

**Minutes**  
Monthly Board Meeting  
Chalk Bluff Water Supply Corporation  
December 13, 2023

The Board of Directors of Chalk Bluff Water Supply Corp. met in regular session at 6:00 PM, Tuesday, December 13, 2023, at the Chalk Bluff Water Office, 6311 Gibson Road, Waco, Texas 76705 and via Zoom rescheduling the December 5, 2023, meeting due to no quorum. The board reserves the right to take action on information items.

Present in the office: Lem Brown, Vice President; Clay McKinney, Secretary/Treasurer; Dennis Carrigan, John Engelke; Keith Dodds; Barry Hand, Operator/Manager; Kevin Lander, 2<sup>nd</sup> Operator; Elizabeth Clinard, Office Manager.

Present via Zoom: Kathleen Dow, Attorney.

Absent: Noah Smith, President; Justus Lindsey; Vern Darlington; Eddie Coker.

- 1) Call to order: (6:00 pm): Lem Brown, Vice President called the meeting to order.
- 2) Comments from President or Presiding Director:
- 3) CCN update: (Kathleen Dow, Atty): Kathleen stated she needs the number of taps added from 2018 to present. Elizabeth said she will have that to Kathleen this week. Kathleen said she also needs the 2023 Financials, and she should be ready to file the CCN request. Dennis Carrigan asked Kathleen to craft a letter pressuring the City of Waco to provide an answer for providing water to CBWSC or not to show to the STGWD.
- 4) Consideration of November 2023 Minutes, October 2023 Director's Report and Financials, Pages 4, 5, 6 Omitted (Consensus approval vote): A Motion was made by John Engelke and 2<sup>nd</sup> by Keith Dodds to accept the Minutes and Financials as written. Motion passed with no opposition.
- 5) Office Manager Report:
  - A. Customer Exceptions Use 20,000 to 50,000 plus gallons:
  - B. 2023 Gallon Pumped YTD – STGWD:
  - C. Bank Balances:  
Cadence Bank:
  - D. Office Repair List:
  - E. Air Quality and Vent/AC Repair Quotes:
  - F. Cloud Backup and Mounted Fireproof Box Pricing: A Motion was made by John Engelke and 2<sup>nd</sup> by Clay McKinney to use the Carbonite cloud based backup service for \$287.99 a year. Motion passed with no opposition.
  - G. 2023 Employee Bonus: To be discussed in Executive Session.
  - H. 2024 Employee Salaries: To be discussed in Executive Session.
- 6) Manager/Operator:
  - A. Monthly Report:  
Water Pump/Sold – Water Loss – Meters Update:
  - B. System Leak Updates: Barry Hand stated he found 2 large leaks on Buster Chatham Rd. They have both been repaired. Dennis Carrigan asked for a leak report that shows the date the leak was reported and the estimated repair time.
  - C. Violations Update, Nature of violation(s), steps taken to date to cure violation(s), estimated to complete cure: (Dennis Carrigan): Barry Hand stated that a customer called in a complaint to TCEQ for a leak on our side. The leak has been repaired. He stated there is a small leak on Beverly Cox Dr in the creek.
  - D. City of West STGWD permit purchase: Barry Hand stated there has been no response from the City of West.
  - E. Drought Contingency Plan Update: Due January 1, 2024: No comment was made.
- 7) Action items:
  - A. Tariff modification on 1 meter rule: Dennis Carrigan suggested the Tariff be divided between the board members for review and final draft in February 2024.
  - B. Two Votes at Two Meetings for Expenses over \$10,000.00 (unless it is an Emergency): (D. Carrigan): A Motion was made by Dennis Carrigan and 2<sup>nd</sup> by Clay McKinney to Kathleen

Dow, atty to draft words to require 2 separate votes at 2 separate meetings by board of directors to commit the water system to over \$10,000.00 to exclude any emergency. Passed unanimously. Kathleen Cov suggested putting the wording in the Bylaws.

- 8) Information Items
  - A. Marked Maps Update: (D. Carrigan): Duff furnished updated maps with customer account numbers or them. Rodney said the marked maps should be ready in a few days.
  - B. Quench reports: Noah, Technical; Lem, Legal; General, Eddie: None
- 9) Members/Board Members concerns: Dennis Carrigan asked Barry and/or Elizabeth contact the TRWA to see if they offer a water loss seminar and technology and/or inline meters to detect leaks. Barry Hand stated a SCATA System would be beneficial. A Motion was made by Dennis Carrigan and 2<sup>nd</sup> by Lem Brown to have Barry Hand or Elizabeth reach out to suppliers to give a presentation to CBWSC. Motion passed unanimously. Dennis Carrigan addressed Barry Hand and stated he had heard rumors that Barry had said he felt the board of directors was forcing him to retire. Barry stated yes, he did feel that in a way he was forced to retire. Dennis Carrigan stated in the Spring of 2022 Barry Hand told the board that he was going to be 70 in November and that would be a good time to retire. 2022 came and went and in 2023 Barry stated he would be 71 and that would be a good time to retire. The board asked for a written plan for his retirement and his suggested replacement. The board gave him 60 days and never saw a plan. With the lack of plan, it was the board's responsibility to protect the organization by having someone to carry on. Dennis stated he came to Barry and asked when he would like to retire, and Barry said January 1, 2024. Dennis stated that he then suggested to Barry that December 31<sup>st</sup> would be a better date. Dennis stated the board had asked when Barry wanted to retire and who he would like his replacement to be and never received the requested information from Barry. Dennis asked Barry if he was in agreement of this statement and Barry stated yes that was fine.
- 10) Closing comments Presiding Director and/or Manager:
- 11) Adjourn: Presiding Director: (8:00 pm) Lem Brown called for the meeting to adjourn into Executive Session. Barry Hand, Kevin Lander and Elizabeth Clinard left the meeting.
- 12) Executive Session if necessary: After a discussion the board returned to regular session. A Motion was made by Dennis Carrigan and 2<sup>nd</sup> by Lem Brown to approve the 2024 payroll as follows: Elizabeth Clinard [REDACTED] annually; Kevin Lander [REDACTED] annually; Annie McHargue [REDACTED] an hour; Meter Readers [REDACTED] monthly; Barry Hand (consultant) [REDACTED] monthly. Motion carried with 4 yes votes and 1 no vote from Clay McKinney. A Motion was made by Keith Dodds and 2<sup>nd</sup> by Clay McKinney to accept the Loyalty Bonuses for 2023 as follows: Barry Hand [REDACTED] Elizabeth Clinard [REDACTED], Kevin Lander [REDACTED], Annie McHargue [REDACTED]. Motion passed with 4 yes votes and 1 no vote from John Engelke. The board decided to table Jaime Hand's salary for further discussion. A Motion was made Keith Dodds and 2<sup>nd</sup> by Lem Brown to adjourn the meeting. Motion passed and meeting was 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.