

**MINUTES**  
**Cypress Cove Water Supply Corporation Spring Branch, TX 78070**  
**BOARD OF DIRECTORS MEETING**  
**November 13, 2019**

1. Call to order and Open Meeting

*Meeting called to order at 6:30pm. 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	X
<i>Absent:</i>					

2. Invocation

*Invocation by Sid.*

3. Review & Approve September 11 minutes

*Motion to approve by Sid, Second by Gordon, all vote YES.*

4. Review financial reports

*Motion to approved by Gordon, Second by Gilead, all vote YES.*

5. President's report

*Combined with Operator report. See below.*

6. Discuss C&R Environmental/Septic services- Gerald Connell

*Gerald presented the bid to repair/upgrade the Ranch Station. Multiple questions by Board members. Gordon noted that we will need to get at least one more bid for the work. Gerald noted that he would recommend some other reputable companies we could reach out to and will send Gordon contacts for two engineering firms he recommends.*

7. Discuss and approve Brent Crocker job status- 90-day probation over

*Shelly motioned to end probation; Gordon seconded. All vote YES.*

8. Water Operator's report

*Brent presented the leak repairs, taps, and TCEQ compliance measures that he and Julian have been working on this past month. Brent outlined several secondary suppliers of equipment and materials for emergency preparedness. Discussed new requirement from USC Backflow (TCEQ requirements) that backflow devices be installed for all construction projects. Brent will bring a proposed backflow prevention plan to the next meeting.*

9. Old business\_ discuss and approve CoBank Loan terms/sign docs\_ Gordon & Gilead

*Discussed the need to negotiate the loan, and if the lender doesn't want to agree, the CCWSC doesn't need the loan at this time due to surplus due to construction.*

10. Office/Admin report (update on 2295 Tnglwd, new rates, water loss, new taps)

*Angie provided update on taps performed and upcoming taps and shared information on historical growth in new taps year over year.*

11. Discuss and consider 209 Canyon View – Havenbrook Hms meter tamper refund/install different

*Motion by Shelly not to refund money, Gilead seconds, Mike abstains, All others vote YES.*

12. Review, discuss, and approve new Realtime Integration software thru RVS- options.

*Shelly motions to move to Nexbillpay, second by Gilead. All vote YES.*

13. Old business\_ credit card option for water operators

*Currently using the Presidents credit card.*

14. Invoice discrepancies: Austin Generator service calls inv. & M&S misc. inv- update from Gilead

*Gilead noted that Austin Generator discounted the bill by about \$800 after discussion and they would be updating their annual checklist to include the issues that came up. No update for M&S engineering.*

15. 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.

*Ronda Griffin described an issue of air in lines damaging her interior fixtures. Brent apologized that there have never been air relief devices installed on the system and that they will be installed very soon.*

16. Set date for next meeting.

*December 11<sup>th</sup>, 2019*

17. Close and adjourn.

*Meeting adjourned at 8:27pm.*

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

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