

## MINUTES

### Cypress Cove Water Supply Corporation

Spring Branch, TX 78070

Location: Cypress Cove Civic Center

Tuesday, 4/11/2018

1. **Call to order and open meeting.** –
  - a. Directors present were; Elliott Owen, Gordon Swan, Robin Lutts, Erica Leadford.  
Not present: Gilead Ziemba (second time)
  - b. A quorum of Directors being present, Elliott Owen called the meeting to order..
  - c. Visitors were Brad Broussard, Frank Emerson, and Dub Paden
2. **Invocation** – Elliott Owen
3. **Discuss** Installation of line extension on West Rimrock Court of water line from Tanglewood 6" main to tie in to existing 2" line on Rimrock.(note: this item was moved from #8 at Dub's request} The board agreed CCWS should spend funds in slightly greater than the bid amount of \$23,000.
4. **Discuss and approve** minutes from previous meeting. The minutes having been previously posted on cypresscovewsc.com, Erica Leadford made a motion to approve, Gordon Swan seconded, it was approved by unanimous vote.
5. **Review and discuss** March Financial and System report. Elliott informed everyone that a \$28,310.00 charge in March was from the cost of 15 different meter installations, most income had already been collected in January and February. Angie Price agreed to send each board member a follow-up email with instructions on how to log in to QuickBooks Online so they could log on to the reports section to view charges.
6. **Discuss and approve** agreement for CCWSC to immediately assume daily operations of CCWS per attached agreement. After some discussion, a motion was made to approve by Gordon Swan, seconded by Erica Leadford, it was approved by unanimous vote.
7. **Discuss and approve.** \$23,000 loan from Cypress Cove Maintenance Association for Engr Survey. By unanimous consent this was not discussed due to conflict with STM application process with PUC which allows no changes during the approval process without starting all over again.
8. **Discuss and approve** M&S PE Engineering Firm proposal. By unanimous consent this was not discussed due to conflict with STM application process with PUC which allows no changes during the approval process without starting all over again.
9. **Discuss** CCWSC Tariff including rates and fees. Erica Leadford made a suggestion to view the spreadsheet with rates and fees proposed. Elliott mentioned he could put this on the web site but now thinks there is a better way to address this.

10. **Discuss** road crossing cost (no vote required). This had already been discussed previously in items #3.
11. **Discuss** Insurance: Transfer from CCWS to CCWSC. Current policy holder is with AIA, Angie Price agreed to send Gordon Swann and Erica Leadford the email originally from Dub Paden. It was noted that just not any commercial Insurance carrier would work, it required an agency that specializes in Water Companies. See ads in TRWA Quench magazine
12. **Review, discuss and consider** list of pending action items (vote necessary)
  - a. Erica Leadford made a motion to table #10 until Gilead is present at next meeting. Seconded by Gordon Swan, unanimously passed
13. **Set** date for next meeting.
  - a. May 9, 2018 was set as next meeting date. This date agrees with CCWSC bylaws but can be changed with proper notice.
14. **Public input:** Angie Price made the board aware of the requirement of posting the meeting in a public area such as bulletin board area at entrance of Cove. Gordon and Erica agreed to provide necessary signage to say "WSC board meeting this Wed at 6:30 in CC. "
15. **Close and adjourn** – motion to adjourn by Erica Leadford, seconded by Robin Lutts, approval indicated by all standing. The motion carried.