

**MINUTES**  
**Cypress Cove Water Supply Corporation Spring Branch, TX 78070**  
**BOARD OF DIRECTORS MEETING**  
**July 17, 2019**

1. Call to order and Open Meeting

*Call to order at 6:45pm. All Directors present, except Gilead, who arrived at 6:55pm.*

2. Invocation

3. Review & Approve June 12 minutes

*Gordon motioned to approve, second by Sid. Unanimous approval.*

4. Review financial reports

*Motion to approve by Gordon, second by Shelly, unanimous approval.*

5. Approve, appoint new BOD applicant, Mike Vorhis

*Motion by Gordon to approve to a 1-year term, second by Sid, unanimous approval.*

6. Water Operator's report

*CCWSC lost about \$3000 last month, which would have been mitigated by new water rates, had they been in effect.*

*Discussed water operator offer of employment to include health insurance plan and SIMPLE IRA contribution. Motion by Shelly to set up Simple IRA plan and contribute \$100 and offer 50% of Employee health premium, paid monthly instead of employer sponsored plan, as it cannot be set up for one employee. Second by Sid. Unanimous approval.*

*Discussed recruitment of another Class C operator.*

7. Discuss and approve board president authorized spending limits, tabled from June 12 meeting

*Gordon motioned for having \$10,000 per occurrence with approval from the Secretary/Treasurer or one other Board member in the event of an emergency and the Sec./Treasurer is not available. Second by Shelly, unanimous approval.*

8. Office/Admin report (check signers, rate increase, Julian's medical, AT&T tablet, CSI's- no response from PGMS, meter placements)

*Gilead signed forms for updating check signers.*

*Rate increase has not received any complaints.*

*Gordon to speak with Julian about using the tablet for entering test readings.*

*CSI's are being completed slowly by Alan. PGMS is not responding. Will continue with Alan.*

*Gordon to discuss meter placement with Julian as some older meters could be installed in the County easement along the ROW. Julian to only install meters after the lot corners are marked by the Builder so the easement locations can be identified better.*

9. Discuss and approve BOD electronic signature for any electronic documents.

*Motion by Shelly to incorporate digital signatures as part of CCWSC practice and procedures, second by Gilead,*

*unanimous approval.*

10. Discuss option for Julian credit card- tabled for last 2 meetings.

11. Discuss Jerel's contract and pay-tabled from May meeting, pending Jerel to speak w Gilead

*Gilead signed the agreement to fully execute hourly contract with Jerel Brandenburg as Jerel had signed agreement.*

12. Discuss pending 5 Street cut repairs

*Gordon to discuss with Julian to make 2 street cuts per week until complete. Gordon to call Sid to observe a cut, as requested.*

13. M&S Report- Gordon & Gilead

*Gilead discussed the billing questions and identified that the group needs to make comments on the Mapping effort that has been submitted. Gilead requested comments from Board members within one week.*

14. Discuss purchase of ATV

*Sid to look for a good local deal on a UTV. Mike recommended looking for a gas powered golf-cart with a dump bed. Reviewed cost of mileage which is about \$4500 per year.*

15. Discuss 2 non-tax exempt CCWSC properties, determine use, or sell?

*Gordon working to get non-exempt properties changed to exempt with tax appraiser. Gilead and Mike agreed that they would not recommend selling lots.*

16. Employee benefits- Executive closed session to the public

*Not needed.*

17. Return from closed session- any comments/decision made from Closed session

*Not needed.*

18. 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.

*No public present.*

19. Set date for next meeting

*8/14/19 at 6pm.*

Close and adjourn.

*Adjourn at 8:59pm*

These minutes are true and accurate to the best of my knowledge:

Gilead R. Ziemba  
Secretary/Treasurer  
Cypress Cove Water Supply Corp.

