Minutes
Monthly Board Meeting
Chalk Bluff Water Supply Corporation
February 4, 2025

The Board of Directors of Chalk Bluff Water Supply Corp. met in regular session at 6:00 PM. **February 4, 2025,** 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.

Attendance in office: Lem Brown, President; Noah Smith, Vice President; Keith Dodds, Secretary/Treasurer; board members, Vern Darlington, Don Raybold, Ed Butler, Eddie Coker; Jaime Rager, Lead Operator; Chance Bradbury, Field Supervisor; Elizabeth Clinard, Office Manager; Seth Dumont, member.

Attendance via Zoom: Kathleen Dow, Attorney.

Absent: board member, John Engelke; Mike Mitchell.

Call to order: (6:00 pm)

1) Comments from President or Presiding Director:
2) Kathleen Dow, Atty:
   A. CCN Update: Kathleen reported the Financial Audit is behind schedule and is due in March. Kathleen asked for any updates from Homestead Heritage or Ross WSC regarding the CCN? Chance stated he would have an update at the next board meeting. Vern stated he met with Ross WSC and had suggested carving out the existing customers being serviced by CBWSC and RWSC seemed to be okay with this proposal as long as CBWSC did not install any additional meters in the area. He also stated that RWSC didn't seem to be ok with the purposed Homestead Heritage CCN map. A motion was made by Noah Smith and seconded by Vern Darlington for Kathleen Dow to Advise Zeke Martinez with Homestead Heritage and CBWSC will proceed with a Facility CCN and would approve Homestead Heritage only as a Facility CCN with an area map with defined boundaries that stay on Homestead Heritage property. Motion Passed unanimously.
   B. Kevin Lander: Kathleen stated that Kevin Lander's response through his attorney was that he is not in possession of the requested paperwork or items belonging to CBWSC. She said Kevin Lander is requesting his August wages, vacation pay and fuel reimbursement. Vern stated that Kevin did not come into the office to pick up his final payment and return files as agreed. Noah Smith suggested that CBWSC pay Kevin for time worked and have him sign a waiver to hold CBWSC harmless. Kathleen asked to get the pay amount for Kevin Lander. A motion was made by Don Raybold and seconded by Vern Darlington to have Kathleen use the figured Elizabeth give for Kevin's final check and the reason for not giving additional pay. Motion passed unanimously.
3) Seth Dumont: Seth introduced himself and explained that he is looking to expand his business, Waco Waffle, and would like to purchase property from CBWSC along Halbert Lane and FM 933. After Seth Dumont left, the board had a discussion regarding the sale of the property. It was put to a vote; No vote: Keith Dodds, Eddie Coker; Possible swap: Vern Darlington, Ed Butler, Noah Smith: Don Raybold abstained.
4) Consideration of December 2024 Minutes, November & December 2024 Director's Report and Financials, Pages 4, 5, 6 Omitted (Consensus approval vote) A motion was made by Ed Butler and seconded by Noah Smith to approve the December 2024 Minutes as written. Motion carried. A motion was made by Noah Smith and seconded by Keith Dodd's to approve the November & December 2024 Financials. Motion carried.
5) Office Manager Report:
   A. Bank Balances:
      American Bank Operating: $ 50,430.10
      American Bank Petty Cash: $ 685.86
      American Bank Special Project: $ 474.92
      American Bank Capitol Improvement: $ 29,800.40
      American Bank Emergency: $ 3,245.99
      American Bank: Cdars $ 915,027.56
      Independent Operating: $ 7,283.79
      Cadence Operating: $ 40,168.22
      $ 1,047,116.84
      Customer Exceptional Use 50,000 plus gallons: Not Provided.
   B. 2024 Gallon Pumped YTD – STGWD Permitted Amount Used: **6.38%**
   C. Monthly Reports:
      Water Loss**: 4.48%**
      Changed Meters Update: **90**
      New Meters Purchased: **0**

6) Field Supervisor Report:

A. Lawley Construction: A motion was made by Vern Darlington and seconded by Don Raybold to move forward with the line repair over the creek off FM 308 contingent that the repair does not exceed $15,000.00, because a break would be costly. Motion passed unanimously.

B. System Leak Updates:

C. Outstanding Work Order Report:

D. GPS mapping system update: **Not started**

E. Operators Report: Jamie Rager stated she is meeting with Duff Engineering on Friday to discuss upgrades to the system and to discuss a plan for the pump capacity for the White Rock well to submit to TCEQ.

F. Alternate Engineering Company:

7) Action items:

8) Information Items:

A. Discussion & Possible Action on Modifying the Number on the Board: Lem read Eddie Coker's resignation letter and thanked him for his many years of service on the board. Lem also stated that Mike Mitchell resigned from the board for health reasons. After a discussion it was decided to table the action on modifying the number of members on the board.

9) Members/Board Members concerns:

A. Discussion about ongoing and possible upcoming issues:

B. Hand Plumbing Update: A motion was made by Noah Smith and seconded by Keith Dodds to welcome Barry Hand to bring the burden of proof to the board of directors to request additional payment for amended invoices. Motion passed; Ed Butler abstained.

10) Executive Session if necessary:

11) Closing comments Presiding Director and/or Manager:

12) Adjournment: A motion was made by Vern Darlington and seconded by Keith Dodd's to adjourn the meeting. Motion carried. Meeting adjourned at 8:45 PM.

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 executive session.