

Minutes
Cypress Cove Water Supply Corporation Spring Branch, TX 78070
BOARD OF DIRECTORS MEETING
February 12, 2020

1. Call to order and Open Meeting

Meeting called to order at 6:47pm. 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>	<i>X</i>	<i>Late</i>	<i>X</i>	<i>X</i>	<i>Late</i>
<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 January minutes for the 8th, 15th, and 30th

- *Gordon recommended to approve minutes except for #16 where Gilead needs to add more detail on how he determined what terms were up for re-election and the need to list each director and their term. Add to March Agenda. Sid made motioned to approve both the 8th and 15th meeting minutes with Gordon's recommendation; Shelly 2nd, no opposed*
- *Minutes from the 30th will be moved to March Mtg*

5. Discuss Engineer/Mr. Lucy's report

- *Go to enforcement on Monday, Lucy to prepare/send email with our plan for the comments below by Friday:*
 - *Comments*
 - *Supply Issue*
 - *We're short 60 gallons/min; need at least 100 more*
 - *Pump Station 5 (TECQ sent approval letter but never recorded it)*
 - *Options re: Supply Issue*
 - *Re-test wells 1, 4, 5 – quote forthcoming*
 - *Drill another well*
 - *Canyon Lake – get water from*

Gordon made a motion to authorize \$15,000 toward testing wells; Sid 2nd, no opposed

6. Water Operator's report

- *Brent provided operators report – See attached*
- *Discussed 3 two-inch lines overfed*

7. Review financial reports & discuss & approve 2020 Budget prep- Shelly

- *Angie shared that we changed Backhoe Rental GL Account to Equipment Rental; Call into Deb re: Julian mileage reimbursement not showing on vendor report*
- *Water loss down 10%*

Sid motioned to accept financial reports; Gordon 2nd, no opposed

- *Budget proposal discussed*

Gilead motioned to approve budget Gordon 2nd, no opposed

8. President's report-Gordon

No report given

9. Discuss & Approve Employee medical/retirement plans

Discussed in closed session

10. Discuss Kubota Loan refinance- Gordon

Gordon motion to refinance with TRB \$40,000 at 6.25% for tractor; 2nd Gilead, no opposed

11. Discuss and approve change in Bylaws wording: Article IV, Sec. 2 & Article VI, Sec. 1- Gilead

- *Motion made by Gilead to move the annual meeting to the 3rd Wednesday of March 2020. 2nd Sid; no opposed*
- *ByLaw changes to be discussed at Annual Meeting, 3rd Wednesday of March 2020*

12. Discuss and approve security camera option for pump stations-Mike

- *Discussed proposal from Michael to add cameras to 5 pump stations and equipment storage building.*
- *Gilead motioned to spend up to \$3000 for 6 cameras using the real link concept; Sid 2nd; no opposed*

13. Discuss Wanda Munson Leak from 11-27-19- Mike

Discussed leak at customers residence possibly due to the installation of a new meter. WO advised they checked for leaks after installation and none present. Resident had requested discount on additional water usage. Due to resident receiving free water for one month prior to new meter installation it was decided to not offer a discount

14. Discuss C&R Environmental/Septic services- Gilead

Gilead provided progress report: Done with electrical upgrade; started on building. Billed for electric service upgrade. Invoiced for first change order for changing out motor controller. Ready to pay for first draw.

15. Office/Admin report: approve BFP installation plan, Discuss & approve changes to Tariff, Section G. fees: CSI Fee and Backflow Assembly Fees & wording

- *Gordon motioned to accept Larry Bell's (TWA's Technical Assistance Director) suggestion, Angie's Verbiage and Brent's suggestion for Backflow Prevention Fees; Sid 2nd recommended to amend motion to include the change from 'addition' to 'additional' under Requirements for Backflow Assembly Installation ; No opposed*
- *Angie advised she has been reconciling Tovar's files to her files and found six(6) occurrences where current listed members aren't the actual owner. Working to clean up discrepancies and that another box of Tovar files have been found at his residence and will also be reconciled with current files*

16. Discuss proposal for director assignments_ Shelly

Discussed proposal and decided to utilize document as an SOP for director assignment and expected tasks for each director role

17. Old business: review PUC Docket 48317: Broussards vs. CCMA dba CCWS_ Shelly and/or Gilead
Shelly provided update from 2/12/2020 – Broussard has until Feb 25 to submit motion docs and if no response the request for summary judgment/dismissal will be considered

18. Discuss any business concerning elections/March annual meeting & set date

March annual meeting moved to March 18, 2020 at 6:30p; Monthly meeting immediately following

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

- *Regular Monthly meeting closed at 9:37pm*
- *Closed Session opened at 9:37pm*
- *Closed Session Closed at 10:06pm*

20. Any motion(s) from closed session

- *Re-Opened monthly meeting at 10:06pm*
- *Gordon Swan Resigned during closed session*
- *Motion by Gilead to offer Jefferson Walker \$23 p/h as a class D operator and offer Julian 1 month pay to stay and help train for that one month plus \$1000 severance with the contingency Julia rejects health insurance benefits. Shelly 2nd; No opposed*
- *Motion by Shelly to offer health insurance benefits to 1099 contractors who work at least 30 hours per week; 2nd by Sid, no opposed*
- *Shelly motioned for Gilead to put together a proposal to move Angie from contract to employee 2nd Michael no opposed*
- *Michael motioned to make Sid Secretary/Treasurer and Gilead as acting President until elections; he then made a motion to add Walter Jones (Sid) as an authorized check signer since he was the Secretary/Treasurer and remove Gordon Swan as a check signer. Check signers should now be Angelyn Price, Gilead Ziemba, Walter Hones (Sid) and Shelly Ludwig; Sid 2nd the motion, no opposed*
- *Gilead motion to move forward with Bronze plan for employees and contractors who meet requirements; 2nd Sid no opposed*

21. 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.

No public present

22. Set date for next monthly meeting in March.

March 18th, 2020 after Annual Meeting

23. Close and adjourn.

Meeting Adjourned at 10:13pm