

**MINUTES**  
**Cypress Cove Water Supply Corporation**  
**Spring Branch, TX 78070**  
**Location: Cypress Cove Civic Center**  
**Wednesday, 2/13/18, 6:30 PM**

**1. Open Meeting**

*Motion (Owen), second (Gilbert), all vote YES. Meeting opened.*

**2. Invocation**

*None.*

**3. Discuss and consider** minutes from previous meeting (vote required)

*Elliott asked to amend Item #6 to include the other services the JF Fontaine had offered. Motion to approve minutes, as amended (Gilbert), second (Owen), all vote YES.*

**4. Review and discuss** January Water reports (no vote required)

*Discussed high water use by R&R is due to a leak on their side of the meter that has gone un-repaired for a long time.*

**5. Discuss and consider** CCWSC presence on Social media or Internet, including CC message board

*Elliott showed everyone a demo website from the Ruralwaterimpact.com service. Fee for development would be \$250 with an annual subscription of \$357.50 per year. Motion to approve (Gilbert), second (Leadford), all vote YES.*

**6. Discuss:** employment of Class "C" operator versus Professional Water Management Services, (discussion only, no vote required)

*Julian Gomez has asked for \$3500 for each tap with a road cut. Road boring is \$62.50/ft. but there is additional work to be done after the boring is completed.*

**7. Discuss** road crossing cost (no vote required)

*Entertaining more ideas about how to accomplish road cuts under current tariff.*

**8. Review, discuss and consider** list of pending action items (vote on any changes if necessary)

*Discussed. No vote. Board will review for next meeting.*

**9. Discuss** Engineering Study of CCWS by JF Fontaine & Assoc. (update from CCMA mtg)

*Discussed that engineering firm has backed out of services. Elliott and Gilead to reach out to other firms for consideration.*

**10. Discuss and Consider** purchasing bulk mailing plan, permit 20, for \$225.00.

*Motion to approve (Owen), second (Ziemba), all vote YES. Motion passed.*

11. **Discuss and Consider** giving Angie authorization to purchase water supply items without prior board approval, board to set limits (vote required)

*Motion (Swan) to allow up to \$500 monthly expenses without further board approval, Second (Gilbert), all vote YES. Motion passed.*

12. **Discuss and consider** purchasing new printer.

*Agenda item moved to CCMA agenda. No vote.*

13. **Discuss and Consider** swapping Class 1 position with Class 2 position.

*Discussed having Owen and Gilbert swap board position class. Motion to approve (Ziemba), second (Leadford), all vote YES. Motion passed.*

14. **Discuss and Consider** appointing Robin Lutts to replace unexpired term of Charles Gilbert (vote required).

*Discussed that Board would like to meet Mr. Lutts at next meeting and review credentials. Item Tabled till next meeting.*

15. **Set** date for next meeting

*3/7/2018. Later moved to 3/6/2018.*

16. **Public input:** Limit of 3 minutes per person

*None.*

17. **Close and adjourn**

*Motion (Ziemba), second (Leadford), all vote YES. Adjourned.*