Minutes
Monthly Board Meeting
Chalk Bluff Water Supply Corporation
September 9, 2025

The Board of Directors of Chalk Bluff Water Supply Corp. met in regular session at 6:00 PM. **September 9, 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; Noah Smith, Vice President; John Engelke, Secretary/Treasurer; Board Members: Vern Darlington, Don RayBold, Ed Butler; Jaime Rager, 1st Operator; Chance Bradbury, Field Supervisor; Elizabeth Clinard, Office Manager; Krystal Quiram; Frank Stephens, SPI.

Zoom Attendance: Kathleen Dow, Attorney.

1. Call to order: Lem Brown called the meeting to order at 6:01 PM.
2. Kathleen Dow, Atty:
    a. CBWSC CCN Update: Kathleen stated the Waco City Manager, Bradley Ford, is leaving in February. She has had no response from legal in Waco. She is hoping to get this resolved before February 2026.
    b. Ross WSC CCN Update: Vern Darling stated that he along with Lem Brown, Chance Bradbury met with Mr. Filer from Ross WSC and Zeke Martinez from Homestead Heritage to discuss the Ross CCN, the Homestead Heritage CCN and CBWSC CCN. Mr. Filer stated he will contact their engineer and purpose the CCN agreement to their board at the Ross WSC meeting. Kathleen stated she will be on vacation at the time of our next board meeting. She requested any information or updates be sent to her during the month.
    c. Kevin Lander: No update.
    d. SPI Agreement Review: Kathleen stated the new reworked agreement looks a lot better. She recommended signing the new agreement. Frank with SPI stated the board typically signs the agreement and the office manager signs work orders with a possible price limit of $10,000.00. A motion was made by Vern Darlington and seconded by Noah Smith to approve and sign the purposed agreement. Motion passed unanimously.
3. SPI Engineering Update: Frank Stephens reviews the included progress report. He stated that Southern Trinity GWD should have an answer to our application in 6 to 8 months. He also stated that hydraulic investigations should be turned around in two weeks. Frank stated that he is applying for an alternative request to TCEQ to satisfy the pump violation at Well 2.
4. Consideration of August 2025 Minutes, August 2025 Director's Report and July 2025 Financials, Pages 4, 5, 6 Omitted (Consensus approval vote) After a discussion, a motion was made by Noah Smith and seconded by Ed Butler to approve the August 2025 Minutes and July 2025 Financials. Motion passed unanimously.
5. Office Manager Report:
    a. Bank Balances:
    American Capital Improvement: $ 39,487.37
    American Bank Operating: $ 104,909.23
    American Bank Petty Cash: $ 420.22
    American Bank: Cdars: $ 914,937.34
    Total: $ 1,059,754.16
    b. Customer Exceptional Use 50,000 plus gallons:
    c. 2025 Gallons Pumped YTD – STGWD Permitted Amount Used:
    d. Monthly Reports:
    Water Loss**: % 11.68**
    Changed Meters Update: **4**
    New Customer Meters: **2**
    New Meters Purchased: **0**

6. Field Supervisor Report:
    a. System Leak Updates: Chance Bradbury stated there was a leak at Lujuana and Buster Chatham in the line under the road with no casing. There is a line on Buster Chatham with a slab on concrete over the water main. It is a 200 to 300 ft. of line that needs to be buried. There were 2 leaks in 2 days on Springlake in a galvanized 3" line that kept popping holes.
    b. Outstanding Work Order Report: Chance said the Buster Chatham water main should be the next project before the next hydraulic upgrade.
    c. GPS mapping system update: Waiting on cooler weather.
7. Operators Report:
8. Action items:
    a. Homestead Heritage CCN: Tabled. Noah asked Chance to follow up with Ross WSC after their meeting.
    b. Field Supervisor Salary: Executive Session.
    c. Discussion and Consideration for Approval of SPI Agreement: Approved.
9. Information Items:
    a. Grant Application Update: Ed Butler passed out updates on the grant application timeline. Ed would like to see CBWSC get ASMP. It could be $100,000.00 loan 100% free. It could be used for an asset management plan.
10. Members/Board Members concerns:
11. Executive Session if necessary: Lem moved that the board adjourn into executive session. After the board returned from executive session, a motion was made by John Engelke and seconded by Noah Smith to approve the Field Supervisors request for a monthly salary of $4,000.00 plus mileage, any overtime (over 40 hours in a work week) must be approved in advance by an officer of the board unless it is an emergency. Field Supervisor will agree and sign the job description for this position. The pay will be retroactive to July 1, 2025, thru Jul 1, 2027. Motion passed with a no vote from Don Raybold.
12. Closing comments Presiding Director and/or Manager:
13. 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.