

**Minutes**  
**Cypress Cove Water Supply Corporation Spring Branch, TX 78070**  
**BOARD OF DIRECTORS MEETING**  
**December 11, 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 Ziembra</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. 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.

*Public input: can provide brief input after item has been discussed and then share additional information at the end of the meeting*

4. Review & Approve November 13 minutes

*Shelly motioned to approve minutes, Michael 2<sup>nd</sup>, No Opposed*

5. Review financial reports

*Gordon Moved to accept financial reports, Sid 2<sup>nd</sup>, No Opposed*

6. President's report

*Gordon advised work at the Ranch Station needs to start but can't find any contractors available for 2<sup>nd</sup> bid. Decision was to move forward with the one bid we have so work can begin. Discussed the size of the motors in bid and will ask for bid with cost and availability for 25 hp motors instead*

*Pioneer tank to quote Ranch station tank repair/replacement*

*Siding on chemical storage pump station 1 completed; wait till Feb to paint two buildings and paint pressure tank at North pump station*

*New source of water; Drill Well, Gordon to meet with person who drilled well #5 to discuss options, Tap into CLWS in the event of an emergency, there will be a cost to prepare; may need to acquire easement & tank designed by engineer*

*A motion was made to accept C&R Proposal for work at the ranch station with option to go to 25 hp motor and electrical design provided (I didn't note who made the motion so if that person can advise, I can update the minutes.), Shelly 2<sup>nd</sup>, No Opposed*

7. Water Operator's report (incl review BFP plan, meter testing options)

*See attached work completed*

8. Old business\_ discuss any changes on CoBank Loan terms \_ Gordon & Gilead

*No response from counter*

9. Office/Admin report (status of Nexbillpay platform updates-incl emergency alert option)  
*Gordon made a motion that If someone advises their meter isn't working properly, water operator will do a field test and if the meter appears to not be working properly it will be replaced at no cost to consumer. And if meter proven not working properly consumer will be reimbursed based on a percentage of previous months bills, Michael 2<sup>nd</sup>, No opposed*

*Next Bill Pay platform up and running; working out bugs; payments being received, Customers have auto credit card payment option with fee, Option to choose paperless billing, Other options available at a cost*

10. Discuss contact our atty for PUC Docket 48317: Broussard's vs. CCMA dba CCWS\_ Shelly to discuss  
*Gilead Motion to give shelly to contact attorney related to Broussard complaints, Sid 2<sup>nd</sup>, No opposed*

11. Discuss: adopt and/or approve BOD position app, ballot. Notice of opportunity to members- Dec.

20- discuss delivery method.

*One board member position open for a 2 yr term, Gilead, Sid and one non-board member from the community to act as nominating committee*

12. Discuss emergency call for non-business hours procedures.

*Shelly requested to add her phone number to the website so she can take calls to relieve Gilead and Gordon since they seem to take a lot of them*

13. Old business\_ credit card option for water operators\_ to table till January

*Still pending*

14. 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*

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

*General session closed at 9:40p*

*Closed sessions started at 9:41p*

16. Close and adjourn closed session

*Close and Adjourn closed session at 10:10p*

17. Any motion(s) from closed session

*Michael motioned to approve approved bonuses and raises for both employees and contractors, Gordon 2<sup>nd</sup>, No opposed*

18. Reopen Open Meeting

*Open Meeting reopened at 10:15p*

19. Set date for next meeting.

*Jan 8. 2020 @ 6:30p*

20. Close and Adjourn Open Meeting

*Meeting Adjourned at 10:20p*