

MINUTES

Cypress Cove Water Supply Corporation
Spring Branch, TX 78070
BOARD OF DIRECTORS MEETING
Aril 8, 2020, immediately following Members meeting

1. Call to order and Open Meeting - Shelly

Shelly Ludwig opened the meeting at 6:36 PM

Director:	Gilead Ziemba	Shelly Ludwig	Mike Vorhis	Walter (Sid) Jones	Eric Vasquez	
Present:		X	X	X	X	
Absent:						

2. Invocation - Sid

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. **None at this time**

4. Review & Approve March 18th Annual meeting minutes AND March 18th monthly meeting minutes
Both Annual Members meeting and March 18th minutes were reviewed and accepted without modification.

5. Review Financial Reports & Budget – Sid

Shelly Ludwig discussed how expenses were higher than normal due to COVID 19 related circumstances. Sid Jones asked about the cost of credit card processing fees and Angie explained that this was due to the closing of one credit card processing service and starting with another one.

NEW BUSINESS

6. Appointment of new BOD member Eric Vasquez

Mike Vorhis made a motion to accept the BOD application of Eric Vasquez. The motion was seconded by Sid Jones. The motion was passed unanimously.

7. Water Operator's report – Brent

Brent Crocker discussed he many ongoing tasks pertaining to the upgrades to the water system.

- One tap installed awaiting pending payments for more

- Security cameras installed at all wells and equipment building

- A pump was installed at North station, still need starter box for the booster pump

- A pump was moved from Ranch station and moved to Bobwhite also needing a starter box.

Although we may need bigger pumps we will be in compliance.

-36 hour pump test completed for wells 1 and 4.

-Well 1 has a new motor and pump installed capable of 100 gpm. Also installed new wiring and drop pipe.

-Well 5 produced 500 gpm during 36 hour pump test. Current pump produces 85 gpm.

- Met with Gallegos engineering about status of plant 5 with TCEQ. They took the needed pictures and sent them in.

a. Ranch Upgrade Update

- installation of 3" distribution line and tank laser level for the ground storage tank.

-MOV installed waiting of a few more components prior to put in use.

- New 3" fill line and bypass valves wityh remaing fill dirt, fix the fences, and finish MOV wiring and

final training lesson for the operators than a final walk through.

- b. Well Test Results i. New Pumps for Well 1 and 4 **Covered in operator's report**
- c. TECQ complaint, pressure test results **Covered in operator's report**

8. President's Report – Shelly a. North Station MOV Failure – Incident Report/Recommendations from WO (Angie provide doc) **An incident report was generated and reviewed for training and documentation purposes with the plane to utilize incident reports in the future.**

b. After hours emergency notification procedures (Angie to provide doc) **Everyone agreed that the notification procedures are working good.**

c. Temporary Hardship Policy discussion **CCWSC already had in place no late fee and no water disconnect policy in place prior to direction from PUC and TRWA. Noting that water can be disconnected to protect the integrity of the water supply.**

d. Gift Cards for volunteers and employee/contractor recognition. **Shelly suggested that we consider reward program for volunteer service to the CCWSC in the form of gift cards. A more detailed plan will be presented at the next meeting.**

e. Vehicle Magnets **The current CCWSC magnetic vehicle signs are not staying on the vehicle. Angie will check for a quote for 3 new vinyl signs.**

9. Office Manager Report – Angie a. T-Mobile Billing Update **Autopay is set up. Mike Vorhis will pull a sim card from one of the cameras so that Angie can set up the online account.**

b. Health Benefits/401K update **Brent is currently enrolled in the Health Benefits package and Jeff will also be enrolled in June. Both Brent and Jeff opted out of the 401K.**

c. OneDrive (backup/storage) update **Shelly, Angie, and the water operators are sharing documents with OneDrive. Other board members will have access to OneDrive soon.**

10. Discuss and take action on: Change meeting day/date to avoid the 2nd Wednesday of the month - **Shelly pointed out that current meeting date of the second Thursday conflicts with available to free training dates for our water operators. Until a permanent date change can be established, future meeting will temporarily be held on the second Tuesday.**

11. Discussions with CCMA - Gilead a. Attorney Fees from Lawsuit - **Gilead was not present so this is tabled until next meeting.**

b. Fire Station Building

12. Discuss and take action on: Facebook page for CCWSC **Shelly Ludwig suggested starting a CCWSC Face book page for helping disseminating pertinent and informative notices that would likely be more visible to our customers than the CCWSC web site. A motion to do so was made by Eric Vasquez and seconded by Michael Vorhis. The motion passed.**

13. Discuss and take action on: Mowing – Locations, property lines, ongoing maintenance- **Jerrel, our meter reader would like to take over responsibilities to do all the mowing at out wells/pump stations. Gilead had previously stated that Jerrel should be paid his hourly rate. Angie will get clarification pertaining to frequency and wages and bring the particulars to the next meeting. Jerrel has an independent contract with CCWSC already which would need to be modified.**

OLD BUSINESS

14. Credentials Committee: 3rd Member – **Sid reports that he is still looking for a 3rd member.**

15. Discuss: CL Water Service Update – **Michael Vorhis reports that CLWS secretary Brenda will get back to him when she gets back to her office after COVID 19 restrictions are removed for an update. The President of CLWS would like to make a presentation for a buy out. The reason that CCWSC contacted CLWS was to attempt to tie in to their pipe on High Point Circle as an emergency source should CCWSC ever experience a major loss in water service to our members. Brent said he could get the application online to apply for a commercial meter installation.**
16. Update: Engineer/Mr. Lucci's report – **Mr. Lucci has been communication via email with TCEQ discussing Proceeding with CCWSC upgrade plans.**
17. Update: C&R Environmental/Septic services- **Gilead was not present. There is a planned walkthrough for training and education up completion of Ranch Station upgrade.**
18. Discuss and take action on: Kubota Loan refinance status – **Shelly discussed that by paying off the Kubota loan on January or 2021 and not doing a refinance now then would be a good option to save from paying extra interest that we would incur with a refinance at this time. This extra expense would have to be added to the budget. A motion was made to do so by Sid Jones and a second was received by Michael Vorhis. The motion passed.**
19. Update: Security camera purchase status for 5 pump stations & Storage bldg. – **Mike reports this action is completed.**
20. Update: Company vehicle update – **Sid reported that we now have a company pickup that our customers can see on a consistent basis instead of different personally owned vehicles.**
21. Update: PUC Docket 48317: Broussards vs. CCMA dba CCWSC. **We are still waiting a final decision which is one of the many things delayed due to COVID 19. We are expecting the case to be dismissed due to lack of prosecution on Broussard's part.**
22. Discuss and take action on: Proposed director assignments_ Shelly **Tabled**
23. Discuss: SOP re: TCEQ law and OSHA Safety Requirements - Gilead **Tabled**
24. 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. – **Angie Price reminded Eric Vasquez that he need to complete the Texas Open Meetings Act Certification. Jerrel expressed some concern that some residents seem on edge to his presence on their property. Likely due to unfamiliarity of his status as the meter reader and added stress from COVID 19. He will be provided with a vest and shirt identifying him as an employee of the CCWSC. A sticker will be provided for his vehicle. Members Ryan and Laura asked if the discussion of getting fire hydrants installed in Cypress Cove had ever been mentioned. This was a very good question and it was explained that the amount of pressure required for fire hydrants is something that our system is not set up for and not rated for fire trucks.**
25. Set date for next monthly meeting in May. **The date for the next CCWSC meeting was set for May 12, 2020.**
26. Close and adjourn. **A motion to adjourn was made by Michael Vorhis and seconded by Eric Vasquez. The meeting was adjourned at 8:22 PM.**

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.