**CANEBRAKE COUNTY WATER DISTRICT**

**Board of Directors Special Meeting Minutes**
**9:00AM – 11:00AM, Saturday, August 1, 2026**
**McKenney Hall**

## 1. Call to Order

President Stephen Fillmore called the Special Meeting to order at **9:04 a.m.**

## 2. Pledge of Allegiance

The Pledge of Allegiance was led by the Board.

## 3. Roll Call

All Board Members were present. A quorum was established.

## 4. Purpose of Special Meeting

The President stated the purpose of the Special Meeting was to consider:

- Personnel Action (Closed Session)
- Alternative Emergency Communication Plan

The Board reviewed the meeting procedure, including reconvening in open session following Closed Session.

## 5. Emergency Communication Plan

Director of Water Operations Andrea Collins reported on recent emergency response activities following three separate water system incidents, including a mainline repair, a blow-off valve incident, and a valve replacement. She advised the Board that the unauthorized opening of a blow-off valve during an active repair introduced water pressure before the repair had adequately cured, potentially compromising the integrity of the repair. She stated that the incident underscored the need to strengthen the District's emergency procedures and security measures, including consideration of securing critical infrastructure, installing cameras, and developing measures to deter unauthorized tampering with District facilities. The Board also discussed customer communications during the recent boil water advisory.

Following discussion, the Board determined that additional work was needed to develop the proposed Emergency Procedures Hae and Collins volunteered to generate a draft by the next meeting. By consensus, the item was tabled to a future Board meeting for further development.

**6. Good of the Order (Prior to Closed Session)**

Members of the public provided comments regarding:

- Proposed bylaw revisions and administrative positions.
- Recent emergency water system repairs.
- Customer communications during the recent boil water advisory.
- Suggestions for providing estimated durations of emergency advisories when possible.

The Board acknowledged the comments.

**6. Recess to Closed Session**

The Board recessed to Closed Session to consider personnel matters as identified on the posted agenda.

**7. Reconvene to Open Session**

The President reconvened the meeting in open session at **10:40 a.m.** All Board Members were present.

**8. Report Out of Closed Session**

The President reported that the Board discussed the Project Manager/Executive Assistant recruitment. A hiring decision was made; however, no action would be publicly announced pending completion of additional administrative review and acceptance of any employment offer. No further reportable action was announced.

**9. Good of the Order**

Members of the public expressed appreciation for the Board, volunteers, and community members who assisted during the recent emergency repairs. Comments recognized the efforts of volunteers, especially Kathy Steuermann, and encouraged continued community cooperation. The Board thanked the volunteers and community members for their support.

**10. Adjournment**

Upon motion duly made and seconded, the Special Meeting was adjourned by unanimous voice vote.

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