

MINUTES
Cypress Cove Water Supply Corporation
Spring Branch, TX 78070
Location: Cypress Cove Civic Center
Tuesday, 8/8/18, 6:30 PM

Members present: Elliott Owen, Erica Leadford, Gordon Swan, Robin Lutts

Members not present; Gilead Ziemba

Visitors; Linda Owen, Leah Lutts, Amy & Scott Ginetti, Dub Paden. Julian Gomez

- 1) Call to order to open Meeting
 - a) A Quorum being present, the meeting was called to order
- 2) **Invocation** given by Elliott Owen
- 3) **Discuss and possible action regarding rules for recordings (video or audio) while in Open Meeting:**
 - a) Motion was made by Erica Leadford to establish rules per following;
 - i) Video camera must be stationary
 - ii) Video camera must be at a distance of at least 15 feet from Board of Directors table.
 - iii) An optional digital copy of the original video or audio recording
 - iv) Audio recording does not apply to Board Members.
 - b) Since the action was from a previous meeting, it did not require a second
 - c) Motion passed unanimously.
- 4) **Discuss and approve minutes from last month meeting (7/11/18).**
 - a) Motion made by Erica to approve without changes, seconded by Robin Lutts
 - b) Approved unanimously
- 5) **Discuss and consider BBTS invoice for monthly financial service.**
 - a) Erica made motion to approve invoice of \$475.00 from Barbara's Bookkeeping and Tax Service
 - i) One-time setup fee - \$150.00
 - ii) Monthly fee as detailed in Estimate #47 dated 7/17/18, = \$325.00, including weekly posting of deposits and weekly reports.
 - b) Seconded by Robin Lutts,
 - c) Approved Unanimously
- 6) **. Discuss and consider bid for road cut repairs.**
 - a) Motion made by Elliott Owen to table until next meeting
 - b) Seconded by Erica Leadford,
 - c) Motion passed unanimously
- 7) **Close open session – enter executive session to discuss and consider possible hiring of Class C operator under Texas Government Code Section 551.074.**
 - a) Erica Leadford made motion to enter Close meeting at 6:50 PM
 - b) Seconded by Gordon Swan
 - c) Passed unanimously
 - d) All attendees left room except Board of Directors, Dub Paden and Julian Gomez

- e) After discussion among Board members, Dub Paden and Julian Gomez, a motion was made to enter Open Session
- 8) Close executive session – enter open session – consider and take possible action on hiring of Class C operator.** (all attendees returned to building)
 - a) Gordon Swan made a motion for CCWSC to hire Julian Gomez, at \$33/hour to perform Class C operator's duties on CCWSC water system, starting Sept 4, 2018.
 - b) Seconded by Robin Lutts
 - c) Approved unanimously including Julian Gomez
- 9) Discuss and consider online payment options.**
 - a) Angie presented a copy of Business Online Services Schedule of Fees, Exhibit A from Texas Regional Bank
 - b) After much discussion, Gordon Swann made a motion to table this item until other banks could competitively bid on listed fees.
 - c) Seconded by Erica Leadford
 - d) Motion passed unanimously
- 10) Discuss and consider spare parts delivery and address.**
 - a) Rather than CCWSC personnel pick up parts from Kyle, Texas, Core and Main Associates will deliver to an address.
 - b) Gordon made the motion to have parts delivered to his address.
 - c) Seconded by Elliott Owen
 - d) Motion passed unanimously
- 11) Discuss and consider hiring legal help in developing rental/lease contract for "old" VFD building.**
 - a) Gordon Swann made motion to research leasing the old VFD building before making an agreement to purchase.
 - b) Seconded by Robin Lutts
 - c) Motion passed unanimously
- 12) Discuss and possible approval of CCWSC 2018 Budget.**
 - a) Motion made by Elliott Owen to table until next meeting due to wrong format
 - b) Seconded by Erica Leadford, Motion passed unanimously
- 13) Discuss CCWSC financial reports for July** (no vote required)
- 14) Set date for next meeting** 9/12/2018
- 15) No one for public input**
- 16) Motion made by Elliott Owen to close and adjourn, all responded.**