

Minutes
Monthly Board Meeting
Chalk Bluff Water Supply Corporation
April 1, 2025

The Board of Directors of Chalk Bluff Water Supply Corp. met in regular session at 6:00 PM. **April 1, 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; Keith Dodds, Secretary/Treasurer; board members, Don Raybold; Ed Butler; John Engelke; Jamie Rager, 1st Operator; Chance Bradbury, Field Supervisor; Elizabeth Clinard, Office Manager. Homestead Heritage representatives, Zeke Martinez and D. Ray Young.

Attendance via Zoom: Kathleen Dow, Attorney.

Absent: Noah Smith, Vice President.

1. Call to order: Lem Brown, President; called the meeting to order at 6:02 PM.
2. Kathleen Dow, Atty:
 - a. CCN Update: Chance Bradbury stated the CCN prepared by Homestead Heritage was for a dual CCN, should be a boundary CCN, it needs to be reworked and reviewed carefully. Kathleen stated the Homestead Heritage facilities only map only modified the area map. It should be a boundary CCN. After a discussion, it was suggested that Ross WSC move their boundary and sign over the existing water meters that CBWSC serves in their area.
 - b. Kevin Lander: A motion was made by Vern Darlington and seconded by Keith Dodd's to retire into executive session.
3. Consideration of March 2025 Minutes, February 2025 Director's Report and Financials, [Pages 4, 5, 6 Omitted](#) (Consensus approval vote). Ed Butler stated that on page 3 of the Minutes it should read agreed upon CCN looked good (not approved). A motion was made by Don Raybold and seconded by John Engelke to approve the March Minutes with the suggested corrections and the February Financials. Motion carried with no objection.
4. Office Manager Report:
 - a. Bank Balances:
American Capital Improvement: \$31,711.17
American Bank Operating: \$70,254.93
American Bank Petty Cash: \$1,542.86
American Bank: Cdars: \$917,663.44
Total: **\$1,021,172.40**
 - b. Customer Exceptional Use 50,000 plus gallons:
 - c. 2025 Gallons Pumped YTD – STGWD Permitted Amount Used: **18.83%**
 - d. Monthly Reports:
Water Loss: March **16.30%**
Changed Meters Update: **40**
New Customer Meters: **0**
New Meters Purchased: **March 18, April 72**
 - e. Audit: **Firm is finishing up**
5. Field Supervisor Report:
 - a. System Leak Updates:
 - b. Outstanding Work Order Report:
 - c. GPS mapping system update:
Trimble Training Price: **\$1,000.00 8 hour zoom training. Software Prices?**
Diamond Mapping Price: **Robert Turner 512-691-6573**
\$13.00 each point
\$12.00 over 1,000
\$11.00 over 2,000
\$200.00 per diam
\$.67 per mile
170 points per day
\$900.00 app, \$1,250.00 per year
After completed add new points with cell phone (10' to 15' off, can adjust)
There was discussion about possibly sharing the GPS equipment and possibly renting or joint ownership with Gholson Water. After a discussion, a motion was made by John Engelke and

seconded by Vern Darlington to move forward with Allterra for the GPS of the CBWSC system. Motion passed with no opposition.

The board directed Chance to dismantle and sell the old pipe trailer found at Well 5 and continued clean up of the remaining debris.

d. Alternate Engineering Company:

6. Operators Report:

7. Action items:

a. Uninstalled Meters: Elizabeth explained there are several meters that have been purchased and not installed. She requested clarification on the policy for installing purchased water meters within a certain time frame to be able to better track meters and ensure they are installed where they are engineered. After a discussion, the board decided to table the policy for a later date.

b. Homestead Heritage Meter: Representatives from Homestead Heritage requested that CBWSC upgrade the existing 1" meter to a 2" meter to use as a supplement to their well, to be used as backup water source during emergencies, such as transformer failures or fires, which have occurred in the past. They only have 2 days of water storage, and they have faced situations where they nearly ran out of water. While they have their own well, it has limitations on gallons per minute. Homestead Heritage currently has 43 connections on their well. Zeke stated that that 1" meter currently has a backflow preventative on it. Elizabeth asked Zeke to provide a copy of the backflow preventative inspection for CBWSC's records as is required annually per TCEQ. Mr. Young proposed that whatever gallons they purchase, Homestead Heritage was willing to give back to the STGWD permitted water for CBWSC. The board suggested that Homestead Heritage provide a written proposal from their engineers detailing their needs and also inquired about Homestead Heritage's plans for adding another water tank to increase their storage capacity.

8. Information Items:

9. Members/Board Members concerns:

a. Grant Applications Update: Ed Butler stated he will continue monitoring the Texas Water Development Board loan and grant processed and respond to any requests for clarification.

10. Executive Session if necessary:

11. Closing comments Presiding Director and/or Manager:

12. Adjournment:

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.