

MINUTES
Cypress Cove Water Supply Corporation
Spring Branch, TX 78070
Location: Cypress Cove Civic Center
Wednesday, 7/11/18, 6:30 PM

1. Call to order and open Meeting

Meeting opened at 6:45pm

2. Invocation

Prayer by Elliott.

3. Discuss and approve rules for recordings (video or audio) while in Open meeting.

Proposed rules for video or audio recording at CCWSC Meetings

- *Camera must be stationary*
- *15' distance from Board Table or persons*
- *Must ask for permission before recording*
- *Must be willing to provide unedited audio/video recording prior to leaving the meeting*

This list is expected to be voted on at the next meeting after review by legal counsel.

4. Discuss and approve appointing committee for CC Drought Contingency.

Section H of the proposed Tariff required three members (two Board Members and the Water System Manager). Motion by Erica to have Gordon and Elliott to be the two members, second by Robin, all vote YES.

5. Discuss and approve minutes from last monthly meeting (6/13/18).

Gordon motion to approve, second by Erica, all vote YES.

6. Discuss CCWS financial reports for June

Elliott raised question of -\$1000 for tap fees in June. Angie noted that this is due to a refund provided to Living Honest Builders approved by the CCMA.

Also discussed depreciation expense. Angie to request from Debra why this hits all in one month.

7. Discuss update on STM Approval process with PUC.

Still pending approval by a judge. No change in status.

8. Discuss and consider insurance provider (AIA or Higginbotham) per documents presented by Erica.

Erica presented insurance quotes from AIA and Higginbotham. Noted that AIA is ~\$1880 more expensive but provides cyber crime liability. Erica noted that Higginbotham was much more responsive to questions and provided better customer service during her search for quotations and recommended that we use Higginbotham with the cyber crime liability added. Gordon motioned to purchase the Higginbotham insurance with the cyber crime liability added, second by Elliott, all vote YES.

9. Discussion with legal counsel (Executive Session)

Not needed/discussed.

10. Discuss and approve new CCWSC Tariff for 2018

Discussion regarding membership fees. Elliott noted that the current proposed fee is \$300, which is refundable and can be invested in some way. This amount can be used if someone is delinquent on bills. Angie requested that this not be permitted to be broken into payment plans as this will be difficult, if not impossible, to keep the bookkeeping clean while progress billing a refundable Liability account like the membership fee. Board members were in general agreement that this is how it should be handled and that this can be agreed to upon acceptance of CCWSC and voting on the Tariff.

11. Set date for next meeting

August 8th.

- 12. Public input:** Limit of 3 minutes per person, your 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.

Request if new tariff is located online. Board noted that it will be posted after approval.

13. Close and adjourn

Adjourn at 8pm.