

MINUTES

Cypress Cove Water Supply Corporation  
Spring Branch, TX 78070

BOARD OF DIRECTORS MEETING

March 18, 2020, immediately following Members meeting

1. Call to order and Opened Meeting . *Called to order at 7:51*

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

2. Invocation: Sid Jones

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. ***Eric Vasquez gave input on his interest in CCWSC BOD.***

4. Review and amend or approve previous meeting's minutes from January 30<sup>th</sup> and February 12<sup>th</sup> meetings. ***Motion made to approve by Sid Jones, seconded by Mike Vorhis and the motion was approved.***

5. Elect President, Vice President, and Sec/Treas. *The following board members were nominated and unopposed for their new positions on the board: Shelly Ludwig-President (motion made by Sid Jones, seconded by Gilead Ziemba, Michael Vorhis-Vice President (motion made by Sid Jones, seconded by Gilead Ziemba, Sid Jones-Secretary/Treasurer (motion made by Shelly Ludwig, seconded by Michael Vorhis).*

6. Select Credentials Committee. ***Chairman of the Credentials Committee is Sid Jones and Shelly Ludwig is the additional board member on the committee. One other eligible member still needs to be identified from a member of the WSC community. Gilead or Michael could possibly fill the third position on the Credentials Committee. A motion was made to adopt the personnel assignments to the Credentials Committee by Gilead Ziemba and Seconded by Mike Vorhis. The Motion passed.***

7. Water Operator's Report. ***Brent gave his Water Operator's report.***

8. A review of the financial reports & budget was tabled until the next meeting. ***Financials were reviewed during the Member's Meeting.***

9. President's Report. ***The president's report was given by Gilead during the Annual Member's Meeting.***

10. Discuss and decide actions based upon WO recommendations about Incident Statement and Analysis of North Station MOV Failure. ***Tabled until next meeting.***

11. Discuss Overtime Policy. ***A motion to adopt the previously discussed and disseminated overtime policy was made by Gilead Ziemba and seconded by Sid Jones. The motion passed.***

12. Discuss and approve 'Mileage Reimbursement Policy' & "Employee Benefits' & 'BirdNest App.' ***A motion was made to adopt the Mileage Reimbursement Policy detailed in published notifications to all WSC board and employees, by Gilead Ziemba and Michael Vorhis. The motion passed. A motion was made to implement Employee Benefits of \$1500 month by Sid Jones, seconded by Gilead Ziemba, the motion passed. It was decided that we aren't going to use the BirdNest App at this time.***

13. Discus meeting with Canyon Lake Water Service. ***Nothing to report.***

14. Discus after-hours emergency notification procedures. ***Tabled.***

15. Discus creation of supplement to BOD application, describing expectation/requirements. **Tabled.**
16. Discus secure storage and accessing meeting minutes and any correlating documents and possible purchase of a fire safe file cabinet. **Angie will be setting up OneDrive for this purpose. Fire proof file cabinets were discussed but no decision was made at this time.**
17. Dis Vacation Accrual potential changes. **Tabled.**

OLD BUSINESS

18. Discuss Mr. Lucci's report. **Rescheduled for next month.**
19. Discus C&R Environmental/Septic services topic. **Rescheduled for next month.**
20. Discus Kubota Loan refinance status. **The loan is in underwriting.**
21. Discus security camera purchase status for 5 pump stations & storage building. **Michael Vorhis reported that 4 security cameras are online and operational.**
22. Discus and approve purchase of a company truck and work trailer. **The acquisition of a company truck and work trailer will need to be further discussed before a decision can be made.**
23. Discus PUC Docket 48317: Broussards vs. CCMA dba CCWS. **Shelly Ludwig gave a review. No further evidence is being accepted and the case is awaiting judgement.**
24. Discus assignment of director assignments. **Tabled.**
25. Mike Vorhis report on the the (3) two inch lines overfed. **Tabled.**
26. **Angelyn Price discussed the old notebooks, cds/dvds in Bob Tovar's storage box and her concerns of how to properly handle same.**
27. **SOPs for TCEQ law and OSHA Requirements tabled.**
28. A motion was made by Sid and seconded by Mike to go to closed session at 8:54 PM for consideration of personnel matters. The motion passed.
  - a. Health Insurance Update
    - i. Employees
    - ii. 1099
  - b. Change Office Manager role to employee from contractor update.
29. Gilead made a motion to end the closed session and seconded by Shelly. **Shelly Ludwig made a motion to withdraw the offer health insurance for 1099 contractos, the motion was seconded by Gilead Ziemba. The motion passed.**
30. There were no further public comments.
31. Date for next meeting was set for 6:30 PM April 8, 2020.
32. Sid made a motion to adjourn and seconded by Shelly at 9:17 PM.