

**MINUTES**  
**Cypress Cove Water Supply Corporation Spring Branch, TX 78070**  
**BOARD OF DIRECTORS MEETING**  
**April 10 2019**

1. Call to order and Open Meeting

*Meeting called to order at 6:45pm. All board members present except Erica Leadford. Elliott Owen left at 7:45pm.*

2. Invocation

*Invocation by Elliott.*

3. Operators Comments and Report (Julian).

*3 main breaks on Tanglewood in March. 6" PVC pipe, replaced 10'. Requested a small, battery-operated or other hammer drill so rock can be chiseled away during repairs.*

*Large trucks parked in the ROW and breaking pipe during construction.*

*3 long cuts. 3 short taps.*

*3 main locates for GVTC*

*Flushing for TCEQ, cutting grass at stations, taking residual readings.*

*Pressure tank at Station 1 needs repairs. Week of 4/23, repairs to be made.*

*Water storage tanks need to be inspected. Julian to undertake the inspections and will alert the Board if he sees any issues. If any issues are seen, we will need to take the tank down for repair.*

*Working with County inspectors to locate meters in the correct locations.*

*Upgrades needed:*

*Ranch station pump redundancy needed.*

*GPS for locating valves so they can be easily found again.*

4. Discuss and approve limits for Julian use of credit card? Gas card? Debit card?

*Gordon suggested a \$400-500 limit on debit or credit card. Gilead motioned to get a rewards card with a \$2500 credit limit and \$500 daily limit. Motion by Gilead, Robin second, passed unanimous.*

5. Discuss updates to TCEQ violations- completed/ yet to be completed

*Pressure tank repairs and inspections on water storage tanks discussed above.*

6. Discuss and approve OSHA vests for water operator & assistant

*Gilead motioned to approved \$25 per vest of good middle-road quality with simple black lettering on back to state "CCWSC". Four vests total. Second by Robin, unanimous approval.*

7. Discuss "VACANT" properties' meter status; adopt a practice to remove meters? OR Lock only?

*Discussed if lots that had never paid the Equity Buy-in Fee or Capitalization fee would be subject to pay this once they re-apply if the property had never been subject to these fees before. Board discussed pulling all meters for delinquent accounts or properties in limbo per TRWA advice.*

8. Discuss Surveys of Wells 1, 4, & 5 and property deed status.

*Discussed the \$1500 fee for M&S engineering to revise the plats and submit to the new real estate attorney Kristen Porter, who has recently helped us move the process forward. Robin motioned to approve the \$1500 to M&S and up to \$1500 for the attorney to process the paperwork in an effort to get this process done without a subdivision plat. Gilead second. Unanimous approval.*

9. Discuss medical insurance for Julian (Closed Session)

*Gilead to contact broker. Angie to ask TRWA if they have a suggestion.*

10. Discuss board member comments during minutes/time allotted.

*No discussion.*

11. Discuss CSI's status

*CCWSC will need to pay for the past CSI's to be completed. Plan to change the existing tariff to require the customer to provide a CSI inspection.*

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.

*Angie asked to get input on when the agendas will be ready by each meeting. Gordon to provide the template items*

13. Close and adjourn.

*Next meeting to be May 8<sup>th</sup>.*

*Gilead motion to adjourned, second by Robin, all vote yes – adjourned at 8:58pm.*