

Board of Directors Policy Manual

Central Bowie County Water Supply Corporation

PO Box 306  
2822 Hwy 82 West  
New Boston, TX 75570  
(903) 628-5601

PWS ID 0190024

CCN# 10525



Adopted: 7/06/2010

Effective: 7/06/2010

Revised: 10/05/2010

5/14/2013

# TABLE OF CONTENTS

## Directors and Meetings

CBCWSCBODP D-1	Board Authority and Duties
CBCWSCBODP D-2	Board Meeting Procedures
CBCWSC BODP D-3	Conflicts of Interest
CBCWSC BODP D-4	Director Code of Conduct
CBCWSC BODP D-5	Delegation Authority
CBCWSC BODP D-6	Orienting New Directors
CBCWSC BODP D-7	Employment of Family Members
CBCWSC BODP D-8	Variances

## Finances

CBCWSCBODP F-1	Pledged Securities
CBCWSCBODP F-2	Depositories
<del>CBCWSCBODP F-3</del>	<del>Capital Development Fee Installments(DELETED)</del>
CBCWSCBODP F-4	Insured Deposits

## Operations

CBCWSCBODP O-1	Dead Ends
CBCWSCBODP O-2	Extending Service Outside CCN
CBCWSCBODP O-3	Contractors and Insurance
CBCWSCBODP O-4	Non-Standard Service Applications
CBCWSCBODP O-5	Water Restrictions
CBCWSCBODP O-6	Corporation Reading of Meters at No Charge
CBCWSCBODP O-7	Reconnection During Non-Business Hours
CBCWSCBODP O-8	Service in Flood Zone
CBCWSCBODP O-9	Fire Hydrants
CBCWSCBODP O-10	Subdivision Policy
CBCWSCBODP O-11	Delinquent Accounts
CBCWSCBODP O-12	Long Services
CBCWSCBODP O-13	Requested Disconnection
CBCWSCBODP O-14	Work on Customer Side of Meter

## Resolutions

Resolution 020210c	Adopting CBCWSCBOD Policy Manual
Resolution 100510	Amending CBCWSCBODP O-4
Resolution 051413b	Deleting CBCWSCBODP F-3
Resolution 051413d	Amending CBCWSCBODP D-1
Resolution 051413e	Amending CBCWSCBODP D-2

**CBCWSCBODP D-1**  
**Board Authority and Duties**  
**Central Bowie County Water Supply Corporation (CBCWSC)**  
P.O. Box 306    New Boston, TX 75570 *Phone (903)*  
*628-5601    Fax (903) 628-9258    Cbcwsc@aol.com*

---

**PURPOSE:** This policy outlines the authority and duties of the Board of Directors. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors.

**Authority and Duties of the Board**

1. Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record.
2. Any vote will require a quorum to pass. A quorum is considered to be a simple majority of the members of the Board.
3. The consent to any particular measure obtained from individual Directors when the Board is not in session shall not be an act of the Board and shall not be binding upon the Corporation.
4. The Board of Directors may choose to appoint standing and temporary committees. Standing committees will be defined by Board Resolution and adopted by the Board. No permanent committee comprised of less than the full Board membership shall be appointed to perform any Board function. Temporary committees may be appointed for special purposes, and upon completion of that purpose shall be discharged. All committee and subcommittee meetings are public.
5. The formulation and adoption of written policies shall constitute the basic method by which the Board shall express its leadership in the operation of the Corporation.
6. The study, evaluation, and approval of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the Corporation.
7. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by the policy shall be involved in the formulation of those policies.
8. Unless circumstances require immediate action, a policy shall not be voted on at the first meeting during which it is discussed. After discussion has revealed the sentiment of the Board regarding the proposed policy, or change of policy, the General Manager shall be instructed to prepare the policy statement and, if the General Manager or the Board deems it necessary, the General Manager shall prepare a report on the implications of the policy if adopted.
9. The adoption, amendment, repeal and suspension of policies shall be accomplished by roll call vote,

which shall be entered in the minutes of the meeting.

10. The policies of the Board shall be subject to adoption, amendment, repeal or suspension only upon a majority vote of the Directors at a meeting in the call for which the proposed adoption, amendment, or repeal has been described in writing at a previous regular Board meeting.

11. Only those statements as adopted and as recorded in the minutes of the Board shall be regarded as official Board policies.

### **Duties of the President of the Board**

The duties of the President of the Board shall be as follows:

1. To preside at meetings of the Board.
2. To appoint Directors to organizations with Board approval.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law or by the action of the Board.
5. To sign all instruments authorized by the Board to be executed, except those expressly delegated by the Board, or by statute, to some other agent of the Corporation.
6. May discuss items under consideration without relinquishing the gavel.
7. To make or second motions.
8. Is permitted not to wait for a discussion of a motion, if none is readily forthcoming, but may proceed to call the vote.
9. To vote on matters before the Board, the same as other Directors.
10. To encourage the participation of all Directors in consensus building discussions.

### **Duties of the Vice President**

It will be the duty of the Vice President to fulfill the duties of the President as needed.

### **Duties of the Treasurer**

1. The Treasurer shall be custodian of all funds of the Corporation, and shall report to the Board all payments made from Corporation funds.
2. The Treasurer shall review vouchered expenses and credit card receipts. If a question arises, the Treasurer will not reject the claim but rather refer the question to the full Board.
3. The Treasurer shall have his/her signature on all Corporation checks.
4. The Treasurer shall encourage all Directors to operate within the limits of the Board Budget for the current fiscal year.
5. Any member or employee having questions regarding additional information about a Director's or employee's reimbursement expenditures shall first contact the person who submitted the reimbursement statement, then the Board Treasurer, and, finally, the full Board.

## **Duties of the Board Secretary**

The Board shall select the Board Secretary. The Board Secretary shall attend all public, noticed meetings of the Board unless excused by the President of the Board and shall record minutes of those meetings. The General Manager will supply a typed, finished copy of the minutes to be distributed to the Directors prior to the next regularly scheduled Board meeting unless circumstances dictate otherwise. The General Manager shall be responsible for insuring that all official records of the Corporation are preserved and made available to the public.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

Revised: 5/14/13 by Resolution 051413d

**CBCWSCBODP D-2**  
**Board Meeting Procedures**  
**Central Bowie County Water Supply Corporation (CBCWSC)**  
P.O. Box 306    New Boston, TX 75570 *Phone (903)*  
*628-5601    Fax (903) 628-9258    Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes procedures for Board of Directors meetings. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors.

The following procedures shall be followed at Board meetings:

1. The President of the Board shall call the meeting to order promptly at the appointed hour. If the President is not present at the appointed hour, the Vice President shall call the meeting to order. Upon the arrival of the President, the Vice President shall relinquish the gavel to the President.
2. Corrections to the minutes shall be submitted in writing, unless the corrections are minor in nature.
3. The President shall not wait for a discussion of a motion if none is readily forthcoming, but shall proceed to call the vote. The President may request a Director to put a motion in writing.
4. Verbal presentations requiring Board action shall become agenda items for later meetings, except where the timeliness of the item requires more urgent action.
5. Items on the agenda, which require extended deliberation, may be taken up at special meetings.
6. The President of the Board may limit discussion to the matter before the Board and may limit the time of citizens appearing so that all who wish to be heard may speak. The Board may vote to limit discussion.
7. All votes on motions, resolutions and ordinances shall be by “ayes” and “nays,” and shall be recorded in the minutes.
8. Although it is the duty of every Director who has an opinion on the question to express it by vote, any Director may abstain from voting by requesting to be recorded as abstaining. Silence will be considered an “aye.”

Adopted: 7/6/10                      Effective: 7/6/10  
Resolution: 020210c  
Revised: 5/14/13 by Resolution 051413e

# CBCWSCBODP D-3

## Conflicts of Interest

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes procedures for conflicts of interest. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Mangers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors.

1. A member of the Board of Directors shall not be pecuniary interested or directly interested in any contract the expenses of which are to be paid, or the proceeds thereof, received by CBCWSC. As used in this policy a “direct interest” includes a partnership interest, ownership interest in a closed corporation, ownership of five percent of the stock in a publicly held corporation, or an interest that yields an immediate return on the contract to the Board member. As used herein a “pecuniary interest” means one that yields a tangible monetary return to the director.

2. If such an interest exists, the Director shall declare the conflict of interest.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

**CBCWSCBODP D-4**  
**Director Code of Conduct**  
**Central Bowie County Water Supply Corporation (CBCWSC)**  
P.O. Box 306    New Boston, TX 75570 *Phone (903)*  
*628-5601    Fax (903) 628-9258    Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes a code of conduct for the Board of Directors. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors.

A Director shall:

1. Understand that his or her basic function is “policy making.”
2. Discourage subcommittees of the Board, which tend to nullify the Board’s policy-making responsibility.
3. Recognize that authority rests with the Board in official meetings.
4. Recognize that a Director has no legal status to act for the Board or the Corporation outside of official meetings, unless authorized to do so by the Board.
5. Not meet with other individual Directors for the purpose of deliberating towards a decision; this means to refrain from secret meetings in which Directors systematically exclude other Directors and the public in decisions affecting the Corporation.
6. Refuse to make commitments on behalf of the Board or Corporation on any matter, which should properly come before the Board as a whole.
7. Make decisions only after all reasonably available facts bearing on a question have been presented and discussed.
8. Respect the opinions of others and graciously adhere to the principle of “majority rule” in Board decisions. Minority opinions should be expressed and Directors may identify their individual views as minority views when they differ from the adopted views of the majority of the Board.
9. Recognize that the General Manager should have full administrative authority for properly discharging managerial professional duties within the limits of established Board policy.
10. Refer all complaints or problems to the General Manager or designee, and discuss them at a regular meeting only after failure of administrative solution.
11. Present personal criticisms of any Corporation operation directly to the General Manager or designee rather than to Corporation personnel.
12. Insist that all Corporation business transactions be on an ethical basis and no Director shall have a

separate pecuniary interest in any financial dealing of the Corporation, unless authorized by Board.

13. Refuse to exploit the position on the Board for personal gain and monetary gain, or use of inside information for personal gain.

14. Refuse to bring personal problems into Board consideration.

15. Advocate honest and accurate evaluation of all persons directly employed by the Board when another employer requests such information.

16. Give the staff the respect and consideration due skilled professional personnel.

17. Refrain from directly contacting outside consultants for opinions or for studies or research without prior General Manager or Board approval. However, in cases of potential personal liability, individual Directors shall be entitled to seek a second legal opinion.

18. Directors shall perform their official responsibilities in a professional and courteous manner.

To this end, it is desired that Directors will:

a) Treat each other with trust and respect during meetings,

b) Address differences, first between members directly and promptly; then seek assistance up to and including the full Board if necessary,

c) Refrain from personal attacks and abusive behavior against each other,

d) Respect and support final decisions of the group.

e) Call an Executive Session if necessary to consider charges or complaints about a Director.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP D-5

## Delegation of Authority

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes delegation of authority to the General Manager by the Board of Directors. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors and employees.

1. The General Manager shall be chief administrative officer of the Corporation, shall have control of administrative functions of the Corporation, and shall be responsible to the Board for efficient administration of all affairs of the Corporation placed in her/his charge.
2. The General Manager is responsible to the Board for the development of the operational program of the Corporation, budget preparation, personnel administration, Corporation-community relations, and the overall supervision of the Corporation program.
3. The Board delegates to the General Manager its authority to administer the laws and policies governing the Corporation, with the understanding that major policy decisions will be referred to the Board.
4. In the absence of Board policy, the General Manager shall have final authority for decision-making with the understanding that major decisions shall be reported to the Board at the next regularly scheduled meeting.
5. The General Manager will regularly keep the Board informed of the current issues confronting the Corporation, including emerging regional water planning issues. He/She will suggest alternative strategies and measures by which the Board may want to shape policy to deal with these issues.
6. The General Manager will be responsible to assist the Board by keeping each Director informed of all pertinent data and reports germane to current and emerging issues. He/She, in coordination with the President of the Board, will enhance the education and orientation of Directors and provide for a flow of information to them.
7. The General Manager will meet frequently with the President of the Board and assist her/him to be in frequent communication with all other Directors so that there will be an orderly flow of information and preparation for the discussion and debate of issues.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP D-6

## Orienting New Directors

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*

*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for orienting new directors. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors and employees.

The Board, assisted by the General Manager, shall assist each new Director to understand the Board's functions, policies, and procedures at the earliest possible time. The following methods shall be employed:

1. The electee or appointee shall be given all necessary material to insure the new member has adequate information in order to conduct the public's business.
2. The electee, prior to assuming office, shall be invited to attend Board meetings and executive sessions, and to participate in its discussions.
3. The General Manager and the President of the Board shall make time available to supply material pertinent to meetings and shall explain its use.
4. The incoming Director shall be invited to meet with the General Manager and other administrative personnel to discuss services they perform for the Board.
5. A copy of the Board's policies, the Personnel Policy Manual, and relevant financial documents shall be made available.
6. Prior to becoming a Director, the incoming member shall be invited to meet with other Directors to discuss Board operations and responsibilities
7. The Director will complete public information training within 90 days of assuming office.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

**CBCWSCBODP D-7**  
**Employment of Family Members**  
**Central Bowie County Water Supply Corporation (CBCWSC)**  
P.O. Box 306    New Boston, TX 75570 *Phone (903)*  
*628-5601    Fax (903) 628-9258    Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes procedures for employment of family members. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors and employees.

1. No employee shall be assigned responsibilities to be performed under the supervision of a person related to the employee within the 3<sup>rd</sup> degree of consanguinity or affinity.
2. Directors or employees shall not participate in matters involving the hiring, retention, promotion, salary change, or termination of an individual related to that director or employee within the 3<sup>rd</sup> degree of consanguinity or affinity.

Adopted: 7/6/10      Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP D-8

## Variances

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes procedures for variances to board policies, rules, and directives. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors and employees.

1. In general, no variances will be allowed. However, in the event a member feels that special circumstances exist which justify a variance, they may request one from the Board of Directors.
2. The member must complete a variance form. The request for a variance will be placed on the next scheduled Board of Directors meeting where it will be considered. The member may provide substantiating written evidence or testimony. The member may appear at the designated meeting, but it is not required.

/A/opted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP D-9

## Agenda

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes procedures for Board of Directors meeting agendas. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all directors and employees.

**Ref:** CBCWSCBODP D-2 Board Meeting Procedures, CBCWSCBODP D-8

Variances, Texas Open Meetings Act

The President or an appropriate designee shall prepare an agenda for regular, special, and emergency meetings. Regular and special meeting agendas will be posted 72 hours prior to a meeting. Emergency meeting agendas will be posted 24 hours prior to a meeting. Agendas will be posted in three places:

1. The south exterior window of the CBCWSC office, 2822 Hwy 82 west
2. The bulletin board in the CBCWSC office
3. The CBCWSC website

Copies of agendas will be made available to directors no later than 6:00 pm on the day of the posting.

No item will be included on the agenda except through established procedures.

Any Director or the General Manager may place an item on the agenda prior to posting.

Employees, members, and the general public may not directly request that items be placed on the agenda. However, after following normal channels and established procedures an item of interest to an employee, member, or general public may eventually be placed on the agenda by a Director or General Manager.

Verbal presentations made at a meeting which require Board action shall become agenda items for later meetings, except where the timeliness of the item requires more urgent action.

Items on the agenda, which require extended deliberation, may be taken up at special meetings or continued at the next meeting.

Employees, members, and the general public who choose to address the Board during the Open Forum may do so. However, if the subject matter which is discussed is not listed as a separate agenda item, no action will be taken on the matter. It may be placed on the agenda for a later meeting at the discretion of the Board. The President of the Board may limit discussion to the matter before the Board and may limit the time of citizens appearing so that all who wish to be heard may speak. The Board may also vote to limit discussion.

Agenda items will be descriptive enough such that a prudent person may reasonably ascertain its general content, purpose, and implications.

Adopted: 12/6/11 Effective: 12/6/11

Resolution: \_\_\_\_\_

# CBCWSCBODP F-1

## Pledged Securities

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for pledged securities. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** BOD Meeting Minutes May 5, 2009 and Resolution 080205

1. The three officers, President; Vice-President; and Secretary/Treasurer, and the Assistant Secretary/Treasurer are designated as parties authorized to sign documents relating to pledged securities.
2. The Secretary/Treasurer, is designated as the corporation's representative and authorized to make decisions regarding release, sale, transfers, etc of pledged securities.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP F-2

## Depositories

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*

*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy designates the Corporation's depositories. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This policy applies to all directors and CBCWSC employees.

**REF:** Resolution 120302b and BOD Meeting Minutes Dec 3, 2002

The following depositories are selected: All federally insured institutions conducting business in the state of Texas.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP F-4

## Insured Deposits

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*

*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for insured deposits. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Mangers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This policy applies to all directors and CBCWSC employees.

Funds will be deposited only in federally insured institutions.

The amount of funds deposited in each institution will be limited to the maximum amount of federally insured coverage.

Grant/loan funds held in escrow with disbursements controlled by the funding agency which exceed the maximum amount of insured coverage are allowed.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-1

## Dead Ends

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 Phone (903)  
628-5601 Fax (903) 628-9258 Cbcwsc@aol.com

---

**PURPOSE:** This Policy establishes a standard procedure for handling dead ends. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** 30 TAC 290.44(d)(6) *“The system shall be designed to afford effective circulation of water with a minimum of dead ends. All dead-end mains shall be provided with acceptable flush valves and discharge piping. All dead-end lines less than two inches in diameter will not require flush valves if they end at a customer service. Where dead ends are necessary as a stage in the growth of the system, they shall be located and arranged to ultimately connect the ends to provide circulation.”*

1. No new dead ends will be created in the process of new line installation or operations and maintenance activities.
2. In the event the General Manager determines that a new dead end is unavoidable, the proposed installation plan, along with any alternatives, will be presented to the Board of Directors for a variance to this policy.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# **CBCWSCBODP O-2**

## **Extending Service Outside the CCN**

### **Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This Policy establishes a standard procedure for extending service outside the CCN. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** Texas Water Code Chap 13, Subchapter G and 30 TAC 291, Subchapter G

1. Service will be provided only to properties which:
  - a. have lines in place on the property; or
  - b. are located within the boundary of CBCWSC's CCN; or
  - c. are within 200 ft of our facilities only CCN
2. This policy will be re-addressed when CBCWSC is in compliance with regulatory agencies' capacity requirements.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-3

## Contractors and Insurance

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes the insurance requirements for contractors. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Resolution 070505, BOD Meeting Minutes August 2, 2005.

1. All contractors performing work which involves the existing or proposed distribution system for CBCWSC must carry liability, commercial automobile, and workers' compensation insurance. Copies of the certificates of insurance must be provided to CBCWSC. Minimum required coverage will be as follows:

#### A. General Liability

1. General Aggregate	\$2,000,000
2. Products and Completed Operations	\$2,000,000
3. Per Occurrence	\$1,000,000
4. Personal Injury and Advertising Injury	\$1,000,000
5. Fire Legal	\$50,000
6. Medical Payments	\$ 5,000

#### B. Commercial Automobile

Combined	\$1,000,000
----------	-------------

#### C. Workers Compensation

Employer Liability	\$1,000,000
--------------------	-------------

#### D. Builder's Risk

Any new construction or major renovation will require a builder's risk in the system's name providing the following:

1. Special or All Risk Form
  2. Maximum deductible limited to 1% of insured value
  3. A copy of the policy form is to be submitted prior to beginning construction
2. In addition all policies must name the water system as an additional insured and the policy endorsed with a waiver of subrogation in favor of the water system.

Adopted: August 2, 2005 Effective: August 2, 2005

Resolution: 070505

# **CBCWSCBODP O-4**

## **Non-Standard Service Applications**

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for non-standard service applications. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Resolution 040405c, BOD Meeting Minutes August 2, 2005,  
BOD Meeting Minutes September 7, 2010, CBCWSC Resolution 100510, BOD  
Meeting Minutes October 5, 2010.

All fees, materials, engineering services, and practices specified as a result of any non-standard service requests are at the sole discretion of the General Manager and will be in accordance Federal, State, and Local regulations, AWWA Standards, and CBCWSC Tariff, as determined by the General Manager.

- A. The designation of a service request as standard or non-standard will be done by the General Manager with input from CBCWSC employees.
- B. CBCWSC employees will specify materials, determine scope/cost, and perform/supervise installation if review/design by a professional engineer is not required.
- C. The General Manager will consider the location, existing hydraulic conditions, scope, complexity, and impact of all non-standard service requests and determine which non-standard service requests will require review/design by a professional engineer and approval of the CBCWSC Board of Directors.

Adopted: October 5, 2010

Effective: October 5, 2010

Resolution: 100510

# CBCWSCBODP O-5

## Water Restrictions

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for water restrictions. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Resolution 080205, BOD Meeting Minutes August 2, 2005.

The General Manager shall monitor water demand conditions on a daily basis and shall determine when conditions warrant restrictions. The General Manager is authorized to implement restrictions as necessary to reduce total demand and insure that distribution system parameters remain within specified limits. The General Manager shall use the Drought Contingency Plan as a guide when implementing restrictions.

Adopted: August 2, 2005 Effective: August 2, 2005

Resolution: 080205

**CBCWSCBODP O-6**  
**Corporation Reading of Meters at No Charge**  
**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306    New Boston, TX 75570 *Phone (903)*  
*628-5601    Fax (903) 628-9258    Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for Corporation reading of meters at no charge. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

1. The Corporation will read a member's meter and issue a bill at no charge provided that the member provides a written statement from a doctor that the member is not able to read the meter.

Adopted:           August 2, 2005              Effective:           August 2, 2005          

Resolution:           080205

# **CBCWSCBODP O-7**

## **Reconnection During Non-Business Hours**

**Central Bowie County Water Supply Corporation (CBCWSC)**

P.O. Box 306    New Boston, TX 75570 *Phone (903)*  
*628-5601    Fax (903) 628-9258    Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for reconnection during non-business hours. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Tariff paragraphs 4.8.2, 4.8.4, and 5.16.4

1. The Corporation may re-connect a meter during non-business hours if requested by a member at the discretion of the Corporation. There will be an additional charge of \$30.00. In order to restore service the member must agree to pay all charges due on the account by noon the next day.

Adopted: 7/6/10                      Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-8

## Service in Flood Zone

Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes procedures for service to structures located in the flood zone. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

A. Central Bowie County Water Supply Corporation will not extend water service to new development, on lots that are within the 100-year floodplain, as identified by the Federal Emergency Management Administration(FEMA) without the following:

1. On-site sewage disposal facilities shall be approved by (local health authority), be in accordance with local requirements for development within the 100-year floodplain, and meet TCEQ regulations. Evidence that all required permits have been obtained with respect to the onsite sewage disposal facility shall be demonstrated by providing copies of said permits to Central Bowie County WSC.
2. The floor elevation of all structures shall be a minimum of 1.0 feet above the established 100-year floodplain in areas where flood insurance is available. Elevation data will be evaluated by a licensed professional surveyor and copies of any reports/maps bearing surveyors seal will be provided to Central Bowie County WSC.
3. Central Bowie County Water Supply Corporation shall enter into an agreement with the local authority for the flood management plan. The agreement will stipulate that any request for water service in a 100-year floodplain shall require a review by the local authority for the flood management plan and insure the development complies with the local Flood Management Plan as approved by FEMA. The local authority for the flood management plan will provide Central Bowie County WSC with written documentation that the review was completed and that the development is in compliance.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

Revised: 5/14/13 by Resolution 051413c

# CBCWSCBODP O-9

## Fire Hydrants

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes a standard procedure for fire hydrants. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Tariff and Board of Director Meeting Minutes January 7, 2003.

1. No new fire hydrants will be installed in the process of new line installation or operations and maintenance activities.
2. Existing fire hydrants will be removed as they become inoperative. If a removed hydrant was in a location advantageous to flushing, a 2" flush valve assembly will be installed in its place.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-10

## Subdivisions

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes subdivisions procedures. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Tariff Paragraph 6.11 and Texas Water Code Chapter 13.2502

1. Any person who subdivides land by dividing any lot, tract, or parcel of land, within the service area of CBCWSC, Certificate of Convenience an Necessity No. 10525, in Bowie County, into two or more lots or sites for the purpose of sale or development, whether immediate or future, including re-subdivision of land for which a plat has been filed and recorded or requests more than two water or sewer service connections on a single contiguous tract of land must comply with Non-Standard Service Policy contained in CBCWSC's Tariff.
2. Central Bowie County Water Supply Corporation is not required to extend retail water service to a service applicant in a subdivision where the developer of the subdivision has failed to comply with the Non-Standard Service Policy.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-11

## Delinquent Accounts

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes delinquent account procedures. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** CBCWSC Tariff Paragraph 5.7.5 and 5.15

1. Delinquent accounts will be disconnected before the end of the month in which they become delinquent. Between the 10<sup>th</sup> and 15<sup>th</sup> of the following month, a letter will be sent to the member advising them of the total charges due the corporation. The letter will also advise the member that the membership will be liquidated if the charges are not paid within 10 days of the date of the letter.
2. If a delinquent account is liquidated, and the account still has a balance on it between \$180.00 and \$5,000.00, the matter be addressed in small claims. If the amount due the Corporation exceeds \$5,000.00 the matter will be referred to an attorney.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-12

## Long Services

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes a standard procedure for long services. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** Board of Director Meeting Minutes February 4, 2003.

1. If the water line is located on the opposite side of a county or state maintained road from a property for which service is to be provided, the service will be installed by boring. Pipes will not be installed across county roads by open cut methods. Required notifications will be made and appropriate permits obtained. All state or county requirements will be adhered to.
2. If the water line is located in the right-of-way, between the road surface and the property to be serviced, open cut methods may be used.
3. When the water line is located under the improved surface of a county road, service lines may be installed by open cut methods. However, the construction will be coordinated with appropriate county officials.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-13

## Requested Disconnection

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903) 628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes a standard procedure for requested disconnection. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** Board of Director Meeting Minutes July 1, 2003.

1. A member requesting disconnection of service in the form of CBCWSC turning off meter and locking (not membership surrender or termination) must put the request in writing.
2. The fee for re-activation will be \$25.00.
3. The monthly minimum must still be paid in order to keep the membership in good standing.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

# CBCWSCBODP O-14

## Work on Customer's Side of Meter

### Central Bowie County Water Supply Corporation (CBCWSC)

P.O. Box 306 New Boston, TX 75570 *Phone (903)*  
*628-5601 Fax (903) 628-9258 Cbcwsc@aol.com*

---

**PURPOSE:** This policy establishes a standard procedure for work on customer's side of the meter. It supersedes all previous policies, memos, and verbal directives issued by any current or previous Directors, Office Managers or General Managers to the extent that it does not conflict with any Federal, State, or Local Statutes, as well as any CBCWSC Governing Body laws, rules, or policies.

**APPLIES TO:** This directive applies to all members, applicants, and CBCWSC employees.

**REF:** Board of Director Meeting Minutes April 1, 2003.

1. CBCWSC will not perform any work on the customer's side of the meter.

Adopted: 7/6/10 Effective: 7/6/10

Resolution: 020210c

RESOLUTION 020210c

A resolution of the Board of Directors of the Central Bowie County Water Supply Corporation

**WHEREAS**, the CBCWSC Board of Directors, from time to time, have established policies documented only by Board of Directors Meeting Minutes and Resolutions; and

**WHEREAS**, it is desirable to consolidate the aforementioned policies into a single document for continuity and administrative efficiency;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORPORATION** that Central Bowie County Water Supply Corporation does hereby adopt the Bowie County Water Supply Corporation Directors Policy Manual, dated ~~March 2, 2010~~.

July 6, 2010. *[Signature]*

This resolution shall take effect and be in force from and after the 6th day of July, 2010, being the date of its enactment.

The vote was:

Yeas 7 Nays 0 Abstained 0

Central Bowie County Water Supply Corporation

*[Signature]*  
Robert Knox  
President



Attest:

*[Signature]*

Thomas Coleman, II  
Secretary-Treasurer

RESOLUTION 100510

A resolution of the Board of Directors of the Central Bowie County Water Supply Corporation

**WHEREAS**, the Central Bowie County Water Supply Corporation Directors Policy O-4, dated March 2, 2010, allows service requests designated as non-standard due to a service bore requirement only, to be approved by the General Manager; and

**WHEREAS**, same policy directs that all other non-standard service requests will require review/design by a professional engineer and approval of the CBCWSC Board of Directors; and

**WHEREAS**, the policy was discussed at the September 7, 2010 regular meeting of the CBCWSC Board of Directors where it was agreed that it was desirable to allow the General Manager more discretion in determining which non-standard service requests will require approval of the CBCWSC Board of Directors and/or review/design by a professional engineer;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORPORATION** that Central Bowie County Water Supply Corporation Directors Policy O-4 be amended as follows:

Paragraph B.

**Delete:** "Service requests designated as non-standard due to a service bore requirement only, may be approved by the General Manager."

**Add, after the word installation:** "if review/design by a professional engineer is not required"

Paragraph C.

**Delete:** "All other"

**Insert in its place:** "The General Manager will consider the location, existing hydraulic conditions, scope, complexity, and impact of all non-standard service requests and determine which"

This resolution shall take effect and be in force from and after the 5th day of October, 2010, being the date of its enactment.

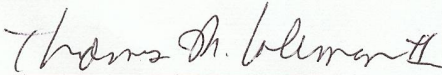
The vote was:

Yeas 8 Nays 0 Abstained 0

Central Bowie County Water Supply Corporation

  
\_\_\_\_\_  
Robert Knox  
President

Attest:

  
\_\_\_\_\_  
Thomas Coleman, II  
Secretary-Treasurer

(SEAL)

RESOLUTION 051413b

A resolution of the Board of Directors of the Central Bowie County Water Supply Corporation

**WHEREAS**, by Resolution 051413a, adopted at the May 14, 2013 regular meeting of the CBCWSC Board of Directors, the language in CBCWSCBODP F-3 was incorporated into the CBCWSC Tariff; and

**WHEREAS**, references to Capital Development Fee were changed to Equity Buy-In Fee; and

**WHEREAS**, CBCWSCBODP F-3 is rendered obsolete and redundant by the aforementioned actions;

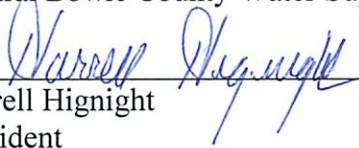
**NOW, THEREFORE, BE IT RESOLVED BY THE CORPORATION** that Central Bowie County Water Supply Corporation Board of Directors Policy F-3, Capital Development Fee Installments, and any references to said document, are hereby deleted.

This resolution shall take effect and be in force from and after the 14th day of May, 2013, being the date of its enactment.

The vote was:


Yeas 7 Nays 0 Abstained 0

Central Bowie County Water Supply Corporation

  
\_\_\_\_\_  
Harrell Hignight  
President

(SEAL)

Attest:

  
\_\_\_\_\_  
Thomas Coleman, II  
Secretary-Treasurer

RESOLUTION 051413d

A resolution of the Board of Directors of the Central Bowie County Water Supply Corporation

**WHEREAS**, CBCWSCBODP D-1 dictates that the Board Secretary will supply a typed, finished copy of the minutes to be distributed to the Directors prior to the next regularly scheduled Board meeting; and

**WHEREAS**, historically, the Board Secretary has never fulfilled this task; and

**WHEREAS**, this task has been incorporated into the General Manager's Job Description;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORPORATION** that Central Bowie County Water Supply Corporation Board of Directors Policy D-1, Board Authority and Duties, is amended as follows:

Under the section entitled "Duties of the Board Secretary", third sentence

Strike "Board Secretary" and replace with "General Manager"

This resolution shall take effect and be in force from and after the 14th day of May, 2013, being the date of its enactment.

The vote was:

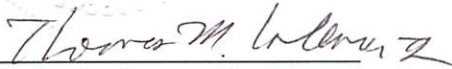
Yeas 7 Nays 0 Abstained 0

Central Bowie County Water Supply Corporation

(SEAL)

  
\_\_\_\_\_  
Harrell Hignight  
President

Attest:

  
\_\_\_\_\_  
Thomas Coleman, II  
Secretary-Treasurer

RESOLUTION 051413e

A resolution of the Board of Directors of the Central Bowie County Water Supply Corporation

**WHEREAS**, CBCWSCBODP D-2, section 8, indicates that a Director must state the reason for abstaining from voting; and

**WHEREAS**, such a requirement conflicts with the laws of the State of Texas;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORPORATION** that Central Bowie County Water Supply Corporation Board of Directors Policy D-2, Board Meeting Procedures, is amended as follows:

Section 8, after the word abstaining

Delete "and stating the reasons for the record"


This resolution shall take effect and be in force from and after the 14th day of May, 2013, being the date of its enactment.

The vote was:

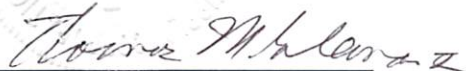
Yeas 7 Nays 0 Abstained 0

Central Bowie County Water Supply Corporation

(SEAL)

  
\_\_\_\_\_  
Harrell Hignight  
President

Attest:

  
\_\_\_\_\_  
Thomas Coleman, II  
Secretary-Treasurer