

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

In accordance with Chapter 551 of the Texas Government Code, notice is hereby given to the public that the Board of Directors for the CYPRESS COVE WATER SUPPLY CORPORATION shall hold a meeting on **May 12, at 6:30 p.m. at the Cypress Cove Civic Center, 3674 Tanglewood Trail, Spring Branch, Texas 78070 AND via Zoom Meeting: <https://us04web.zoom.us/j/111399629>, Meeting ID 111399629; call in number 1 346 248 7799**. The Board may take action on any of the items posted below. Action cannot be taken on individual citizen or customer communications or Board member items unless the matter was continued from a previous meeting or is individually listed below.

**AGENDA**

1. Call to order and Open Meeting - Shelly
2. Invocation - 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.
  - a. **No public input requested**
4. Review & Approve May 1<sup>st</sup> Emergency Meeting and April 8 monthly meeting minutes
  - a. **Eric V. made a motion to approve the May 1<sup>st</sup> and April 8 meeting minutes, 2<sup>nd</sup> by Mike V., no opposed**
5. Review Financial Reports & Budget – Sid/Shelly
  - a. **Financial reports were reviewed; a question of mileage reduction was discussed**

**NEW BUSINESS**

6. Water Operator's report – Brent
  - a. **Brent and Jeff provided the operators report**
7. Ranch Upgrade Update
  - a. **Gilead – Ranch Station upgrade is 100% complete. Two new 25 hp pumps and VFD.**
8. President's Report – Shelly
  - a. Discuss Communication
    - i. **Shelly discussed that communication needed to improve to enable keeping the community updated and to enable decision making by the board**
  - b. Update Covid-19 Impact
    - i. **Shelly shared that we were approved for the SBA PPP loan in the amount of ~30,000 to be used to pay employees and utilities. If used according to the rules outlined the loan or majority of the loan should be forgiven and the portion that may not be will be paid back with an interest rate of 1%**
  - c. Discuss Mike Lucci's Email
    - i. **Shelly discussed that the casing on Wells #1 and #4 be brought up to an elevation above the flood plain similar to Well #5 – Add to Project List**
  - d. Discuss Laptop for WO; Share internet costs with CCMA at Civic Center until we have our own office.
    - i. **Shelly discussed the need for a laptop to ensure data is being entered into reports in a way to enable data analysis and tracking by the board**
    - ii. **Gilead shared he has a laptop her can donate so Angie will return the laptop purchased from Best Buy**
    - iii. **Shelly discussed and shared a waiver created that will be required to be signed by employees before access will be given to the laptop**
  - e. Discuss Board Member and Employees/contractor Bios

- i. Shelly asked all board members to provide a short bio and picture to share on the Website and FB page**
  - f. Update CL Water Application for Tie-in
    - i. This has been put on hold due to the difference in how CLWS cleans their water and due to the requirement to provide the TCEQ planning team plans and specs for approval before any work can be performed**
  - g. Update: TCEQ Support Mtg rescheduled due to Plant 1 issue
    - i. No additional discussion was had**
  - h. Discuss about creating an approved vendor list by expertise and in order of preference for use and to be made available for emergencies
    - i. Shelly discussed the need for a vendor list to utilize for both emergency and non-emergency repairs/upgrades**
  - i. Discuss need for Class C Water Operator Backup – Water Services
    - i. Shelly discussed the need for a backup option for a licensed Class C Water Operator and provided Water Services as a potential solution**
  - j. Discuss Meeting Etiquette – Do we need a policy for this?
    - i. Shelly discussed what happened with the SCADA Mtg where key players didn't show up advising that when a meeting is scheduled, everyone needed needs to join the meeting or advise if they cannot.**
9. Utility Manager Report - Michael
- a. Items discussed under Water Operator report and president's report**
10. Project Manager – Gilead
- a. Gilead provided an update on current and future projects**
11. Office Manager Report – Angie
- a. Angie provided an update on administrative tasks**
  - b. A motion was made by Sid to update Jerel's contract to include mowing and weed trimming of pump stations and well location as needed and determined by the board, 2<sup>nd</sup> by Eric V., no opposed**

#### **OLD BUSINESS**

12. Discussions with CCMA – Gilead
- a. No action has been taken on the attorney fees**
  - b. Sid to follow up on Fire Station Purchase**
13. Update: Facebook Page – Eric
- a. Eric V. provided an update on the newly created FB Page**
14. Discuss: Credentials Committee: 3<sup>rd</sup> Member - Sid
- a. Discussed the need for another board member**
15. Update: C&R Environmental/Septic services Ranch Station Walkthrough- Gilead
- a. Updated in Water Operators report**
16. Update: TMobile Online Account Setup – Michael
- a. Discussed that we're unable to set up online account due to only being cameras and not a phone; Angie will have to call TMobile if there are questions about account**
17. Update: PUC Docket 48317: Broussards vs. CCMA dba CCWS\_ Shelly
- a. The case is supposed to be on PUC open meeting agenda for May 15**
18. Discuss and take action on: Proposed director assignments\_ Shelly
- a. Tabled**
19. Discuss: SOP re: TCEQ law and OSHA Safety Requirements – Gilead
- a. Tabled**
20. 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.

**a. No public input**

21. Set date for next monthly meeting in June.

**a. Next Meeting; Tuesday, June 9<sup>th</sup> at 6:30pm**

22. Close and adjourn.

**a. Motion by Michael V. to adjourn, 2<sup>nd</sup> by Eric V.; adjourned at 8:17 pm**

*The Board of Directors may retire to executive session regarding any matter listed on the agenda at any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.*