

MINUTES
Cypress Cove Water Supply Corporation Spring Branch, TX
78070

BOARD OF DIRECTORS MEETING January 8, 2020

1. Call to order and Open Meeting: *Meeting called to order at 6:27PM.*

<i>Director:</i>	<i>Gordon Swan</i>	<i>Gilead Ziemba</i>	<i>Walter (Sid) Jones</i>	<i>Shelly Ludwig*</i>	<i>Mike Vorhis</i>
<i>Present:</i>	x	X	x	x	X
<i>Absent:</i>					

**Left at 8PM*

2. Invocation: *Invocation by Sid.*
3. Public input to any current agenda item.

No public present.

4. Review & Approve December 11 minutes
Motion to accept minutes by Sid, second by Gilead. All vote YES.

5. Water Operator’s report (incl review BFP plan updates)
Not present.

6. Review financial reports
Bank balance is about \$160K, upcoming expenses are \$74K, known tap accounts receivables is about \$12K per month. Gilead motioned to approve financial reports, second by Sid. All vote YES.

7. President’s report
Meeting with engineering on Friday the 14th at 1PM to discuss well. Overflows at Ranch and Station 5 accounted for loss this month. Still working on the issues at Station 5, believe it is a weak signal from sensor in the tank.

8. Discuss CCWSC interpretations/SOP regarding TCEQ rule about restricting access to the distribution stations for contractors.
Gilead to describe the entrance policy as required by TCEQ law and Gordon will add the OSHA safety requirements.

Angie asked if security cameras were in the budget. Mike discussed “RioLink” that can be used to remotely monitor locations with solar panels. Expected to cost ~\$2000 for equipment start-up and \$50 per month for data plans.

9. Discuss Eagle Rock Services status as a CCWSC approved contractor
Discussed that ERS has communicated unprofessionally and potentially reported the system to the TCEQ for issues unknown. Discussed eliminating ERS as an approved vendor. Discussed the benefits provided by ERS given their knowledge of the system and ability to respond quickly. Discussed needing another vendor due to ERS not being available for ½ of every month. Motion

by Shelly to continue to use ERS if needed in an emergency, but three next projects will be sought to find new electricians to diversify. Second by Gordon. Four vote YES, Vorhis ABSTAIN.

10. Discuss C&R Environmental/Septic services

Motion to approve up to \$74,000.00 for C&R Environmental bid to upgrade the Ranch Station. C&R to send mark-ups on Terms and Conditions to Gilead, develop payment SOV, and hold Pre-Construction meeting prior to start work. Work expected to start within 3 weeks. Work expected to be completed by end of March.

11. Office/Admin report (discuss what CCMA allows on their Facebook page about CCWSC).

Letter sent to customers who needed CSI's, 3 of 6 did not respond. Certified letter to be sent to remaining 3 customers and water may be shutoff if no response is received. CSI door hangars will be used to communicate that inspections are needed where suspected backflow prevention is required.

Facebook page complaints are not accurate. Can moderator be requested to provide a standard response to such complaints? Board direction was that this should be allowed as it blows off steam and cannot stop this type of thing.

Angie asked that during business hours, the office number needs to be called for all issues. Board member personal phone numbers and water operator numbers should not be given out as this leave the office out of important information regarding scheduling and activities that need to be recorded. Board agreed with this matter.

12. Discuss communication channels when non- business hrs. emergency calls are made.

Shelly requested that Gordon begin to train other board members on issues to allow back-up if Gordon is unavailable.

13. Discuss communication options during non-BOD-meeting times- Shelly

Shelly researched and discussion can happen on an open forum message board, but this may not be an option with our website. We cannot break up conversation into several e-mails on same topic as this would also

14. Old business: discuss purchase vehicle for operators.

Discussed that the operators need a vehicle for efficiency. Proposed a Kei vehicle from Japan or an enclosed ATV. Motion for a budget of \$10K to search for a new vehicle, second by Gilead. All vote YES.

15. Discuss old business, PUC Docket 48317: Broussards vs. CCMA dba CCWS_ Shelly

Shelly spoke to the attorney and Broussard needs to submit personal testimony by Friday 1/10/20 at 3PM. If not, our attorney will file for summary judgement on Monday.

16. Discuss ballot, exact length of terms for all, & set BOD meeting to approve ballot Jan. 30.

Gilead reviewed Director terms and found that Walter Jones and Shelly Ludwig took over the terms of two Directors who resigned mid-term. Their terms were set to expired in 2020. This was incorrectly noted in previous minutes as new terms expiring in 2021.

17. Old business_ credit card option for water operators

Bank cannot roll out credit cards till April.

18. 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.

None present.

19. Closed session for purpose of consideration of Personnel Matters (bonuses) pursuant to Chapter 551.074

No closed session needed.

20. Any motion(s) from closed session: *None.*

21. Set date for next meeting Jan & Feb.

Jan. 30th, if election ballot needed. Otherwise, Feb. 12th.

22. Close and adjourn.

Motion to adjourn, all vote YES. Meeting adjourned at 9PM.

These minutes are true and accurate to the best of my knowledge:

Gilead R. Ziemba
Secretary/Treasurer
Cypress Cove Water Supply Corp.