

**MINUTES FROM THE  
CYPRESS SPRINGS SPECIAL UTILITY DISTRICT  
BOARD MEETING  
February 13, 2024**

**The Cypress Springs Special Utility District** Board of Directors met on Tuesday, February 13, 2024, in the Board Room of the Cypress Springs Special Utility District Office located at 114 FM 115 for their monthly meeting.

**Directors Present:** President Larry Daniel, Vice President Richard Starek, Secretary-Treasurer Lloyd Parker, Director Jerry Hammond, Director Brad Sears, Director Neuman Browning, Director Chad Neal, Director Richard Hughes, Director Todd Jagers and Director Jack Kemp

**Directors Absent:** Director Rex Tillery

**Also Present:** General Manager Kevin Spence and Office Manager Jean Sparks

**Public Attendance Consisted of:** n/a

**Public Comment:** n/a

**Invocation:** Vice President Richard Starek

**\*President Larry Daniel** read the Oath of Office for Richard Hughes, Jack Kemp, Brad Sears, and Richard Starek. Reported all Oaths of Office were done, making Richard Hughes, Jack Kemp, Brad Sears, and Richard Starek re-elected.

**\*Manager Kevin Spence** then asked for nominations for President, Vice President, and Secretary-Treasurer Officers. After the discussion, a motion was made by Director Richard Hughes and seconded by Director Chad Neal to keep all current Officers as they are President Larry Daniel, Secretary-Treasurer Lloyd Parker, and Vice President Richard Starek. Motions carried with no dissents.

**President Larry Daniel** asked for a motion and a second to approve consent items. A motion was made by Director Jack Kemp and seconded by Vice President Richard Starek to accept the Minutes from January 9, 2024, as written, Treasurer's Report and Aged Payables/Replenish Petty Cash Checking to \$20,000.00. Motion carried with no dissent.

**Manager's Reports / Unfinished Business:**

**Manager Kevin Spence** reported completion of the elevated tank foundation on FM 115 has been reported with successful testing. The tank components are expected to be delivered this week, with an estimated completion date of mid-March.

**Manager Kevin Spence** reported ground storage maintenance at North Plant is estimated at 80% complete, but weather delays have occurred. Once ground storage is complete, work on the last clarifier at the East Plant will begin.

**Manager Kevin Spence** reported by next month, maintenance and repair will begin on the clarifier at the South Plant once the North Plant ground storage is completed at least 75%.

**Manager Kevin Spence** reported on February 21, 2024, planning to attend the Cornersville WSC meeting. I hope to discuss the excessive amount of flushing with the board and ways to reduce it. Reducing the amount of flushing will save both money and time.

**Manager Kevin Spence** reported Amber Hatcher-Weaver, Vice President Director of Customer Experience, and Jeff Burns requested a meeting for February 14, 2024, to discuss the services provided by Alliance Bank.

**Manager Kevin Spence** reported by the end of February, Hayes Engineering is expected to finish the electrical and structural work required for review to TCEQ for the Rural Development Grant Loan for the North Plant expansion. TCEQ will review the project, which may take 60-90 days. Depending on the outcome of the review, the project could be approved by May, which will allow for the bidding process to begin.

**Manager Kevin Spence** reported there were only a few Kamstrup meters changed from a Master Meter last month. There were only a few instances of Kamstrup meters freezing and busted during the cold weather in January.

**Manager Kevin Spence** reported during the January board meeting that we received your input on the agreement with the City of Mt. Vernon. Following that, we edited the agreement and sent it back to them last week. I am hoping to receive it back in time to discuss and take necessary action at March's meeting. Sheleace Gann has sold to three builders at Limousine Ranch Subdivision and has requested a quote for 23 road-cut crossings for some of the lots.

**Manager's Reports / New Business:**

**Manager Kevin Spence** reported the TRWA Rural Water Conference on March 26<sup>th</sup>-28<sup>th</sup> is in San Antonio. A delegate and an alternate delegate need to be appointed. President Larry Daniel appointed Secretary-Treasurer Lloyd Parker as Delegate and Director Neuman Browning was appointed as Alternate Delegate.

**Manager Kevin Spence** reported the 2022 law requires that all water systems not disconnect customers for nonpayment of bills, or charge them late fees, during extreme weather events, which occurs if the temperature stays below 28 degrees for 24 hours. So, if the temperature stays below 28 degrees all day, you cannot disconnect service for nonpayment, or charge late fees until after the temperature has been above 28 degrees for at least one full day (24 hours). Past-due customers were not charged the penalty/late fee on January 17, 2024, due to the freezing weather that occurred between January 12-22, 2024. The disconnect notices were sent out with no additional fee, giving the customer until January 28, 2024, to pay before the administration/locking fee would be added to their account. After the freeze, we received a request for a water leak adjustment from a customer. We went out to check and reported to the customer it was a leak on their side and customer requested to keep the water on instead of turning it off. After discussion, the board decided that if a customer wants water left on, knowing there is a leak, their account will not be adjusted.

**Manager Kevin Spence** reported gathering comprehensive information for maintenance plans of facilities, including plants, ground storage, and elevated storage, to be submitted to multiple companies for bids. Developing a plan for future maintenance awareness to reduce the cost of repairs.

**Manager Kevin Spence** reported that Senate Bill 594 approved in the last legislative session approved to change requirements for supplying water to RV Parks. The bill established that eight recreational vehicles or cabin sites at a recreational vehicle park, whether occupied or not, are equivalent to one residential connection.

**Manager Kevin Spence** reported that Pine Valley charges the district annual dues for the two lots on which a well and standpipe are located. These dues have increased considerably this year and are used to maintain the roads, ditches, pool, tennis court, and other amenities for the homeowners. A letter was sent to remove us from the dues and add us as a utility.

**Other Business That May Arise:**

**There being** no further business a motion was made by Director Richard Hughes and seconded by Vice President Richard Starek to adjourn the meeting at 6:20 PM. Motion carried with no dissent.

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**Approved**

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**Date**