

Cypress Cove Water Supply Corporation Spring Branch, TX 78070

BOARD OF DIRECTORS MEETING MINUTES

July 14, 2020

In attendance – Shelly, Angie, Shannon (via Zoom), Eric

AGENDA

1. Call to order and Open Meeting – Shelly
Time – 6:30pm
2. Invocation – Sid
none
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.
4. Review & Approve June 9 monthly meeting minutes
Motion – Shannon Second – Eric Approved – yes
5. Review Financial Reports & Budget – Shannon
Read by Shelly since Shannon was remote
 - a. Kubota Payoff Jan 2021

NEW BUSINESS

6. President's Report – Shelly
 - a. Discuss the status of the system
To be discussed re: agenda item #7
 - b. Discuss possibility of selling system to CLWSC
 - i. Previous Proposal
When provided with new proposal, will push it out to community
Old had two options – 550,000 with 1000 for each customer and keep our rates;
If vote to sell, we will investigate if other companies may be interested in purchasing the system
 - c. Discuss selling of land to pay for system repairs
Will take into consideration if money is needed for repairs instead of assessing customers
Public meeting needed for decision, not the board
 - d. Company Vehicle Repairs
Due to not employing our own water operators but instead we are using a water service company, mileage is no longer an issue
\$6000 to fix motor; currently don't have a need for a company truck so it's not worth spending the money to fix
Discussion turned to selling vs repairing
Motion to sell – Shannon Second – Eric Approved – yes
 - e. Part Time Utility Manager
Randall Queen – per an email vote, was hired to be on call outside of regular business hours and perform other tasks as requested and is appropriate for what we're paying him
\$275/wk
Determine if anyone is using the tablet; a laptop may be needed
 - f. TCEQ Violations/Capacity Enforcement Update

**Violation for Backflow devices not in place; CSI information; tank inspections one month overdue has been resolved; 2 backflow devices were not needed and others are done.
Reported inaccurate CSI inspections to TCEQ
Capacity Enforcement – last well test on pump 4 planned for Monday and then in compliance**

7. Water Operator Report
 - a. Pump Test Update
Pump test planned for Monday, July 20.
 - b. Updates from Water Service Company
**Ranch Station has been temporarily repaired and are working on obtaining quotes for permanent repairs; checking chlorine; Pump Station 1 adjusted amps; Bob White had regular checks; Well 5 had regular checks; repairs on air compressors; update pressure switches
Eric will check in with the County people who will be reviewing the street cut repairs**
8. Office Manager Report – Angie
**Check signers have been updated at the bank
Lots of taps this month
Update on the PPE loan; need to follow through with the loan forgiveness
Streamline tap installation process**
9. Discuss and take action on changing Engineers
 - a. From Mike Lucci to Dan Hejl
Motion - Eric Second - Shannon Approved - yes

OLD BUSINESS

10. Wanda Munson did not attend

11. Discussions with CCMA – Table until after CCMA Election Process Completed
 - a. Attorney Fees from Lawsuit
Still tabled
12. Fire Station Building - Sid
 - a. Discuss who will take over this project
Tabled until we determine if we're going to keep or sell the system
13. Update: Camera Status; unable to view cameras on app – Michael
Mike not in attendance; will ask if Randall can take over this task and get on operator phone
14. Update: PUC Docket 48317: Broussards vs. CCMA dba CCWS_ Shelly
 - a. CCMA Investigation
Lawsuit was Dismissed without prejudice but generated an investigation against the CCMA
15. Discuss what the directors want to do, how do they want to be involved, what tasks they'd like to take on.
**Shannon will work with Angie on utilizing Google Drive to share documents with board members
Need asset mngmt plan
Need preventative maintenance log**
16. 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
17. Set date for next monthly meeting in Aug.
August 11, 2020 at 6:30pm
18. Close and adjourn.
**Time – 8:18pm
Motion – Eric Second – Shannon Approved - yes**

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.