

## MINUTES

### Cypress Cove Water Supply Corporation

Spring Branch, TX 78070

Location: Cypress Cove Civic Center

Tuesday, 3/6/2018

1. **Call to order and open meeting.** –
  - a. Directors present were; Elliott Owen, Gordon Swan, Charles Gilbert, Erica Leadford. Not present: Gilead Ziemba
  - b. A quorum of Directors being present, Elliott Owen called the meeting to order..
  - c. Visitors were Tom Turk, Refugio Rodriquez, Marty, Dub Paden, and Leah and Robin Lutts.
2. **Invocation** – Elliott Owen
3. **Discuss** PE Engineering Firm proposal: Tom Turk from M&S Engineering made presentation of M&S Engineering proposal. Total cost was \$23,000.00. The completion time is 90 days from CCWSC approval. Some discussion back and forth from directors and Mr. Turk.
4. **Discuss and review** required changes for new CCWSC (Refugio Rodriquez, Jr. ) –
  - a. Refugio gave discussion on rates increases based upon limited information supplied by CCWSC.
  - b. Refugio will meet with Gordon Swan for a walk through of CCWS and make a report with recommendations. He mentioned he would be available for any technical support in the future.
5. **Discuss and approve** minutes from previous meeting. Each director had read the minutes. Motion made by Gordon Swan to accept, seconded by Erica Leadford. Motion passed unanimously.
6. **Discuss and approve** Robin Lutts as replacement for unexpired term of Charles Gilbert. Robin gave a brief background of his experience and qualifications. Gordon Swan made a motion to approve Robin Lutts as replacement for unexpired term of Charles Gilbert, seconded by Charles Gilbert. Motion passed unanimously.
7. **Review and discuss** January water reports (no vote required)

- a. Gordon Swan pointed out the water loss was again 25%., same as last month. Gordon is to send Dub a cost estimate of corrections to repair overflow at Ranch Station storage tank.
  - b. Gordon also mentioned #1 Pump Station was now up and running, it had been down for 6 weeks due to a defective chlorinator part which was replaced with a new one by PGMS. Erica and all agreed CCWSC needs a weekly operators report.
  - c. Angie will check on reason why Now account and Meter Deposits showed two different dollar amounts.
8. **Discuss** TRWA meeting in Ft. Worth, April 4-6, 2018 – No discussion, it was mentioned earlier about the Annual Meeting.
9. **Discuss** road crossings (no vote required) –
  - a. Dub estimated CCWSC has approximately \$20,000 liability in repairing existing road crossings that Comal County inspectors have identified as needing additional repair. R&B Repair, a subcontractor for PGMS, has now refused to install anymore road crossings or repair any existing ones for CCWS due to Comal county inspectors unreasonable attitude.
  - b. A sub-committee of CCWSC, (Elliott Owen, Gordon Swan, Robin Lutts) was formed to determine actual liability (cost) and acceptable method to repair any existing crossings.
10. **Review, discuss and consider** list of pending action items (vote necessary)
  - a. Erica Leadford made a motion to table #10 until Gilead is present at next meeting. Seconded by Gordon Swan, unanimously passed
11. **Set** date for next meeting.
  - a. April 11, 2018 was set as next meeting date. This date agrees with CCWSC bylaws but can be changed with proper notice.
12. **Public input:** no response
13. **Close and adjourn** – motion to adjourn by Erica Leadford, seconded by board indicated by standing.

A note of appreciation from CCWSC to Charles Gilbert for his tenure as director to the CCWSC Board of Directors. He has been a steady voice of reason and maturity during his short time on our board during this tumultuous start up. We will miss his valuable experience and wish him well in his continued service to Cypress Cove community.