

## MINUTES

### Cypress Cove Water Supply Corporation

Spring Branch, TX 78070

BOARD OF DIRECTORS MEETING

February 13, 2019, 6:30 P.M.

1. Call to order and Open Meeting

*Called to order at 6:31pm. All except Robin Lutts present. Erica left at 7:34pm.*

2. Invocation

*Invocation by Elliott.*

3. Discuss and possible approval of minutes from last monthly meeting (12/12/18, 1/9/19).

*Erica asked to amend the 1/9/19 minutes, Item #12 that Robin motioned and Erica seconded but motioned to approve, as amended. Second by Gordon. All vote yes.*

4. Discuss current CCWSC financial reports including Adjustments Report.

*Motion by Gilead to move Item 16 up to Item 4, Erica second. All vote YES.*

*Motion to approve financials by Erica, second by Gilead, all vote YES.*

5. System operations discussion (including TCEQ Exit Interview email)

*TCEQ meeting went well, but we have some violations to respond to and correct. Elliott is working on the violation responses. Gallegos Engineering will be engaged to work on the drawings for the pump houses. TRWA will be consulted to determine who can re-calibrate the meters (Gilead to ask Angie to look into this as well as tank inspections).*

6. Discuss and consider authorization to obtain a loan for cost of a pickup truck or equivalent for water operations. (tabled from 12/12/18, 01/09/18 meeting)

*Gordon motions to remove this item from the agenda, Gilead seconded, all vote yes.*

7. Discuss and consider SOP plan unique to CCWSC. (Gordon Swan and Gilead Ziemba)

8. Discuss and consider contract with electrical.

*See Item 13.*

9. Discussion, open to membership, about maintenance and operation (Gordon Swan)

*Gilead noted that controls needs to be high priority to implement now that funding is available. Gilead to contact Robin to discuss the controls components for developing a scope of work. Gordon will develop a template Sub Contractor agreement for consideration.*

10. Discuss and consider needed upgrades to Ranch Station – addition of discharge and suction manifolds for additional pumps.

*Gilead to send Richard Gallegos the one-line diagram provided for Station 1 as a go-by for his new manifold design.*

11. Follow up and update from Angie's contract agreement (Gilead)  
*Discussed.*
12. Discuss and consider security cameras.  
*All agreed that a camera solution must be provided. Erica to research a good solution to our connectivity issue. Gilead motion to table, Gordon second, all vote YES.*
13. Discuss and consider upgrade to generators.  
*Motion by Gilead to approve \$6000 for electrical and propane upgrades to Bob White and Ranch Stations. Second by Gordon, all vote YES.*
14. Update from Credentials committee (Gilead) Election Judge  
*Gilead noted that because there are no applications for Board opening, there is no election judge that has been selected.*
15. Discuss AMR technology (automatic drive by water meters), specifically, manufacturer brand of radio read water meter.  
*Gordon motions to approve Master meters with AMR technology at an approximate price of \$64 per meter from Hydro Pro Solutions and that all new meters purchased should be this brand/cost. Second by Gilead. All vote YES.*  
  
*Gilead motions to also purchase the SCADA interface module along with each meter, second by Gordon. All vote YES.*
16. Set date for next meeting. (3-13-19)
18. Close open meeting, enter into Executive Session to discuss real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code  
*Gordon moves to enter closed session, second by Gilead. All vote yes. Closed session started 8:31 and ended at 8:37.*
19. Close Executive Session; enter into Open Meeting; Motion, if any, from executive meeting.  
*Motion by Gordon to approve to purchase the old fire station property for \$63,000 with payment of \$1000 per month with interest being the minimum required by law. Second by Gilead. All vote YES.*
20. Public input: Limit of 3 minutes per person, your questions, comments and constructive suggestions are welcome. If subject is not on current agenda, board can't discuss, otherwise it can be added to future agenda if approved.  
*None present.*
21. Close and adjourn.  
*Motion to adjourn by Gordon, second by Gilead, all vote YES. Adjourn at 8:03pm*