



P.O. Box 1928
483 Huckleberry Road
Onalaska, TX 77360

Committed to Providing Clean, Safe Water to All Our Residents

canyonparkwatersupply.com
cpwsc2023@gmail.com
936-648-3529

DIRECTORS MEETING

THURSDAY, JUNE 15, 2023

MINUTES

CANYON PARK CLUBHOUSE

6:00 PM

Call to Order: 6:01PM

I. MINUTES

Minutes read from 5-18-23. Motion to accept made by Robert, Second by Tamara.

Minutes as stated approved by unanimous vote.

II. FINANCIAL MATTERS

Financials from 5-18-23. Motion to accept made by Robert, Second by Tamara. Minutes as stated approved by unanimous vote.

ITEMS OF BUSINESS

A. Property Purchase Update: - Johnny to follow-up with Livingston Abstract Survey. He has called several times this week and will continue to push the urgency to get them out to finish the survey.

B. Grant Update – Ms. Seely sent an email on Tuesday. No new bids have come in for the SOQ. One package has come in. The cage code is still showing “that we are applying”. In the follow-up call the company states that they are behind with updating. Ms. Seely needs a signed statement showing that CPWSC has only received one response package.

If there is a particular grant that we are interested in that has an urgent deadline, to contact them directly to see what they can do to expedite that particular grant.

In a all board member conference call with Ms. Seely the following discussion Ms. Seely asked if the required ads were placed. Jim replied yes. Jim will create a letter with the date we submitted the ad and the fact that we received only one SOQ so we went with that one.

Ms. Seely needs an environmental study and clearance, what we are going to do, how we are going to do it and when. Ms. Seely is going to contact USDA tomorrow to get

more specifics and will call Dalene back. A question was raised from the Board what fees we can expect. Ms. Seely stated 75% up to thirty thousand. She feels roughly 4 to 6000 out of pocket. Ms. Seely feels 90 days we could get this done and would need the fees by then. She also mentioned and elevated tower would equalize pressure and take stress off the system. It would be a great backup emergency system. We would need a 40 X 40 minimum lot with an access road for 20 to 30 thousand for approximate cost for grant informational purposes.

C. New Business – Discussion regarding general maintenance issues a flush schedule was discussed. Dalene to come up with a schedule by next meeting. She and Johnny will work on how many valves, gallons per minute per flush. Dalene discussed the need for a report to check how many flush gallons are being used and to follow-up to ensure all valves are being flushed each month.

Board had a discussion regarding needing a contract for everything we do. Any repairs, follow-up maintenance and for maintenance officer to make his own orders for equipment so that he can follow-up i.e. for example the new pump has taken way to long to get and we cannot get answers from our Contractor.

Jim made motion, Robert seconded to appoint Johnny Clawson as CPWSC Maintenance Officer. Johnny will move forward in taking control of Contracts, Work Orders and Follow-Up.

Board members inquired as to the outcome of the woman with two meters on property (name withheld from Public). We have had no response from water customer to date.

Board member inquired as to a severely delinquent water customer account (name withheld from Public). A letter was sent to the Customer and set them up on a 12 month repayment plan. Gina talked to the Customer and informed them if the payments weren't made it would be shut off and there would be an additional reconnect fee.

Reminders have been sent to water customers about driving over the easement water lines and the fees that would be involved for any damages. The CPPOA cannot enforce any fines for parking in easements but the CPWSC can enforce. Jim to have a conversation with Lee Parrish to make sure there are legal grounds.

D. Discussion regarding a requested raise from office personnel.

1. The Board will revisit at September's meeting at the one year point from the last raise. The Board feels several things need to take place before hand. Job description and expectations need to be defined.

2. Need to establish regular pay dates.

3. There was some question as to whether the last raise that was voted on took place. Dalene will go through the financials and will be discussed at the next Board meeting.

4. A reminder that 2800 in tap fees needs to be transferred to the impact account. Jim will take care of that. Also water service revenue increased due to letters being sent out and the 810 fee charged in Quickbooks will be refunded.

ADJOURNMENT to open meeting: Motion to adjourn at 7:48PM made by Jim and seconded by Robert