

MINUTES

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

BOARD OF DIRECTORS MEETING

January 9, 2019, 6:30 P.M.

1. Call to order and Open Meeting
Called to order at 6:30pm.
2. Invocation
Invocation by Elliott.
3. Discuss and possible approval of minutes from last monthly meeting (12/12/18).
Motion to Table by Gordon, second by Gilead, all vote YES.
4. System operations discussion (including TCEQ Exit Interview email)
Discussed the TCEQ notice received on 12/28/2018. PGMS is responsible
5. Discuss and consider authorization to obtain a loan for cost of a pickup truck or equivalent for water operations. (tabled from 12/12/18 meeting)
Motion to Table by Robin, Erica second, all vote YES.
6. Discuss and consider converting 6ea monthly scheduled payments to Auto-Pay (ACH). (Gilead)
Motion by Gordon to permit the Sec./Treasurer to put payments on auto-pay, as needed. Second by Robin. All vote YES.
7. Discuss CCWSC Agreement with M&S Engineering, potential backup with Gallegos Engineering (Gilead Ziemba / Elliott)
Discussed the invoice that was in question and M&S explanation of the charges. The Board felt it will be in the Cove's best interest that a second engineering firm be considered for services.
8. Discuss need for Site-Specific Safe Work Procedure. (Gordon Swan)
Gordon recommending that we get a formal SOP adopted for Contractors and Employees to have and sign for safety, injury prevention, and liability prevention. Board felt this was a good idea. Gordon and Gilead to work on a document for CCWSC to vote on next meeting. Elliott suggested getting with TRWA on their safety program for personnel training as well.
9. Discuss needed upgrades to Ranch Station – to automate and add additional booster pump with electrical wiring and activating existing new motor starter. Bid from Eagle Rock Electrical not to exceed \$18,000.
Elliott will provide Gilead and Robin the estimate scope of work to get at least one additional bid. Motion by Robin, Second by Erica to table until second bid is provided.
10. Discuss recent proposal from CLWSC and any proposed action, if any.
Discussed how CLWSC has performed in past, discussed low value of offer. No Board members were interested in considering or pursuing this offer any further.
11. Update from Credentials committee (Gilead)
No applications to date.
12. Discuss and consider independent financial audit for CCWS/CCWSC for year 2018 using Armstrong, Vaughn, & Associates, PC, (\$4,500) CPA. Located in Universal City, TX (CCWSC)
Erica motion and second by Erica, to Table the topic to the March meeting.
13. Discuss current CCWSC financial reports including Adjustments Report.
Gilead asked about the TCEQ DLQOR reports. Information has been provided by Julian for the CCWSC data. Elliott noted that the remaining information needs to be provided by PGMS as they were the water operator at the time for the information/reports requested.

14. Set date for next meeting. (2-13-19)

Meeting date set.

15. 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.

Marty Giblin: felt that policy should be that everything over a certain dollar amount must have three bids for the service. Gilead noted that it is our informal policy to get multiple bids, but was concerned that some services we may only get one bidder.

16. Closed session for purpose of discussion of personnel matters pursuant to Chapter 551-074.

Motion to move to closed session by Gilead, Gordon second. All vote yes. Moved to closed session at 7:48pm.

Motion to approve Angie Price's Contractor agreement with modification to section regarding possibility to work for others by Gordon, second by Elliott, All vote yes.

Motion to add Eddie Garza as a helper by Elliott, second by Gordon, all vote yes.

17. Any motion(s) from closed session

Motion by Erica, second by Gilead. All vote yes.

18. Close and adjourn.