

Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

Date of Meeting: July 16, 2024

Time: 8:00 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
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		Adria Schreiber-Garza	X
Adria Schreiber-Garza	X	Brenda Sisley Askew	
Richard Landry		LB Brackin	

Operations Committee		Rate Review Committee	
Yvonne Miller		Chano Falcon	
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	
Jeff Lane	

Members / Public present and not noted above:

None

Members/Public request for documentation:

None

1. President called the meeting to order at 8:00 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

- a. June 22, 2024, Regular Board Meeting

Greg requested the following language be added to the next to last sentence on Item 5a: "...but no action was taken." The sentence now reads "Greg recommended adding that the Board reserves the right to change a stage regardless of what the aquifer level is, but no action was taken."

Motion to approve Minutes as amended by Ken, seconded by Greg. Motion carried.

3. Treasurer's Report

Motion to approve the Treasurer's Report as provided to the Board Members by Greg, Second by Rick. Doc opened the floor to discussion.

The Board talked about year-end projections of revenue/expenses including outstanding known expenses such as the Engineer's contract, QuickBooks renewal and the insurance premium. Ken said the corporation was likely to end the year in the black.

Doc indicated that there was some business with the Real County Appraisal District regarding the corporation's tax-exempt status. Ken said there were options on how to pay if the Review Board denies the application. Board members mentioned that any changes to the Articles of Incorporation or the By-Laws needed to be identified and Adria gave a brief review of the estimated time frame to put together a Special Member meeting for voting on same. John K. asked if an attorney was necessary for renewing the Articles of Incorporation and Board members indicated that they were already in discussions with an attorney regarding the question of what language the Board could change and what required a licensed attorney.

Doc called the question regarding the Motion above which was approved unanimously.

4. Old Business

None

5. New Business

Doc moved to item 5b before addressing 5a.

- a. Discussion and possible action regarding amendments to WSO contract approved on May 17, 2024

Doc said that Rick had signed the contract approved by the Board previously, but that Rick had made a few changes. The Board needed to discuss and approve the changes made. Doc also announced that Rick had turned in a Letter of Resignation effective in six months. Doc said the Letter automatically moves the term of the contract to six months, that the 12-month term referenced in the contract needed to be struck, and that the Letter of Resignation needed to be Accepted by vote. John K asked if there was anything in the contract that needed to be looked at that might cause the Letter of Resignation to be rescinded and was answered in the negative. Doc said Rick's resignation will be effective December 31, 2024. There was additional discussion about Rick's license renewal, costs of same, as well as other related costs and Ken asked that Rick speak to the Board regarding reimbursement of those costs as they came up given that having his license was a benefit to the Corporation.

Move that we accept, with reservations, Rick's resignation effective 12/31/2024 in the Letter of Resignation dated 7/4/2024 by Ken, Second by Greg. Motion failed per the following vote: Aye – 2, Opposed – 1 (Doc), Abstained – 1 (Rick)

Discussion then moved to the changes requested in the contract. Rick said that his first concern regarded his liability relative to tank inspections/cleaning and regulations thereof. After discussion regarding the concern, Doc directed that members be notified seventy-two hours prior to any non-emergency Work Days.

The next question/change was in regard to the meaning of the term “physically monitor distribution system...” in Item 16 on the WSO list of duties. There followed discussion about rights-of-way, easement rights, and access. Ken was asked to put together a letter that would be sent to the members upon approval by the Board. The suggested change to Item 16 language was to “visually inspect” rather than “physically monitor.”

Regarding Item 17 “Coordinate inspection of interior and exterior of tanks,” Rick will check on TCEQ requirements and also what Damien recommends. There was also discussion on the ability to isolate each storage tank.

Item 23 “Maintain or facilitate maintenance of facilities and grounds of wellsite” – Rick discussed his concerns regarding the language/expectations and the suggested change was to have the sentence read, “Maintain or cause to be maintained...”

Doc wanted to add an Item 24 before the existing Item 24 which new item would read “Notify all members of scheduling of upcoming water system work (except emergencies) within 72 hours.”

Motion to approve amendments to the WSO contract approved on 5/17/2024 as listed:

Item #16 – visual inspection twice per year within regulatory requirements or as needed

Item #23 – change language to read “...or cause to be maintained...”

Item #24 – add new language regarding member notice

Renumber responsibilities such that existing Item #24 becomes Item #25

Motion provided by Ken, Seconded by Rick. Motion carried.

- b. Discussion and possible action regarding renewal of QuickBooks software, cost in excess of \$500

Ken said that the cost to renew the software was around \$690 (\$649 + tax).

Motion to approve renewal of QuickBooks by Greg, Seconded by Rick. Motion carried.

Doc returned the meeting to Item 5a.

6. Closing

- a. General public/members signed up to speak (3-minutes per speaker)

John K said that the static level of the well seemed to show a 10-foot drop in level. Ken suggested that someone come speak about the calculations and what the monitoring report shows.

Doc mentioned that the breaker in the well house was going to be replaced.

Ken mentioned an error code with the generator, that a Google password was needed for the generator and that there was a firmware update needing to be done. He also said that one of the wellsite security cameras wasn't holding a charge and needed to be replaced.

7. Adjournment

Greg moved to adjourn, at 9:39 AM. Ken provided the second. The Motion carried.