

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

MINUTES

BOARD OF DIRECTORS MEETING April 13, 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 April 13th, at 6:30 p.m., immediately following the Annual Members' Meeting, 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.

Attendance → Angie, Shannon, Mike, Austen, Robin, Daniel, Randall

AGENDA

1. Call to order and Open Meeting - Michael

6:30PM

2. 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.

NONE

3. Review & Approve March 9th meeting minutes- both the Annual and Monthly meeting minutes

Motion to accept – Robin

Second – Daniel

All in favor – yes

4. Review Financial Reports & Budget – Shannon

Angie → included in paperwork

Income/Expense → capitalization fee for March went up a bit (6 taps); billing, March – rate increase + some of the leaks during the freeze

Net Income up \$17k (for March)

Budget vs Actuals → expenses, contract operator only represents 3 months; repair services, minimal part of what we pay is really repair when looking at taps and unexpected invoicing; supplies, actual vs budget is higher (need to keep doing taps)

Balance → assets, Texas R. Bank CD won't show on the bank statement; liabilities, bank loan

Director's Report → water loss percentage is up (should be between 9 and 15)

Exceptional Usage → new report shows 30%+ from previous month (includes new taps that had 0 in previous month)

Adjustments → a lot of them to do with the freeze

Motion to accept – Daniel

Second – Robin

All in Favor – yes

NEW BUSINESS

5. President's Report – Mike

- a. Discuss recently finished projects or other upcoming projects

See Brent's email (printed and attached)

- b. Discuss and approve Rd. bore under driveway option for 1400' Winding Creek Trail pipe replacement project, estimated boring to cost \$44k, in addition to costs of labor and supplies. Revisit March 9 motion made to postpone this work pending pressure tank issue
 - To get water to cul-de-sac**
 - Marty → are you going to connect the two lines? Mike → yes, they're going to get connected and upgrading to a 3" line.**
 - Angie → Are they going to provide us an estimated cost? Mike → I can have them provide one.**
- c. Discuss requirement to new spec builders when applying for new water service, that they provide their GL insurance?
 - Tanglewood and Rosewood → broken water pipe that contractor working for builder broke (we believe based on pictures); we need them to carry liability insurance in case of future problems; Angie will contact Allen**
 - Motion require GL for all future builders – Robin Second – Daniel All in Favor – yes**
- d. Sign updated Tariff Sec. A Resolutions page. Discuss this as a requirement with any tariff changes

6. Water Operator Report – Brent

- a. Project list update

7. See Brent's email (printed and attached)

8. Utility Manager Report _ Randal

Water is back on at park

Talked to Keith → K is thinking of approaching board about selling land around pump stations

9. Office Manager Report – Angie

Tariff → "resolution" page must be updated every time we make a change; Mike and Shannon signed the updated page

Having more issues with builders removing the backflow devices before the build is finished; installing check-valves; we can buy meters with check-valves already attached, but then Brent will have to come back around and remove it after build is completed

Let Brent continue with what he's doing

OLD BUSINESS

- 9. Tabled from previous meetings: Terms of Fire Station property purchase agreement with Mr. Anderson, pending meeting w/attorney_ Mike

Mike has called and he hasn't called back

- 10. 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.

NONE

- 11. Set date for next meeting

May 11, 2021

- 12. Close and adjourn.

7:45PM

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.

From: brent crocker <brentcrocker@yahoo.com>
Sent: Tuesday, April 13, 2021 12:02 PM
To: Angelyn Price; Shannon C; Michael Vorhis; Robin Lutts; Randal
Subject: Monthly report March- April

We dug up and fixed most of the leak on Tanglewood (close to Rosewood) Due to contractor unloading equipment there on our 6in main There is still a leak under the road that will need to be fixed waiting to meet With Allen since it will be across county road

We fixed a leak on Tanglewood and Highpoint due to someone running over a air release valve Will put in another air release valve and concrete barriers to help prevent this from happening again

We plumbed in the first part of the Bypass for plant one we just need about a day to finish the rest (we had a lot of jackhammering) Then tank will be ready for repair

We did 4 taps
And have 1 more to do

We fixed a leak on Eagle Rock do to roots wrapped around the pipe and old customer service line We cut out all the roots and replaced that piece of broken pipe

We dug 4 bore pits and exposed the existing water line on Tanglewood (between burning tree and Overbrook) for the bore company to start

We replaced all valves on the pressure tanks and sight glasses due to leaks from the freeze

We did line locates for PEC

We are almost done with the GPS locations for the meters that we started that way y'all can have a map of all the meter locations that should be done by next month if everything works out as planned

We cleaned all trash and debris out of the plants

This next month we plan on finishing the 3 inch line upgrade on Tanglewood between burning tree and Overbrook

We plan on starting the line upgrade on winding Creek going towards Tanglewood from 2 inch to 6 inch

We plan on wiring up the MOVs at North and bobwhite station for a tank overflow

We plan on adding one more tee for north station to be able to bypass the tank if ever need be

And fixing the 6in valve on Bobwhite and Tanglewood