

**PUBLIC NOTICE**  
**Cypress Cove Water Supply Corporation Spring Branch, TX 78070**

MINUTES – BOARD OF DIRECTORS MEETING January 12, 2021

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 **Tuesday January 12<sup>th</sup>, at 6:30 p.m. at the Cypress Cove Civic Center, 3674 Tanglewood Trail, Spring Branch, Texas 78070 AND via Zoom Meeting:**

**<https://zoom.us/j/95054554487?pwd=anp4TWVYeFBGMHNzV08yTFBtNFg1dz09>**

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.

In attendance – Shannon, Angie, Robin, Daniel, Mike, Brent, Randall

**AGENDA**

1. Call to order and Open Meeting - Michael      **6:31PM**
2. Invocation
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.
  - i    **NONE**
4. Review & Approve December 9th monthly meeting minutes
  - i    **Motion – Robin      Second – Daniel      All in favor - yes**
5. Review Financial Reports & Budget – Angie
  - i

**NEW BUSINESS**

6. President's Report – Mike
  - a. Discuss recently finished projects or other upcoming projects
    - i
  - b. Discuss Budget planning, refer to "Budget vs. Actuals" report
    - i
  - c. Discuss and approve replacement of M. Giblin for election auditor
    - i    **Mike has two potential candidates**
  - d. Discuss and approve February meter readings' rate increase, effective for March 1<sup>st</sup> billing (February's usage)
    - i    **Case-by-case basis for hardship**
    - ii   **Discussion of number of times there was a rate increase in the past 20 years**
    - iii **\$10 flat rate increase (no increase in per gallon rate)**
      - 1    **Motion – Robin      Second – Daniel      All in favor - yes**

- e. Discuss and approve temporary change of CCWSC monthly meetings to the 2<sup>nd</sup> Tuesday of ea. Mo/also discuss and approve the annual members meeting will be 3<sup>rd</sup> Tuesday in March (the 16<sup>th</sup>) to accommodate board members' schedule conflicts.
 
  - i **Approved for March 9**
- 7. Water Operator Report – Brent
  - a. **needs a big map of area / will pin-point all meters**
  - b. Project list update
    - i **10 leaks total were repaired**
    - ii **Moved \*\* below ground**
    - iii **Concrete and bonnet on top of \*\***
    - iv
- 8. Utility Manager Report – Randal
  - a. **Meter boxes left open, lots of complaints**
  - b. **Cypress Water Shed posts after-hours info/updates on facebook**
- 9. Office Manager Report – Angie
  - a. **2020 prop taxes are paid; filed regulatory fee; 11 new accts in Dec including 3 new taps; expect 3 taps payments this week;**
  - b. Discuss elections \_any pending apps received from December 21 mailing\_ credentials committee
    - i **None yet**
  - c. December taps & apps for new service, current # of connections, remaining estimated # to full buildout
  - d. New line item added under expenses category, called “meeting expense” (door prizes, meeting snacks/dinners, etc)
    - i **Done**

**OLD BUSINESS**

- 10. Tabled from November meeting, Mike Lucci: update on TCEQ reporting update for Well #4 Test/meeting to discuss surveying all valves' locations to be included in Zone maps & meeting about potential grant \$\$ for projects\_ Mike
  - i **Filed**
- 11. Tabled from Oct. meeting, pending word from TRB, PPP Loan Forgiveness update\_ Angie
  - i **940 report on 15<sup>th</sup> to submit; take about a week or two**
- 12. Tabled from Oct., discuss TWDB funding and potential financial audit.
  - i
- 13. Tabled from November meeting: Kubota Payoff Jan 2021\_ report from Elliott conversation\_ Robin
  - i **Create a \$25k CD at bank and taking a loan against our CD in order to pay off the Kubota**
    - 1 **Motion – Robin      Second – Daniel      All in favor – yes**
- 14. Tabled from November meeting: purchase of Fire Station property, to discuss numbers\_ Mike
  - i **\$72k, 4 yrs payment plan, \$1500 month; use as an office; variance is there; put water tap money into CD and use that money to pay the monthly (future possibility); signers for the CD are Mike, Shannon, and Angie.**

1 **Motion – Robin      Second – Daniel      All in favor – yes**

15. Tabled from November meeting: CCMA – Attorney Fees from PUC docket 48317\_ report on CCMA’s decision\_ Mike

i **Pay off the CCMA**

1 **Motion – Robin      Second – Daniel      All in favor – yes**

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.

i **None**

17. Set date for next monthly meeting: Monday Feb 1, mandatory “pre-elections” meeting.

i **Done**

18. **Next meeting, Feb 9**

19. Close and adjourn.

i **8:24PM**

*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.*