

**MINUTES**  
**Cypress Cove Water Supply Corporation Spring Branch, TX 78070**  
**BOARD OF DIRECTORS MEETING October 9, 2019**

1. Call to order and Open Meeting

*Called to order at 6:30pm. Board members present:*

<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
<i>Absent:</i>		x			

2. Invocation

*Sid provided the prayer.*

3. Review & Approve August 14 minutes

*#8: The average per meter needs to include "per month"*

*TECQ should be PUC*

*Gordon motioned to accept minutes with changes; Sid Second, no opposed*

4. Review financial reports

*North station issue increased water loss by 5%*

*Sid motioned to accept financial reports; Michael second; no opposed*

5. President's report

*Gordon advised there were two incidents:*

- 1. North Station overflow, brass valve previously installed incorrectly was replaced with an electric valve, half the cost*
- 2. Starter at pump 5 went bad; electrical sizing wasn't done when new pump installed earlier this year caused the problem.*

*Gordon discussed Austin Generator contract advising need to add a lag to prevent accidental starting of generators during PEC small electrical interruptions before they can automatically kick in for true electrical outages. Can be started manually if needed.*

6. Water Operator's report

*Brent was present and introduced Gerald Connell from C & R Environmental & Septic Services to potentially be used for consultations related to upgrades and needs of the water system and backup for our water operators should they be unable or unavailable to make repairs in the event of an issue. Gordon proposed and will work with Gerald to provide what is needed for them to provide the board with a quote for services.*

*Brent discussed the two issues noted in the president's report adding that the issue at Pump 5 was not unable to be determined. Spring Branch Well was unable to find any issues, Blake installed a new starter box. At this time the pump is running and pumping ~88 gallons per minute.*

*Brent is in the process of obtaining quotes for a new well and the water line from pump station 5 to Ranch station*

*Brent suggested purchasing a water testing tool at a cost of approximately \$1,000 to test wells monthly to ensure well has sufficient water to prevent burning out pumps if a well goes dry.*

*Brent advised we're using approximately 900k gallons of water monthly. Suggested adding a meter to the Ranch station to monitor amount of water being pumped from this station.*

7. Old Business – Update on approved CoBank Loan terms\_ Gordon & Gilead  
*Water rate increase was enough to meet requirements. Loan docs being prepared*

8. Office/Admin report (rate increase mailer, update on operators; credit option)

*Angie provided a list of CSI inspections completed and locations that will still need them. We have one left and then we're caught up. Going forward, the property owner will be responsible for hiring their own CSI inspector or use Brent as he's CSI certified and water will only be provided during construction if needed otherwise proof of the CSI inspection will be required prior to water being turned on at the residence.*

*The rate increase mailer was sent, and increase will take effect 11/1/2019.*

*Credit card option for water operators through the current banking institution is again delayed looking to be Nov.*

*Angie made and presented door hanging notices for both disconnections and potential water leaks providing additional information for the property owner.*

9. Discuss confidentially form, regarding billing cards and non-disclosure fee

*Angie advised she received two phone calls regarding the non-disclosure document*

*Gordon advised he received one phone call and there were two emails from the same resident along with a small volume of comments posted on the Cypress Cove Facebook page regarding the rate increase and non-disclosure agreement.*

*Shelly discussed concerns about the \$10 fee, but the majority of the board members decided to not change the Tarif where it states there will be a \$10 fee for submitting the form to protect person information*

*A discussion was had about continuing to send post card bills; Angie found that we can go paperless with the current billing system for a cost of ~\$1,000 to set up; Shelly made a motion to pursue moving to paperless billing, Michael seconded, no opposed.*

10. Old Business, update about 2295 Tanglewood Tap- Gordon

*Gordon and Angie confirmed there has been no response to CCWSC reply to builders request to not charge the additional fee to cover the cost for the other cul-de-sac lots. A motion was made at a prior meeting that stated the first lot in a cul-de-sac to have a tap installed would need to pay the cost for all lots on the cul-de-sac. The additional cost is ~\$4k; that decision was upheld.*

11. Invoice Discrepancies: Austin Generator Service Calls \$ M&S Misc. - Report from Gilead

*There are two invoices that have been outstanding for some time. Shelly offered to help if Gilead didn't have time to resolve the issues with the payees. Gordon will talk to Gilead about status and an ETA for resolution*

12. Old Business: Shelly to discuss with Deborah about income/expense line item names & Categories

*Shelly advised the reports provided are in a format that the bookkeeping system provides and that she is happy to create a report for Gordon with any information he would like. Gordon to provide the items he's like to see on this report monthly.*

13. Review any proposed changes to Bylaws - report from Shelly

*It was decided at a previous meeting that the Bylaws should be reviewed once or twice a year. The current Bylaws were sent to all members and upon review and comparison to other water board Bylaws, it was decided no changes were needed at this time.*

14. 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.

*No public input.*

15. Set date for next meeting.

*Nov. 13<sup>th</sup>, 2019*

16. Close and adjourn.

*Meeting adjourned at 8:13pm*

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

Shelly Ludwig  
Vice President  
Cypress Cove Water Supply Corp.