWSC) Drought Contingency Plan (Plan) was created so that CMWSC can cut back demand when supplies are low so customers have enough water to make it through a drought. There is also information on the steps to be taken in a water emergency such as when supplies are cut off or contaminated.

CMWSC adopted this Plan to conserve the available water supply, to protect the integrity of water supply facilities particularly for domestic water use, sanitation and fire protection and to minimize the adverse impacts of water-supply shortage or other water-supply emergency conditions.

Water uses regulated or prohibited under this Plan are considered non-essential. Continuation of such uses during water shortage or other emergency water-supply conditions is deemed to be a waste of water, which subjects the offender(s) to penalties as defined in Section 6 of this Plan.

The provisions of this Plan apply to all persons, customers, and property using water provided by the CMWSC.

### SECTION 2 – PUBLIC INVOLVEMENT

Customers were given the opportunity to provide input into the preparation of this Plan.

### SECTION 3 – PUBLIC EDUCATION

CMWSC policies are posted on the web page at [CMWSC.com](http://CMWSC.com).

### SECTION 4 NOTICE REQUIREMENTS

Written notice will be provided to every customer prior to implementation or termination of each stage of the water restriction program at least 72 hours before restrictions begin. Under certain circumstances, notification may need to be given through hand-delivered notice. In those situations, the provisions of the plan will not be enforced for 24 hours after notice is provided. The written notice to customers will contain:

1. The date restrictions will begin
2. The circumstances that triggered the restrictions
3. The stages of response and an explanation of the restrictions to be implemented, and
4. An explanation of the consequences for violations.

CMWSC will notify TCEQ email at [wtermon@tceq.state.tx.us](mailto:wtermon@tceq.state.tx.us) prior to implementing Stage III and must notify in writing the Public Drinking Water Section at MC-155, P.O. Box 13087, Austin, Texas 78711-3087 within five (5) working days of implementation including a copy of the

restriction notice. CMWSC must file a status report of its restriction program with the TCEQ at the initiation and termination of Stages III and IV, mandatory water use restrictions.

#### SECTION 5 – EXEMPTIONS

CMWSC may grant an exemption for good cause upon written request. Exemptions are not retroactive and do not authorize or justify any violation of the Plan occurring prior to the exemption.

#### SECTION 6 – VIOLATIONS

1. First violation – the customer will be notified by written notice of their specific violation.
2. Subsequent violations –
  - a. After written notice, CMWSC may discontinue service at the meter for a period of five (5) days or the end of the calendar month, whichever is LESS. The normal reconnect fee for CMWSC will apply for restoration of service.

#### SECTION 7 – RESPONSE STAGES

##### STAGE I – CUSTOMER AWARENESS

Stage I will begin every April 1st and CMWSC will provide notice with the March bill as a reminder to customers to conserve water. Stage I will end every September 30th. CMWSC will provide notice with the August bill as a reminder to customers. The April notice will request customers voluntarily limit the use of water for non-essential purposes and to practice water conservation.

##### STAGE II – VOLUNTARY WATER CONSERVATION

Target: Achieve a 10 percent reduction in total monthly pumpage.

Stage II will be implemented when the Real Edwards Conservation & Reclamation District announces that it is implementing Stage 2 – Moderate Drought Conditions, in accordance with its 2006 Drought Contingency Plan.

CMWSC will mail a notice to customers when Stage II is implemented. Stage II will be stopped when the Real Edwards Conservation & Reclamation District terminates its Stage 2 - Moderate Drought Condition.

CMWSC will visually inspect lines and repair leaks daily. Customer water use records will be reviewed monthly and any unusually high usages will be brought to the customer's attention with a request to conserve water.

##### Voluntary Water Use Restrictions

Water customers are asked to voluntarily limit the irrigation of landscaped areas with hose-end sprinklers or any kind of automatic irrigation system. They are also asked to limit outdoor use to once a week. Irrigation should occur before 10:00 AM and after 8:00 PM to reduce evaporation. However, customers may irrigate their landscaping and gardens at any time if they use a hand-held hose, a faucet-filled 5-gallon or less bucket or water can or a drip irrigation system.

### STAGE III – MANDATORY WATER USE RESTRICTIONS

Target: Achieve a 20 percent reduction in total monthly pumpage.

Stage III will be implemented when the Real Edwards Conservation & Reclamation District announces that it is implementing Stage 3 – Severe Drought Conditions, in accordance with its 2006 Drought Contingency Plan.

TCEQ will be notified, and customers will receive a written or hand delivered notice, when Stage III is implemented and terminated.

Stage III will be stopped when the Real Edwards Conservation & Reclamation District terminates its Stage 3 - Severe Drought Condition.

CMWSC will visually inspect lines and repair leaks daily. Line flushing is prohibited except for dead-end mains.

#### Mandatory Water Use Restrictions

1. Outdoor water use is limited to once a week. Irrigation is allowed only before 10:00 AM and after 8:00 PM to reduce evaporation. Customers may irrigate their landscaping and gardens at any time if they use a hand-held hose, a faucet-filled 5-gallon or less bucket or water can or a drip irrigation system.
2. Customers may not use water to wash any motor vehicles or other vehicles except during the same periods of time in which landscape irrigation is allowed. During those periods, a hand-held bucket or hose with shutoff valve should be used for quick rinses.
3. Swimming pools can only be filled once a week before 10:00 AM and after 8:00 PM.
4. The following uses of water are considered nonessential and are prohibited during Stage III:
  - a. Wash down of any sidewalks, walkways, driveways or other hard surfaces;
  - b. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
  - c. Use of water for dust control;
  - d. Failure to repair a controllable leak within a reasonable period after having been given notice directing to do so by CMWSC; and
  - e. Any waste of water.

### STAGE IV – CRITICAL WATER USE RESTRICTIONS

Target: Achieve a 30 percent reduction in total monthly pumpage.

Stage IV will be implemented when the Real Edwards Conservation & Reclamation District announces that it is implementing Stage 4 – Extreme Drought Conditions, in accordance with its 2006 Drought Contingency Plan.

TCEQ will be notified, and customers will receive a written or hand delivered notice, when Stage IV is implemented and terminated.

Stage IV will be stopped when the Real Edwards Conservation & Reclamation District terminates its Stage 4 - Extreme Drought Condition.

CMWSC will visually inspect lines and repair leaks daily. Only dead-end main flushing is allowed and only during the hours of 9:00 PM and 3:00 AM. Emergency interconnects or alternative supply arrangements will be initiated. All meters will be read as often as necessary to ensure compliance with this program for the benefit of all customers.

#### Mandatory Water Use Restrictions

1. All outdoor use of water is prohibited.
  - a. No irrigation of landscaped areas is allowed.
  - b. No washing of motorized vehicles or other vehicles is allowed.

#### SYSTEM OUTAGE or SUPPLY CONTAMINATION

The TCEQ Regional Office will be notified immediately in the event of either a system outage or supply contamination. Customers will be notified via text message where possible. If electronic notification is not possible, customers will be called or notified in person.