

CAMP CREEK WATER COMPANY

Board of Directors Meeting Minutes

March 2, 2024 at 9:00 AM

Ray Brodin Building

Meeting called to order

- Present: Bill Fallwell, Phillip Garrett, Trudi Askew, Nancy Hughes, Alan Beard, Larry Hubbell, Ralph Crum, David Greenwood, Bert Hart, Keith Ellis, Keith Williamson, Mark Schinzler
- ZOOM attendees: Clint Cooper, Jeff Hazelwood
- Absent – Lisa Sawyer

Invocation by Mark Schinzler

Pledge of Allegiance

President's remarks – Welcomed visitors: Rochelle Smith, Anita Alspaugh, Dan Poole, David Dixon, Dwight Chandler

Patrolman's Report – Dennis Thorpe

- Dennis reported the lake was quiet. They are happy that Tim Zradicka & Buddy are getting well and hope to get back to work soon.
- Buddy just had hand surgery and may be out for another month.
- All fishing barges have been removed (one remains) and Dennis recommended we remove the last one.
- Ralph commented that with the water clear there were a lot of folks out on the lake.

Visitors:

- Rochelle Smith lot 182 - Rochelle suggested we have a "meet and greet" with the candidates ahead of the April Shareholder meeting. Nothing fancy is needed, just 2 hours before the annual meeting. She suggested we have not engaged the community and this would be a nice opportunity to meet the candidates.
- Fishing Club members Dan Poole, David Dixon, and Dwight Chandler. Dan said they had 3 things on their list to discuss:
 1. **Reserve Pavilion for their Tournaments** - The Fishing Club has 6-8 Tournaments per year, and they would like to reserve the Pavilion for their Tournaments.
 2. **Rearing Ponds to raise our own fish.** David Dixon is familiar with the ponds and equipment. Motor on the pump works. Pump needs new bearings and seals. All piping is in good share. It would only cost about \$200 to repair the pump plus cost of bait fish. Tilapia is recommended. Trudi Askew said Lochow is our Fishing Management company, and they recommended Florida Bass. Fish are in great shape and the bluegill will go away quickly. David Dixon said he would be glad to work with John at Lochow. Keith Ellis suggested we set up a meeting with Lochow to discuss and produce a recommendation.

Ralph suggested we join the Fishing and Vegetation committees together. Trudi and Keith confirmed that when we engaged Lochow we contracted with them to manage both the Vegetation and the Fish, so it is combined.

David Dixon confirmed the hydrilla was gone. Keith Ellis commented that the hydrilla will never be gone and it will have to be managed using carp for the long-term.

Alan Beard mentioned adding structure to the lake. David Dixon confirmed yes this would be good.

Follow-up Action: Keith Ellis to set up a meeting with Lochow and the Fishing Club members to make a recommendation.

3. Third item was to **put a limit on bass.** Bill Fallwell commented that it was already in the packet. **Lochow made a recommendation of a daily limit on 15" and under.** Dan Poole said the Fishing Club recommendation was 12-15" but as he had no problem going with the recommendation that Lochow made; anything under 15" was good. Fishing Club is happy with this.

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- Fishing Tournaments are only open to lot owners and their guests. Trudi made a suggestion to provide a one pager for the Fishing Tournament and put in the Shareholder packet, targeting March 18th. List of Tournament dates and cost to join. Anita suggested that we have a separate page that can be handed out at the meeting.
- Anita Alspaugh would also like to have the meet and greet and also give everyone the opportunity to “volunteer” to participate and help the Board Committees. If we do this at a table at the meeting, we can have a description of what each committee does so people can volunteer. Anita volunteered to create the list and to create the sign-up sheets. We have so many people that are now living here full-time that would enjoy getting involved.
 - Rochelle Smith said she did not see anything in the By-laws that requires a Committee member to be a Board member. Are there committees that do not have to be Chaired by a Board member? Trudi Askew responded there has not been a vote that says all Committee Chairs need to be Board members; it just happened.
 - Phillip Garrett suggested we have a Pickle Ball table at the annual meeting, letting people know what they are doing. The same goes for the Fishing Club. Rochelle and Anita said there are a lot of small social events going on.

Committee Reports

Vegetation - Keith Ellis - Lochow full report including Fishing report. Dennis said they are weighing the bass and catching some big carp and gar. Fish were all healthy. This has been their second time removing carp. 18 the first time and 22 the second. Mark Schinzler requested that Lochow provide a report on what they are removing and provide that to the Board and publish it on the website. They relocated 10 carp into the back pond behind Flagg Branch. **ACTION:** Keith Ellis to request a report for removal of fish to be provided to the Board on a regular basis.

Finance - Trudi Askew – You will see the same things in the Shareholder Annual Report. Asked if anyone had any questions. No questions so Trudi moved on. Keith Ellis commented on how much work Trudi Askew has done on the Finances and thanked her for all her efforts.

Social - Trudi Askew – Her son is coming from Italy to visit on Memorial Day and her family as requested she not lead the Fishing Tournament so she cannot do that. The dates have been set for all future socials regarding the Boat Parade and the Meat & Greet. Last year we had over 85 people participate so this is a growing event.

Special Projects - Larry Hubbell – We got a new door on the fire station. Reminding everyone that we need lot addresses on the property so EMS can find homes. It would also help the Patrolmen if you would put reflective numbers on your boat house.

Insurance is in place for another year. In getting the new tractor, our expenses went up by \$200/year. We did get an approved claim and will receive \$17,098 for the fire on the old tractor and the old tractor is up for salvage sale.

Helipads with Robertson County EMS update. Director of Robertson County EMS walked around and selected 3 sites. We need to get some signs posted to prevent parking and continue to keep the area mowed.

Safety/Channel Marking - Larry Hubbell reported all main channel markers are updated with new reflective tape and in good shape. There are some old pier poles that need to be removed, and they are marked. Bill Fallwell said this should be provided to the Building Committee and they will address removing them with the lot owner. We looked into permanent stainless-steel markers, but it would take a lot more time and money. Instead, David Greenwood volunteered to replace them with concrete blocks. Alan Beard asked if we had the original locations marked and Tim Powell provided the GPS

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coordinates where the channel markers should be located. David Greenwood said he thought it was better to spend the money on the tractor. Trudi commented that we will discuss it in closed session as that decision has already been voted on and will need to be reversed.

Instructions for anyone in need of the defibrillator is to Call 911 and emergency notifications will be sent out. **David Greenwood said we are looking for additional volunteers.**

Oil & Gas & Water – Alan Beard reported gas revenue is continuing to go down. \$168k estimated revenue for 2024, but we do not anticipate any work on existing wells. Last check was \$12,633 which was lower than was conservatively projected at \$14k. We made \$29k for first 2 months and do not expect any new water sales. Bill Fallwell reported that all wells are in Leon County, and it is possible that Comstock might need to get some water. Royalties are going to keep going down, so we are going to have to find new revenue sources.

Wildlife-Alan Beard reported trapping a total of 35 pigs. We were disappointed that we did not get more, but timing could have been a problem due to timing of acorn dropping. The traps have been taken down. Alan commented he was not sure if it was worth it or not. We have some money budgeted and decide what may or may not need to be done. Nutria are being taken care of by lot owners as needed. Nutria are damming up the culverts so those will need to be monitored.

Building - Keith Williamson reported two active boat houses under review and Lot 303 will require Board approval, but too premature to vote today.

Communication – Lisa Sawyer was absent, but Trudi & Bill commented that Lisa is working on creating a new Annual Report in PowerPoint format to provide a nice annual report for Shareholders. She is also working to get the website changes made for the Fishing Tournament.

Dam & Rec Area - Mark Schinzler said we got the hydrology report late last night. There are 3 things we need to address. 1) Dam is stipulated to be a “significant” risk any TCEQ and based on that classification people downstream would be significantly impacted. We are going back to TCEQ to try to get our rating reduced.

The Spillway is not sized appropriately to handle the maximum rainfall that is probable in the engineers’ model. It may need to increase to 600 ft wide. Mark said he is not sure we have room to address this physically or financially. How much risk are we willing to take based on these hydrology studies? There may be another area where we might be able to identify another Emergency spillway. We need to evaluate information provided by the engineers and evaluate risk and alternatives. Mark commented that the soil stability of the dam is great, but the concern is how steep it is. We will discuss more in closed session. We need to do our due diligence with professional engineers and that is what we are doing and decide what we think is best for our lake.

Roads - Mark Schinzler we will start taking delivery of road base. One of the biggest issues is supply. Mark’s company is seeing contracts that are being cancelled because the base cannot be provided. We may not be able to get material over the next 3 months. Road maintenance may be limited to reworking the base that we already have as we monitor market conditions with supply. We do not want to pay 40% more for material so we may just need to get by. We want to add a water truck and road grader to the budget. He shops all over for equipment to maintain roads and we need to decide how much latitude he is given in obtaining these assets.

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===== CLOSED SESSION =====

Introduction of new General Manager - Kris Maxymof.

Kris asked who is the 1 person that is the final decision maker. If Finance related, Trudi commented she, the Treasurer, is the final person for finance-related items and everything else goes to the President. Kris stated that she would like to interview each person regarding what they do and create individual role descriptions so we can see what responsibilities the Board is doing that the General Manager should do. Kris commented that we need to build a "Knowledge Base" with a Q&A of how things are done. The website needs additional information and Kris said she will look at taking over where she can.

Preparation for Shareholder Meeting - Bill Fallwell

Bill Fallwell thanked everyone on the Board for an outstanding year with all accomplishments. A timeline of March 18th was established to gather data for the Shareholder packet. Our cutoff for Board Candidates is March 15th. The packet goes to the printer on March 15th and is mailed to the stockholders by April 10th, 3 weeks prior to the meeting.

We have 5 Board members rolling off and the remaining 10 need to think about who they want to vote for the Executive Committee; the vote occurs immediately following the Shareholder meeting. Only 1 candidate has submitted their bio to date. Since a General Manager has been hired to take on more responsibilities, the Board's burden is reduced; hopefully, this will make it easier to convince people to join the Board.

Old Business

- President, Bill Fallwell reported that the boathouse lawsuit has been closed.
- Bill Fallwell reported the new Tractor is ready to be delivered. The insurance company wants only the engine from the old tractor and the rest remains to be sold for salvage.
- Bill Fallwell reported the Camera Hosting company has been changed to Cobert. New cameras and monitoring have been acquired at a lower monthly cost.

New Business

The CCWC AG Exemption was discussed. There are 2 kinds of AG Exemptions: 1) Property Taxes and 2) Sales Tax. We must provide a list of actions being taken during the year to maintain the property tax exemption. The Wildlife Committee should own this. We have never filed for an Ag Exemption for Sales Tax, but since we harvest hay for sale, we can apply for the Ag Sales Tax Exemption. This saved \$7500 in sales tax on the new tractor purchase. **ACTION:** The Wildlife Committee should develop a letter every April to witness what actions have been taken to keep this Sales Tax Exemption! The file needs to be updated and filed by May 1st each year!

- The Property Tax Exemption means we pay taxes on \$220k versus \$661k, which is a huge tax savings. Lochow should be able to provide a report to be used to keep our fishery management which supports the Property Tax Exemption.
- The Merrill Lynch Investment Account gained 14%. We care in the position to move \$250k to the Merrill Lynch Investment account, the Money Market Savings, or keep it in Wells Fargo. It depends on how much money is needed for the Roads.
 - **MOTION:** Trudi Askew made a motion to move \$250k from Wells Fargo Savings to the Merrill Lynch Investment account. David Greenwood second. All approved so motion passes.

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- Trudi provided a new updated Financial Procedures Flowchart. Trudi Askew asked for approval to change some procedures, and the Board said they wanted to take some time to review. Trudi will issue an email approval request in one week.
- Mark Schinzler asked about using ACH instead of checks, raising the concern that CHECKS are not that safe anymore. Trudi responded that we are not doing that as it bypasses the approval process. We are using ACH for monthly utility bills.
- Mark Schinzler asked if we were using Positive Pay. Mark said positive pay is not that difficult, explaining we would have to upload the checks to the bank on a daily basis. That banks use this when they process the checks, matching them before issuing the payments. Trudi responded that her business had issues with this, and it might be able to be changed with the new General Manager onboard.
- Trudi Askew reported she reduced the balance in the CCWC Checking Account to keep \$100k in that account and moved the remaining dollars to the Savings Account. Currently, the President, VP and Secretary have view access view the accounts, whereas the Treasurer had the ability to move money between the accounts. **ACTION:** She said this procedure needs to be added to the documentation.
- Trudi Askew commented that she had issues because the part time Bookkeeper got a full-time job, so Trudi moved the “bookkeeper” functions to a separate group at the Accounting firm. The groups are segregated, and this provides a more streamlined resource instead of depending on a single part-time person. She mentioned the Bookkeeper currently only manages Payroll and she wants to move this to a payroll processing company. **ACTION:** Trudi to discuss this change to the Process and Procedures with the General Manager.
- Trudi Askew suggested using a percentage of the earned interest from the Merrill Lynch Investment accounts to help offset the gas revenue shortfall we are experiencing in our Operations budget and control the Annual Permit dues increases. Mark Schinzler suggested we look at how much it will take to run the corporation on a longer-term basis and then establish a methodical schedule to raise dues over the coming years, so we are gradually raising dues. Trudi said there is a big concern with increasing dues, especially by those on fixed incomes. Trudi mentioned she explained the variance in income versus revenue for 2023 to 2024 Budget in the Newsletter. Phillip Garrett stated that the dam may be repaired, but the risk of failure is still a probability, so we need to keep the money in the investment account long-term. Trudi agreed to table this, but she said next year’s Board needs to address the long-term continued reduced gas revenue. Larry Hubble shared that he talked to several insurance companies, but they will not insure the dam until we get engineering reports that can be reviewed with them. At that point, they may be satisfied to insure the dam but are not sure what it will cost.

Approval of Meeting Minutes

- **MOTION:** Ralph Crum made motion to approve the December 2, 2023 meeting minutes. Bill Fallwell second. All approved.
- **MOTION:** Feb 8th Zoom meeting – Tractor. Trudi Askew made motion to approve meeting minutes from the February 9, 2024 zoom meeting. Mark Schinzler second. All approved.
- **MOTION:** Feb 21st Zoom meeting - GM position. Trudi made motion to approve Feb 21, 2024 meeting minutes on the hiring the general manager. Bill Fallwell seconded. All approved.

BYLAW CHANGE:

- Attorney notified us that the bylaws needed to be updated in Section 3.4 regarding the removal of a Board member. Bill Fallwell stated this will require a vote on the Annual Meeting. The attorney drafted this language and

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recommended this change. **ACTION:** Keith Ellis asked for the board to be given time to review and asked for the email communication with the general counsel.

SAFETY CONCERN ON BLIND CURVES

- Larry Hubbell raised the concern about some of the blind curves. There are some areas that are almost 90-degree turns, and you cannot see anyone coming. He suggested we clear some of the brush to provide clearance. Larry requested this at the last meeting before he leaves the Board, and I wanted to bring this up as a safety concern. **ACTION:** The group agreed, and Mark Schinzler stated once we get the new tractor, we can get this reviewed and see if we can handle it internally or if we need external help.

WIFI ACCESS

- Bill Fallwell commented he contacted Brazos WIFI ,and we are not on their radar. We need to review the Brazos WIFI agreement; it could possibly be a revenue opportunity. **ACTION:** Bill Fallwell to send the Brazos WIFI agreement to the attorney.

NEW LOT OWNER WELCOME

- Larry Hubbell has several new neighbors, and he thinks we need a “welcome package” for new lot owners. Larry talked to the Ladies Club, and they have the Camp Creek Lake history done in 2001 and it would be nice to create a welcome committee to go meet with new lot owners. The Ladies Club does not want to get involved. Kris confirmed she thought about the same thing, and it could include important things like what do to do get trash. Larry mentioned they should get a Rules & Regulation booklet, contacts, and tips about living on the lake. **ACTION:** Kris agreed this was a great idea.

BURN PITS:

- People and contractors are not following the burn pit closure signs, so options were discussed to alleviate this problem including fencing, excavating the burn sights, and/or clearing larger areas around the main burn pits
 - **MOTION:** David Greenwood made motion to enlarge fire pit area by clearing surrounding woods in lieu of building a fence. Keith Ellis second. **NOT APPROVED by ALL - on HOLD** - David Greenwood will get bids on the clearing first and then send them out for an email vote.

PATROLMEN DUTIES

- Identification of patrolmen (person and vehicles) and their duties were discussed. Unauthorized people are fishing; Clyde Acord needs to be monitored, and people need to be removed if they are not supposed to be there. The patrolmen need to be on the lake more and be visible.

PARTY BUOY REQUEST

- The 5 party buoys may need to be replaced and there is a request to add 2 more. There is money in the budget (from the tractor claim) so 2 more buoys should be added.
 - **Motion** - Trudi Askew made a motion to approve 2 additional buoys making a total of 7 buoys on the lake in appropriate areas. Phillip Garrett Second. All Approved.

EMPLOYEE ADMINISTRATIVE POLICIES

- Paid Time Off (PTO) accruals for Camp Creek employees has not been kept track of and our attorney agreed that we should pay the employees for the amount of PTO allotted and not give it to them in the future. Our attorney will write up this new policy.
 - **MOTION:** Mark Schinzler made a motion that the Camp Creek Water Company revise the PTO policy as of May 1st for all current and future employees. Bill Fallwell second. All approved.
 - **MOTION:** Mark Schinzler made a motion to adopt new policy saying Supervisor approval is required for vacation requests. Part time jobs will be eligible for 3 paid sick days per year, but no vacation. Bill Fallwell second. All Approved. Trudi Askew will provide instructions to the attorney to write the policy change.
 - **MOTION:** Trudi Askew made a motion to pay out PTO balances to existing employees at an amount not to exceed a total of \$9,344. Keith Williamson second. All in favor.

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ROADS

- Mark Schinzler said we need equipment to maintain the roads. The roads were not maintained in the summer because there was no rain. We need a flat wheel roller and water truck and need to upgrade the motor grader with rippers on the back so we can open up the road and maintain it properly. Board approval would be necessary to purchase this equipment since it is not in the budget.

DAM REPORT

- Mark Schinzler reported we need to engage the engineers in defining overflow issue options. Mark Schinzler suggested we put in a secondary spillway. We should engage an attorney to look at the right-away easements before we engage the engineers on the overflow. Changes to the backside of the dam have already been approved and are moving forward.

MISCELLANEOUS

- Bill Fallwell received another request to remove the wire grass baskets that are anchored in concrete and were put in the lake years ago. They are decayed and hazardous. We have received a bid for this.
 - **MOTION:** Bill Fallwell made a motion to remove all visible grass baskets for a fee not to exceed \$1200. Phillip Garrett second. All in favor. This will fall under Land & Lake Management budget category.
- Discussion was had concerning a current lot that is for sale. A corner of one of the lot's houses encroaches 3-4 feet on Camp Creek property and a survey was provided. **ACTION:** Our attorney needs to tell us what to do, but the owner and/or seller need to pay the attorney fees as part of the resolution.
- A family owning a Camp Creek lot also owns property located on 1940 that has an entrance off of 1940. The family has requested permission to build an entry easement from a Camp Creek road to its 1940 property. The Board decided not to allow this due to increased traffic.
 - **MOTION:** Ralph Crum made a motion that we respectfully decline the request to install the requested easement onto Camp Creek property. Bill Fallwell second. All approved.

Keith Williamson made a motion to Adjourn. Bill Fallwell second, all unanimously approved.

Next meeting Shareholder Meeting April 27, 2024