

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

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

Office Attendance: Zeke Martinez; Lem Brown, President; Keith Dodds, Secretary/Treasurer; Board Members: Vern Darlington, Don Raybold, Ed Butler, John Engelke, Jaime Rager, 1st Operator, Chance Bradbury, Field Supervisor; Elizabeth Clinard, Office Manager.

Zoom Attendance: Noah Smith, Vice President; Kathleen Dow, Attorney.

1. Call to order: (6:00 pm)
2. Comments from President or Presiding Director:
3. Homestead Heritage, CCN: Zeke Martinez made a presentation requesting that CBWSC replace the existing 1" meter currently serving Homestead Heritage and replace it to serve as an emergency meter to a 2" meter be used by HH only in emergencies. (When they have breaks or their pump goes down to fill their well) He stated he is not requesting an interconnect. Zeke provided an updated CCN map for approval with the ½ mile additional area removed. Noah Smith asked Chance Bradbury if CBWSC could limit HH to 35,00 gallons a day and request a backflow preventative and suggested we submit this request to the Engineer. Chance asked Zeke what size tanks HH has, Zeke stated 2 38,00 gallons tanks. The tank will send a signal when it get to a low level of 1/3, and takes 4 hours to fill with our 1" meter. Keith Dodds asked Zeke how many gpm does their well pump, 38 gpm. The Board agreed that the CCN map looked good. Vern Darlington stated that after the visit with Ross WSC he felt confident that they would sign the over the lines that CBWSC is already serving for the CCN. Noah Smith asked Kathleen Dow if the PUC needs the City of Waco agreement between CBWSC and HH? Kathleen said yes and stated she has a template for the agreed boundary. Noah Smith asked Kathleen Dow if the agreement boundary could be ready for review before the next meeting and asked Chance to review the meter size with Duff Engineering. Keith Dodds suggested that the board discuss and then send a proposal to our attorney. John Engelke also stated he thinks the board needs more discussion.
4. Kathleen Dow, Atty:
 - a. CCN Update: Kathleen stated she had extended the deadline for the audit to April 18th for the CCN application. She also stated that Ross WSC and HH WSC need to finalize their CCN to submit our application. Kathleen said she has not heard from RWSC. Vern proposed that Chance to go to the March RWSC meeting to see what the RWSC engineer suggests.
 - b. Kevin Lander: A motion was made by John Engelke and 2nd by Vern Darlington to retire into executive session for discussion.
5. Consideration of February 2025 Minutes, January 2025 Director's Report and Financials, [Pages 4, 5, 6 Omitted](#) (Consensus approval vote) A motion was made by John Engelke and seconded by Keith Dodds to approve the February Minutes and January Financials. Motion passed with no opposition.
6. Office Manager Report:
 - a. Bank Balances:
American Bank Operating: \$56,341.19
American Bank Petty Cash: \$1,000.78
American Bank Special Project: -
American Bank Capitol Improvement: \$29,800.40
American Bank Emergency: -
American Bank: Cdars: \$915,027.56
Independent Operating: \$1.49 closing
Cadence Operating: closed
\$ 1,002,171.42
 - b. Customer Exceptional Use 50,000 plus gallons:
 - c. 2025 Gallons Pumped YTD – STGWD Permitted Amount Used: **11.85%**
 - d. Monthly Reports:
Water Loss: **25.74%**
Changed Meters Update: 7
New Meters Purchased: 0
7. Field Supervisor Report: Chance stated that junk water meters had been sold.
 - a. Lawley Construction:

- b. System Leak Updates: Chance suggested future upgrades to Ouida/Virginia be submitted to Duff Engineering for a bigger 2" line. Duff Engineering is currently working on well upgrades. Chance stated he will get bids for mowing for the systems.
 - c. Outstanding Work Order Report:
 - d. GPS mapping system update: Board asked for pricing for Diamond Mapping and a price for training on our current GPS equipment.
 - e. Alternate Engineering Company:
- 8. Operators Report:
- 9. Action items:
- 10. Information Items:
- 11. Members/Board Members concerns:
 - a. Budget / Grant Applications: Ed Butler reviewed the Balance Sheet, Profit and Loss for last year, Profit & Loss by month, Water Loss and Budget
 - b. Discussion about ongoing and possible upcoming issues:
 - c. Hand Plumbing Update: Hand Plumbing cashed the two checks mailed for the final invoices and there has been no further update.
- 12. Executive Session if necessary:
- 13. Closing comments Presiding Director and/or Manager:
- 14. **Adjournment:** A motion was made by _____ 2nd by _____ to adjourn the meeting. Motion passed and the meeting adjourned at 8:40 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.