

MINUTES
Monthly Board Meeting
Chalk Bluff Water Supply Corporation
December 3, 2024

The Board of Directors of Chalk Bluff Water Supply Corp. met in regular session at 6:00 PM. **December 3, 2024**, at the Chalk Bluff Water Office, 6511 Gholson Road, Waco, Texas 76705 and via Zoom. The board reserves the right to take action on information items.

Attended in office: Lem Brown, President; Noah Smith, Vice President, Keith Dodds, Secretary/Treasurer; Board Members: Vern Darlington, Don Raybold, Ed Butler, Eddie Coker, John Engelke – Jaime Rager, 1st Operator; Chance Bradbury, Field Supervisor; Elizabeth Clinard, Office Manager.

Attended via Zoom: Kathleen Dow, Attorney.

Absent: Board Member, Mike Mitchell.

Call to order: (6:00 pm) Lem Brown called the meeting to order at 6:01 PM.

- 1) Comments from President or Presiding Director:
- 2) Kathleen Dow, Atty:
 - A. CCN Update: Kathleen Dow reported that Homestead Heritage has a facility only CCN. She has reached out to discuss the CCN with Homestead Heritage but has not received a response. Kathleen stated she will request the PUC to extend our application deadline till March 2025 so we can include our completed audit for 2023. Kathleen asked if Chance could reach out to Ross Water Supply Corporation to discuss our overlapping CCN area. Vern Darlington suggested a board member go with Chance to address the Ross WSC board of directors. Noah Smith said he can be available to accompany Chance.
 - B. Kevin Lander: Kathleen stated Kevin Lander filed a response through his attorney, Suzanne Hack. Kathleen reached out to his attorney and had not received any response. Keith Dodds suggested we wait for a response from Kevin's attorney before deciding how to proceed.
- 3) Consideration of November 2024 Minutes, October 2024 Director's Report and Financials, [Pages 4, 5, 6 Omitted](#) (Consensus approval vote) A motion was made by Ed Butler and seconded by Keith Dodds to accept the minutes with one correction. Motion passed unanimously.
- 4) Office Manager Report:
 - A. Bank Balances:
 - American Bank Operating: \$ 47,049.64
 - American Bank Petty Cash: \$ 845.72
 - American Bank Special Project: \$ 494.83
 - American Bank Capitol Improvement: \$ 29,732.62
 - American Bank Emergency: \$ 3,242.64
 - American Bank: Cdars \$ 958,745.25
 - Independent Operating: \$4,258.13
 - Cadence Operating: \$ 41,609.71
 - \$ 1,085,978.54**
 - B. Customer Exceptional Use 50,000 plus gallons: Chance Bradbury stated the meters at the North & East end of the system has been located and replaced. They have dug up buried water meters. Water loss should continue to go down. The 3" line was deleted and meters moved. The creek on Idlewood is a leak on our side and chlorine water samples have been pulled. The line has been turned off and all customers have water as it is on a loop. He said it will be repaired when the ground dries up. It is a 4" line.
 - C. 2024 Gallon Pumped YTD – STGWD Permitted Amount Used: **97.93%**
 - D. Monthly Reports:
 - Water Loss: **16%**
 - Changed Meters Update: **104**
 - New Meters Purchased: 0
- 5) Field Supervisor Report:
 - A. System Leak Updates:
 - B. Outstanding Work Order Report:
 - C. GPS mapping system update: **Not started** – Keith Dodds brought up that the GPS equipment was purchased several years ago and never used. Chance Bradbury stated that TRWA has a program with Diamond Mapping. The program will map and GPS the system. Noah Smith asked Chance to contact the GPS company to find out what it will take to get the equipment back up to date along with new training. And get with James at TRWA for a quote from Diamond Mapping. Ed Butler asked about the letter from TCEQ regarding pump issue at the White Rock Well. Jaime Rager stated she contacted Duff Engineering for a

- plan to increase the pump size. The pump should pump 2 gpm per connection. She will submit the plan to TCEQ when she receives it.
- 6) Operators Report:
 - A. Alternate Engineering Company: Chance Bradbury said he spoke with 3 different Engineering Companies, and they stated they will get back with us after the first of the year.
 - 7) Action items:
 - 8) Information Items:
 - A. Memorandum of understanding: City of Waco (Noah Smith)
 - 9) Members/Board Members concerns:
 - A. CPA update: (Don Raybold) Elizabeth stated she met with Janice McDuff, CPA to discuss possibly changing to her service from JRBT. Elizabeth stated she has not received the requested pricing from Ms. McDuff in time for the meeting. Janice does utilize QuickBooks Online and would be able to file our 990.
 - B. Discussion about ongoing and possible upcoming issues: Lem suggested that we put together a short brainstorm with upcoming goals for 2025 and delegate projects. The board agreed that it is a good idea. Don Raybold suggested a price quote for replacing old pipes. Chance Bradbury suggested CBWSC speak to TRWA to look for grants for future repairs now that some of the big leaks have been repaired. Don Raybold asked Lem Brown to follow up with Kathleen on grant information. After a discussion a motion was made by Vern Darlington and seconded by John Engelke to only serve snacks at future monthly board meetings. Motion passed unanimously.
 - C. Hand Plumbing Update: After a discussion, it was agreed that invoice 1194 from Hand Plumbing for the Lead & Copper Inventory would be reduced because not all the agreed upon actions were completed for the agreed upon price. The agreed upon price of \$125.00 per meter was for Lead & Copper Inventory, GPS of meters and changing the meters. The price of \$75.00 per meter was for Lead & Copper Inventory and the GPS for meters that had previously been changed. Due to the fact that only the Lead & Copper was done, and no meters were changed, and no GPS was performed the \$75.00 was divided in half equaling \$37.50 per meter. A motion was made by Don Raybold and seconded by Noah Smith to pay \$37.50 for each meter that was inventoried for the Lead & Copper Study and to also reduce the invoice by the amount of price for the fire hydrant that was installed by Hand Plumbing incorrectly. Motion passed unanimously. The invoice from Hand Plumbing for meters changed in 2024 was also discussed. A motion was made by Noah Smith and seconded by John Engelke to reduce the invoice by the number of meters changed in August since Hand Plumbing was not contracted to change water meters in August. Meters changed in August will be paid when Hand Plumbing provides the addresses and information for each meter changed. Motion passed unanimously.
 - 10) Executive Session if necessary: Board retired into executive session. The board returned from executive session and John Engelke made a motion and seconded by Eddie Coker to approve the list given to Keith Dodds for employee bonuses. Motion carried.
 - 11) Closing comments Presiding Director and/or Manager:
 - 12) Adjournment: A motion was made by Vern Darlington and seconded by Eddie Coker to adjourn the meeting. Motion carried and meeting was adjourned _____.

The Board of Directors may adjourn into executive session on the above items under Section 551.071 of the government code to discuss matters with the water system's attorney. No final action will be taken in the executive session.