

## MINUTES

### Cypress Cove Water Supply Corporation

#### Spring Branch, TX 78070

#### BOARD OF DIRECTORS MEETING

September 12, 2018, 6:30 P.M.

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 September 12, 2018, 6:30 p.m., at the Cypress Cove Civic Center, 3674 Tanglewood Trail, Spring Branch, Texas 78070. 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.

## AGENDA

### 1. Call to order and Open Meeting

*Meeting opened at 6:30pm. Robin Lutts not present.*

### 2. Invocation

*Invocation by Elliott.*

### 3. Discuss radio-read technology for new meters.

*Elliott is not sure this technology would be best for CCWSC. Previous meeting a Board member asked to look into use of this type. Elliott noted that it was common for safety of the reader to not encounter wildlife inside meter boxes. Gilead noted that it could help with drought contingency. \$200 estimate for radio-read meters, which can also be read manually. Software is expensive (\$100K), but does not need to be purchased now. Elliott will determine a type of meter to purchase. Gilead noted that we should not be installing any of the old \$60 meters as they are not reliable and we will be spending much more money than \$140 to replace them. Elliott will have information for the next meeting to vote on.*

### 4. Discuss cleaning schedule for Civic Center due to Julian's daily use.

*Elliott noted that Charles Gilbert has accepted the proposal for Julian to use the Civic Center as long as the Center is cleaned by CCWSC. Julian will be expected to clean, as needed, during his use.*

### 5. Discuss and consider mobile phone for operator – ~~own~~ or reimburse

*Discussed options of buying a phone for Julian. Gilead motioned to offer Julian a \$30 per month stipend to purchase insurance for his personal phone as well as to offset any additional cost of his use as a work phone. Second by Erica. Three votes Yes, Gordon, votes NO.*

### 6. Discuss and consider independent financial audit of CCWSC for

*Erica motioned to seek a proposal for said financial audit. Second by Gilead. All vote YES. Angie is going to reach out to get a quote from a CPA that lives in the Cove and will report back to the Board.*

### 7. Discuss and consider payroll function programs

*Barbara's Bookkeeping quote for \$60 per month to run payroll for 2 employees. Quickbooks charges \$99 per month plus \$2 per month per EE. Gilead motioned to accept BBS quote for this service and integrate with Quickbooks. Second by Erica. All vote YES.*

### 8. Discuss and consider appointing Gordon Swan to deputy to Secretary/Treasurer.

*Erica motioned to appoint Gordon as a deputy to Secretary/Treasurer for weekly check signing. Gilead second. All vote YES.*

### 9. Discuss and approve minutes from last monthly meeting (8/8/18).

*Tabled till next meeting.*

**10. Discuss and consider bids for road cut repairs.**

*Elliott handed out two bids. Discussed each. Motion by Gordon to hire R&B ventures to perform ½ of the 45 taps now and ½ in the next month after another month of income.*

**11. Discuss and consider online payment options.**

*Elliott suggested tabling until further information is provided from potential banks.*

**12. Discuss and possible approval of CCWSC 2018 Budget.**

*Gilead asked why the operator salaries are increasing. Erica noted that we need the payroll data to give back to the*

**13. Discuss and consider Tariff fees.**

*Discussion regarding equity buy-in and capitalization fee. No action taken.*

**14. Discuss CCWSC financial reports for Aug 2018.**

*Not discussed. Moved to next agenda.*

**15. Closed session for purpose of consideration of Personnel Matters pursuant to Chapter 551.074**

*Gilead motion to move to closed session. Second by Erica. All vote YES. 8:10pm moved to closed session. 8:19 session opened.*

**16. Any motion(s) from closed session**

*Gilead motioned to offer Angie Price \$18 per hour to continue her contract work for CCWSC with the expectation that she will be working for CCWSC exclusively (~20 hours per week) and that she will help train her replacement at the CCMA, when one is selected. Second by Erica. All vote YES.*

*Erica Leadford needed to leave meeting at 8:20pm. Quorum remained, therefore meeting continued.*

**17. Set date for next meeting.**

*9/26/18*

**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.**

*Frank Emerson stated that the existing generators were in bad shape and should be sold.*

*Gordon noted that the generators were working last year when Blake Walker got them running.*

**19. Close and adjourn.**

*Motion to adjourn by Gordon, Second by Gilead. All vote YES. Adjourn at 8:40pm.*