

MEETING MINUTES

Meeting Topic: 2nd Meeting of Board of Directors Date: 9/20/2017
Location: Cypress Cove Civic Center Time: 6:30PM

Attendees: Board Members: Charles Gilbert, Erica Leadford, Elliott Owen, Gordon Swan,
Gilead Ziemba
Public Present: Dub Paden, Angie Price, Ingrid Swan

This meeting was the second meeting of the Board of Directors. Meeting agenda items are in plan text below. Meeting minutes are in italics:

1. Open Meeting
2. Invocation
3. Approval of prior minutes

Motion to approve (Swan), Second (Gilbert). Vote 5 YES, 0 NO. Motion passed.

4. Discussion: Monthly Financial Reports Angie

Board requested Angie to provide 2016 and 2017 financials from the book keeper. Information requested in EXCEL format.

Pre-budget discussion regarding cost of hiring a water service employee vs. using PGMS or other 3rd Party.

- a. August Monthly Income-Expense

Discussed insurance and the extent to which CCWSC should be insured and the need to have separate insurance policies for CCWSC and CCMA. Once asset values are confirmed for CCWSC during budget review, Elliott and Angie to request quote from current CCMA provider for coverage of assets. Group discussed other insurance as well as obtaining an umbrella policy and General Liability policy.

- b. August Profit and Loss

Discussed some late-pay invoices and how the income side of this statement is not current due to some late Accounts Payable.

- c. August Balance Sheet

No comments.

- d. August Transaction by Vendor

No comments.

- e. August Expenses by Vendor Detail

Reviewed PGMS expenses.

- f. August System Totals Report

Not Reviewed.

- g. August Exceptional Usage

Not Reviewed.

5. Discuss & consider "Billing Clerk Questions" Angie

Discussed options for how to deal with the issue of splitting water and garbage bills. Discussed using 3rd party vendor to send bills, stuffing in same envelope, etc. Review of advice from a legal assistant noted that it may not be lawful for the new CCWSC to collect tariffs beyond water utility-related. Angie to seek more specific guidance from legal counsel to confirm if this is an issue.

Discussion on if/how to split billing tabled until next meeting following information gathering.

Discussed desire to set up a new bank account but the physical address needed to be decided. 180 Tanglewood Court is to be used, which is the location of the old fire station currently under contract to purchase by CCMA.

6. Discuss and consider update to Charter Gilead

Motion to approve (Gilbert), Second (Leadford), Vote 4 YES, 1 NO (Swan). Motion passed.

Motion included to accept Charter with the understanding that the physical address, IRS Tax code information, contact information, and other yellow highlighted portions are completed.

7. Discuss upgrade to Pump Station #1 Gordon

Swan provided an update of the status and noted that the power side was ready but the water side was lagging.

8. Discuss and consider Sections A, B, C of CCWSC Tariff All

Discussed but no motion was made to consider or adopt.

9. Set date for next meeting All

October 11, 2017. Gilead to request use of Chapel at Cove equipment for next meeting.

10. Public input: Limit of 3 minutes per person

Dub Paden discussed that the road tap fee needs to be increased to match current market value.

11. Close and adjourn

Adjourned.