

PUBLIC NOTICE
Cypress Cove Water Supply Corporation Spring Branch, TX 78070

MINUTES - BOARD OF DIRECTORS MEETING NOVEMBER 11, 2020

In accordance with Chapter 551 of the Texas Government Code, notice is hereby given to the public that the Board of Directors for the CYPRESS COVE WATER SUPPLY CORPORATION shall hold a meeting on **Wednesday November 11th, at 6:30 p.m. at the Cypress Cove Civic Center, 3674 Tanglewood Trail, Spring Branch, Texas 78070 AND via Zoom**

Meeting: <https://us02web.zoom.us/j/81969372740?pwd=OG1mZUN5ZUdUNjRWWXhHY2F3bzRsQT09> **Meeting ID 819 6937 2740; Password for online: CCWSC; call in number 1 (346) 248 7799; Password when dialing in: 629461.** The Board may take action on any of the items posted below. Action cannot be taken on individual citizen or customer communications or Board member items unless the matter was continued from a previous meeting or is individually listed below.

In attendance → Mike, Robin, Angie, Shannon, Randall, Eric, Daniel

AGENDA

1. Call to order and Open Meeting - Michael **6:25pm**
2. Invocation
3. Public input to any current agenda item: 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. **Marty - no emergency number at well 5; when was last time tanks were inspected? Mike - about a month ago; yes on the inside; on 19th and 20th people will come to start cleaning and the flush valve will be installed. Guy Anderson - purchasing of fire department.**
4. Review & Approve October 12th monthly meeting minutes **Motion - Mike, Second - Eric, All in Favor**
5. Review Financial Reports & Budget – Shannon / Angie
 - Billing for income - 31890, more realistic what we're going to see**
 - Capital Fee - large because 9 taps in Oct which is above normal; 56 per year so far; expect to not see this normally**
 - Operation Exp / Oper Repair serv - 51000 (final CNR, well 4 pump test 23000)**
 - Total Exp - Oct was high; net income for Oct 1185;**
 - Budget vs Actual - 101600 was based on low expect for taps; past debts**
 - Repair Services - included RNB**
 - Tap - Material -- move to Repair Services**
 - Motion to roll together (tap/material and Repairs Service) - Robin; Angie will keep as is for now and get back to us next month; Angie will talk with Debra**
 - Balance - under liabilities, look at member dues 47000 and is continually increasing; Robin - do we draw interest on this? Don't think so. Angie - we may not be allowed to do that because we are a non-profit; I'll ask about it.**
 - Long-term liabilities with loans -- put an additional 5000 down last month and this month, aside from 750 monthly payment; around 23000 now**
 - Transaction list by vendor - Allsay is zeroed out now, CNR final payment made, Kaboda, Lightning Water Works (Brent's) pay weekly the first month and now moving to monthly, RNB Ventures 12000 this month, Water Waste Water Services zeroed out (Pete's)**
 - Director Report - .34% water loss**
 - Exceptional Usage - Amy Holdage is a renter and owners blaming WB for burst pipes (taken care of), Hugo Tover 22000 gallons (leak under house discovered), Cathy Wood 23000 (still haven't found leak)**
 - Adjustments - Gary Dunlap**

Motion to accept - Mike, Second - Robin, All in Favor

NEW BUSINESS

6. President's Report – Mike

- a. TCEQ reporting update for Well #4 Test/Mike Lucci

Well 4 upgraded; Mike needs dated reports to send to TCEQ; surveying gps'ing all our spots, what pipes to upgrade;

- b. Discuss Julian's claim

Have not heard back from state; no contract, only employee job description; he was never fired; TABLED for now

- c. Discuss recently finished projects or other upcoming projects & on SCADA system updates

Robin - we have a controller that is needed to be flashed up new firmware, will be put in this weekend

- d. Discuss Zone maps/ hiring Mike Lucci or other vendor to survey all valve locations to document in maps accordingly. Lucci quoted under \$2k for this job. Other bids?

Mike (prez) will talk with Mike L. when they meet.

7. Water Operator Report – Brent

- a. Project list update

Three leaks fixed in three weeks; replacing a bunch of valves (30+ valves are bad out of 74); now there's a complete loop to be completed so all homes are taken care of if one well has problem; Ranch and Well 5 work together for looping; zone 5 almost done; flush valve being replaced; Robin - bypass on Jonquil ? Mike - it is now below ground; plugging away at valves; 19th and 20th, tanks will be serviced and cleaned inside

8. Utility Manager Report _ Randal

Gary called Brent about ; cold sack is killed project; melina 1456 bob white is pending; still need to make decision on cul de sac;

9. Office Manager Report – Angie

- a. Discuss elections coming up

Election procedure timeline in paperwork; choose credentials committee (normally done at beginning of board cycle), election auditor (counts ballots at meeting; Marty has been named); from Dec 30 Angie already has the applications; January the board has to meet (Jan 31) 40 days prior to election to approve and finalize and then Angie will, within 10 days, mail out the ballots; if no one applies, then board has to pass a resolution; Angie - request the committee chair person fill in election procedures form and give to Angie; three positions open

- b. Discuss AT&T tablet service cancelled

Cancelled as of the beginning of November

OLD BUSINESS

10. Old business company truck insurance removed

Yes; saves 1400 per year; now just to get rid of truck

11. PPP Loan Forgiveness update_ Angie

Not final; we've applied for forgiveness but gov't keeps changing rules on time window and percent of payroll which means we have to keep resubmitting paperwork.

12. Kubota Payoff Jan 2021

This is the goal; still owe 23000, so it may not happen in two months; Eliot (owner) - Mike will talk with him about pushing due date to June

13. GVTC-Discuss and take action whether to cancel new contract. Cancellation fee: \$590

Keep for now Motion - Mike, Second - Eric, All in Favor

14. Discuss purchase of Fire Station property

Guy Anderson - bottom line is I think the station is available; value of land “gifted” by CCMA and aerobic system → approx \$60,000; talking about this since the CCMA and Water Board split; shortly after Erv died, met with people about who would own the building and the WB has been allowed to use the building; value of land has gone up; possible tax exempt status for WB; need to make sure the money is available before making a deal; building is available for use by WB; would rather get into a contract of use; instead of a lease, I would rather do a “donation”. Robin - originally deeded to fire department; they are ready to do the same with CCWSC. Mike - what is the bottom number?

15. Discussions with CCMA – Table until after CCMA Election Process Completed

a. Attorney Fees from PUC docket 48317

Mike will go to meeting on Thursday, 11/12 to discuss; wash both loans ?

16. Public input: 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.

No

17. Enter into Executive Session/closed session to discuss option of Christmas bonuses to any employees/contractors.

Mike - Angie, what did we do last year? Angie - 3% of annual income; in past employees have to be with us for 18 months; gift cards for the contractors (get as we need them); no set rules for difference between employees and contractors. Employees - Brent, Randall; Contractors - Jerel, Angie

Motion to give 3% of current rate annualized for Angie and Randal, Jerel 100 gift card, Brent 200 gift card - Robin; Second - Eric; All in Favor

18. Closed session ends. Reconvene into open session. Any motions from previous Closed session must be made during open session.

Robin - we accept

Eric - second

All in Favor

19. Set date for next monthly meeting: Wednesday, December 9, 2020

Shannon emailed Angie and Mike the correct Zoom link to put on future agendas.

20. Close and adjourn.

Motion - Shannon

Second - Robin

All in Favor

8:19PM

The Board of Directors may retire to executive session regarding any matter listed on the agenda at any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.