

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

**Date of Meeting: May 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 <sup>th</sup> 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	X

**CMWSC – Committees Members Present:**

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

<b>Operations Committee</b>		<b>Rate Review Committee</b>	
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 6:07 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. Approval of Minutes
  - a. March 2, 2024, Regular board Meeting  
Motion to Approve by Ken, 2<sup>nd</sup> by Rick, approved unanimously
  - b. March 2, 2024, Annual Member Meeting  
Motion to Approve by Greg, 2<sup>nd</sup> by Ken, approved unanimously

3. Board of Directors Reports

Doc reported that the corporation had received property tax notices from the County. He and Ken met with Juan Saucedo and learned that the corporation needed to file an application for tax exempt status. Ken delivered the form to the County this past week. Doc also said that the Articles of Incorporation have to be renewed every 5 years and that the County was giving us until 12/31/2024 to get all of the needed documentation turned in. Doc thanked Rick for taking him and Ken around the distribution system. He's also trying to meet with the Mayor of Camp Wood to address the reject water issue and that the issue needs to be resolved to get a system permit.

Ken reported that he would cover what he needed in the Treasurer's Report.

Greg said his items would be covered in agenda items for today's meeting.

Rick said that the corporation needed to put its best diplomatic effort forward on trying to get tied into the Camp Wood wastewater system and that a manhole exists about 400 feet from the well.

4. Treasurer's Report

Ken reported that there was \$47,638.79 cash on hand. He then went over the revenue/expense/budget status. There was about a \$21K expense overage and the records show a \$17,523 loss as of today. He mentioned several points where the actual expenses didn't match budget, but that, yearend, there shouldn't be any major expenses. However, unless upcoming expenses are lowered or revenues increased, the corporation will end the year with a loss. There was discussion about the engineer's contract and tasks yet to be billed. Ken reported that, relative to expenses under the new service provider, there was about a 15% increase in cost, but that usage had gone up by 19%. There followed discussion about the process of renewing the Articles of Incorporation

and necessary legal costs. This was followed by discussion of e-bill payment for members with Venmo being the only option in which the corporation did not incur an additional cost. Venmo had no fees to the business, no long-term contract, but that it takes about three days to access the funds; the customer pays a fee to use the product.

Motion to accept the Treasurer's Report by Rick, 2<sup>nd</sup> by Greg. Motion passed with 4 in favor, 0 opposed.

5. Water system Operator's Report

Rick reported that April had higher water usage due to the eclipse and that he had installed a permanent lockout on a property in Oak Meadows Unit 2 (OM2). He said that Lot 14 in Crown Mountain had high usage in April, but that he couldn't find signs of a leak. The lot had about a 43K gallon usage in April when it usually uses around 630 gallons. After discussion of possible water theft, Ken recommended that the investigation be closed. Rick said there had been a problem with OM2 that required a lockout, but that the issue was addressed. Also, on Thursday, May 9<sup>th</sup>, Third Coast came over and did the State samples. As well, TCEQ will require testing on PFAFs from the well starting in 2025.

At 7:05 PM, Doc called a quick recess.

At 7:09 PM, Doc called the meeting back to order.

Rick asked Ken about any Treasurers bins of unscanned documents in the storage building, but Ken said that he routinely saves all of his files to the corporate cloud. Rick also spoke about the two binders from Reetex/Larry Reed that he had discovered. Doc asked Rick where he was status wise on the lead and copper inventory and Rick responded that he'd started on the form.

6. Committee Business

a. Election Committee  
None

b. Operations Committee  
None

c. IT Committee  
There was brief discussion about scanning records currently residing in the storage building and well as reorganization of the files on the corporate cloud. Adria will move forward with reviewing unscanned documents and also organize the cloud directory.

d. Infrastructure Committee  
Covered under other agenda items.

7. Old Business - None

## 8. New Business

### a. Discussion and possible action on TCEQ NOVs

The tanks exemption has been granted. The Alternative Capacity exemption has been filed. We need Larry Reed to draw out what exists. Greg asked if anyone knew or had seen plans for As Builts. Chano said Larry Reed had done the RO system drawings, LNV only did distribution system. Ken said he'd talked to TCEQ and there followed discussion about As Builts, what TCEQ has, etc. Discussion followed about funding sources for dealing with the NOV's.

### b. Discussion and possible action regarding execution of WSO contract (possible Executive Session, 551.074(1))

Rick was the only person who responded to the posting to fill the WSO position. John K and Chano objected a Point of Order that this topic did not qualify for Executive Session.

Doc recessed the meeting to Executive Session at 7:51 PM at the request of the WSO.

Doc called the meeting to order at 8:12 PM.

Doc went over the changes to the WSO contract including that all expenses outside of daily work required a Board Member's approval; the WSO contractor reported directly to the Board; verbiage change to "Contractor shall perform minor repairs and oversee major repairs, meter installations; Exhibit A, #13 was amended to replace "facilitate" with "follow meter installation procedure"; "coordinate inspection of interior and exterior tanks" instead of "facilitate..."; the Calendar was changed for flushing to be monthly or more often as needed.

Motion to approve contract as amended by Greg, 2<sup>nd</sup> by Ken. There were 3 Aye votes, zero Nays, and Rick abstained.

### c. Update and possible action on Distribution Shut Off and flush Valves

Doc moved to item d. below before this item.

Doc passed around a schematic of the system and where valves are or ought to be. Discussion of doing piecemeal due to finances. The above ground valves in Crown Mountain have to contend with cows and how to protect the valves. Greg said they were looking at being able to isolate Oak Meadows 1 and OM2. John K also said that everything that's going to be done has to be "spiced out." There was also discussion of who should get Boil Water notices.

### d. Discussion and possible action on Drought Contingency Plan

Chano had worked up various options for revisions. Reviewing reports on the well monitoring, there followed discussion about the extent to which there are drawdowns on the water level in the aquifer. Jeff asked about what sets different Drought Plan Stage levels. Discussion was to use aquifer water levels as the trigger. Ken commented about the reasoning behind restrictions at each Stage level.

Motion to send Option 2 back to the Infrastructure Committee for final draft to be resubmitted to the Board on June 22 for discussion and possible action by Ken, 2<sup>nd</sup> by Greg, passed unanimously.

Meeting returned to item c above.

9. Closing

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

10. Adjournment

Ken moved to adjourn the meeting at 9:03 PM, Seconded by Greg. The Motion passed unanimously.