

Meeting
Monthly Board Meeting
Chalk Bluff Water Supply Corporation
August 12, 2025

The Board of Directors of Chalk Bluff Water Supply Corp. met in regular session at 6:00 PM. **August 12, 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: Lem Brown, President; Board Members, Vern Darlington, Ed Butler, John Engelke; Chance Bradbury, Field Supervisor; Jamie Rager, 1st Operator; Elizabeth Clinard, Office Manager; Krystal Quirum; Jamie Raines, Member.

Zoom Attendance: Kathleen Dow, Attorney; Frank Stephens, SPI Engineering; Noah Smith, Vice President; Keith Dodds, Secretary/Treasurer; Don Raybold, Board Member.

Absent:

1. Call to order: Lem Brown called the meeting to order at 6:08 PM.
2. Kathleen Dow, Atty:
 - a. CCN Update: Kathleen said she has emailed the City of Waco regarding the CCN fees and map presented and has not received any response from them. She stated she is willing to draft a document with the changes CBWSC requested and submit it to the City of Waco.
 - b. Kevin Lander: Board retired into executive session. Board resumed into regular session at 6:45 PM.
 - c. Ross WSC CCN: Kathleen said Ross WSC signed the Dual CCN Map that includes area of Homestead Heritage in the CBWSC area. Ross WSC thinks we have water lines there, Kathleen does not think we do. Homestead Heritage wants to obtain their own CCN area. Noah stated Homestead Heritage sent a plat to the City of Waco, and it was rejected because Homestead Heritage does not have a CCN. Homestead Heritage has not contacted Ross WSC regarding the dual CCN. Vern stated he is willing to go to Ross WSC with Zeke (Homestead Heritage), Noah and Chance to discuss the dual CCN areas. Kathleen said she thinks that is a good idea.
 - d. SPI Agreement Review: Kathleen said she has reviewed the contract from SPI and had some concerns. Frank with SPI said the agreement is a standard engineering contract and can be amended. Frank said SPI provides grant and funding help at no cost to CBWSC. He also stated that SPI are experts with grant funding for water development. He stated the price for 1 hydraulic investigation would be \$350.00, 1 to 2 meters \$1,125.00 total, 3 to 10 meters \$1,800.00 total, 11 to 49 meters \$2,550.00 total and 50 to 100 is \$4,200.00 total and 100 meters and up are negotiable. He also stated there is a fee that is paid by the customer for looking inside developments to make sure the development, valves & fire hydrants, etc are up to specifications for CBWSC. He said the only thing CBWSC staff will have to provide are any maps or drawings that we might have. Kathleen stated that answered a lot of her questions and concerns.
3. Consideration of July 2025 Minutes, July 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 July Minutes and July Financials. Motion carried.
4. Office Manager Report:
 - a. Bank Balances:
American Capital Improvement: \$39,448.92
American Bank Operating: \$86,272.23
American Bank Petty Cash: \$580.22
American Bank: Cdars: \$912,028.12
Total: #1,038,329.49

- b. Customer Exceptional Use 50,000 plus gallons:
 - c. 2025 Gallons Pumped YTD – STGWD Permitted Amount Used:
 - d. Monthly Reports:
 Water Loss: **24.71%**
 Changed Meters Update: 3
 New Customer Meters: 1
 New Meters Purchased: **0**
- 5. Field Supervisor Report:
 - a. System Leak Updates: CBWSC had a 12” line leak at the Halbert Lane Plant. The line was not on the map. CBWSC did a lot of flushing for the hydraulic upgrade on Cox’s Oak Valley. Both of these contributed to higher water loss in July. The next project to be completed will be Ouida.
 - b. Outstanding Work Order Report:
 - c. GPS mapping system update:
 - d. Job Bids:
 - e. Halbert Roof Repairs: Roof was repaired and submitted to the insurance company as being completed.
 - f. Engineering Updates: See 2.d.
- 6. Operators Report:
- 7. Action items:
 - a. Homestead Heritage Update: Kathleen reviewed in 2.C.
 - b. Field Supervisor Salary: Board retired into Executive Session.
 - c. Line of Credit: (American Bank) Brad Neimber with American Bank emailed that CBWSC could not use the Cdars account for the line of credit. Brad suggested using a portion of the Cdars account in a CD as a line of credit. We would only pay interest on money borrowed.
 - d. Keith Dodds Secretary/Treasurer Resignation: Keith Dodds resigned his position as Secretary/Treasurer and board member. The board accepted his resignation.
 - e. Appointment of Secretary/Treasurer: A motion was made by Ed Butler and seconded by Keith Dodds to elect John Engelke as Secretary/Treasurer. Motion passed.
 - f. SPI Agreement: Tabled for further review by Kathleen Dow, Attorney.
- 8. Information Items:
 - a. Engineering Co. Committee: (Vern, Keith, Noah)
 - b. Grant Application Update: Confirm vote for Board Resolution to engage Water Finance Exchange. CBWS voted on the Board Resolution WFX – Water Finance Exchange 1) WFX Engagement Letter 2) CBWSC Board Resolution via email. 7/8/2025 Ed Butler moved that CBWSC engage WFX to assist us in applying for infrastructure fundings and other technical assistance services and approve the attached Board Resolution. 7/9/2025 Noah Smith seconded the motion. 7/9/2025 John Engelke – yea, 7/10/2025 Keith Dodds – yea. 7/10/2025 Don Raybold – yea, 7/11/2025 Lem Brown – Motion carried.
- 9. Members/Board Members concerns:
- 10. Executive Session if necessary:
- 12. Closing comments Presiding Director and/or Manager:
- 13. Adjournment: A motion was made by Ed Butler and seconded by Vern Darlington to adjourn. Motion carried. Meeting adjourned at 8:16 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.