



**CANYON PARK WATER SUPPLY CORP**  
P.O. BOX 1928  
ONALASKA, TX 77360  
(936) 646-3529  
CPWSC@YAHOO.COM

## **Meeting Minutes**

### **May 12, 2022**

**Held at: Canyon Park Community Building**

**Water Board Directors:**

Jim Marxen                      Johnny Clawson                      Robert Simard

**Members Attending:**

Dalene Felder	Gina Crunk	Nichol Varnell	Barbara Brewer
Madysen Kaase	Rudy Zepeda	Patty Kaase	Jackie Jordan
Donna Wotipka	David Jones	Steven Brewer	Donnie Duke

1. Jim Marxen called meeting to order at 6:00 pm
2. Robert Simard verified quorum (3 directors of 5)
3. Robert Simard read the minutes of the April 21<sup>st</sup> 2022 meeting. Motion to accept by Robert Simard, Carried by Johnny Clawson and Jim Marxen
4. Jim Marxen provided summary of April Directors report.  
Jim Marxen provided summary for the Pump Totals Report. 1,857,000 gallons Pumped, 1,148,100 sold. Water loss derived by subtracting water sold to water pumped at the two wells April pump figures as flushing amounts not noted.
5. Jim Marxen provided Bank Statement balance for Water account as \$157,328.47 as of the end of April. Impact balance should be the same except for any interest the two accounts may have earned in April. Dalene Felder indicated the Saving account Statement is provided quarterly. Jim Marxen provided the April Profit and Loss Statement summary with April's net income of \$4,852.87 after expenses of \$9,898.49. Motion made to accept the financial reports was made by Robert Simard, carried by Johnny Clawson and Jim Marxen.
6. Jim Marxen provided that one notice was received from TCEQ that was for The Consumer Confidence Report (CCR) due by end of June. A copy of the CCR is to be filed with the TCEQ that is sent to all members. There were no boil water notices, locked or pulled meters, and no water meters changed out in April 2022. There were several work orders in April including two leaks reported that were repaired and one meter that was not read due to dogs.
7. Our water contractor, Donnie Duke provided more detail on the well reports and provided additional detail on when flushing is done, normally the same week when meters are read and after leak repairs to remove sediment. There are meters on the flush valves.
8. Old Business:
  - a. There was a conversation between members and board members regarding the status of a new sign for the water office entrance indicating the new Gmail address that is intended to replace the older Yahoo address. The conversation was initiated with the question whether the water board intended to obtain three bids. Being a small project, Robert Simard indicated that the POA has had issues of receiving any bids for some projects as most companies don't respond. The sign is envisioned as somewhere being 8-10 inches in height and the length of the current sign that would contain the web and email addresses that could be hung from the bottom. Steven Brewer indicated in the past there has been many volunteered projects done at no to little cost. Steven Brewer volunteered to make the sign.

9. New Business:

- a. Conversation regarding possible audit of the water company was held. Tabled to next meeting so research for firms and estimated costs can be obtained.
- b. Discussion regarding the water tariff that needs to be submitted to the Texas Public Utility Commission (TX PUC). It was discovered that the TX PUC did not have a water tariff filed with them. In the past, the water tariff was filed with the TCEQ but Texas made the depository with the TX PUC in the past. The board will need to review, present and submit a new water tariff. Tabled until tariff can be reviewed and updated in an executive session.
- c. It has been verified that the current three directors have taken the Texas Attorney General Open Meeting Act training and have training certificates.
- d. Discussion on the effort to fill the two outstanding director positions. There have been three applications submitted and interviewing for appointment consideration will begin Friday April 13, 2022.
- e. Discussion on the effort to fill the two office positions. Currently there is a contractor filling in at the office and can be considered for one of the positions. There have been several applications for the position, with the interviewing beginning Friday 13, 2022.
- f. Discussion on possibly changing the website provider. Tabled until next board meeting to research other website providers.
- g. No agenda item g. listed
- h. Discussion on expanding office hours based on several requests that current hours are too restrictive for some members due to work hours, commuting times, or only weekend residents. Determined by expanding office hours to from 10:00 am to 5:00 pm one Friday during the billing period and adding the hours 10:00 to 2:00 pm the Saturday before the billing due date, this should help address the requests. Motion made by Robert Simard, carried by Johnny Clawson and Jim Marxen
- i. Discussion on establishing a regular board day and time for monthly meetings. The decision to hold board meetings on the second Thursday at 6:00 pm of each month. Motion made by Jim Marxen and carried by Robert Simard and Johnny Clawson
- j. Discussion for obtaining company credit card for directors. These would have a spending limit, agreed to be \$1,000 for Jim Marxen, President and \$500 for Johnny Clawson, Vice-President and \$500 Robert Simard, Secretary/Treasurer. All transactions should be point of sales, there should not be any ATM cash transactions. Motion made by Robert Simard, carried by Johnny Clawson and Jim Marxen

10. Executive Session

- a. Open meeting suspended for Water Board Executive Session at 6:54 pm on May 12, 2022
- b. See separate May 12, 2022 Water Board Executive Session Minutes

11. Board Round Table

- a. Open meeting reconvened at 7:05 pm
- b. Johnny Clawson provided overview of the board's intention to bring the
- c. company into Texas regulation requirements for all relevant state agencies.
- d. For further board meetings, it will be requested to limit questions or comments to three minutes. The board will address questions or comments, if possible, otherwise will be added to the agenda for the next meeting.
- e. Nichol Varnell commented that her water was yellowish more than normal. ACTION ITEM – create a work order to investigate
- f. A question regarding whether the flush valves could be locked down. The water contractor, Donnie Duke, indicated that yes, flush valves are lockable.

12. Adjourn

- a. Jim Marxen adjourned the meeting at 7:21 pm

Date \_\_\_\_\_

Robert Simard, Secretary