

**MINUTES FROM THE  
CYPRESS SPRINGS SPECIAL UTILITY DISTRICT  
BOARD MEETING  
March 14, 2023**

**The Cypress Springs Special Utility District** Board of Directors met Tuesday, March 14, 2023, 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, Secretary Treasurer Lloyd Parker, Vice President Richard Starek, Director Chad Neal, Director Jerry Hammond, Director Brad Sears, and Director Richard Hughes, Director Rex Tillery and Director Jack Kemp

**Directors Absent:** Director Todd Jagers and Director Neuman Browning

**Also Present:** General Manager Kevin Spence and Office Manager Jean Sparks, Bookkeeper Raegan Swann, and Auditor Kody Chapman

**Public attendance consisted of:** No Attendance

**Invocation:** Secretary Treasurer Lloyd Parker

**Public Comment:** No Visitors Present

**President Larry Daniel** asked if everyone had read the Minutes from the February 14, 2023, Board Meeting. After reviewing the Minutes, a motion was made by Director Jack Kemp and seconded by Director Jerry Hammond to approve the Minutes from February 14, 2023, as written. Motion carried with no dissent.

**President Larry Daniel** asked if the Board had reviewed the Treasurer's Report and were there any questions. A motion was made by Director Rex Tillery and seconded by Director Richard Hughes to approve the Treasurer's Report as shown. Motion carried with no dissent.

**President Larry Daniel** asked if everyone had reviewed both the Aged Payables and the Petty Cash Checking Account. A motion was made by Director Jerry Hammond and seconded by Director Jack Kemp to approve the Aged Payables and to replenish the Petty Cash Checking Account to \$20,000.00. Motion carried with no dissent.

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

**Manager Kevin Spence** reported the first Ford Maverick was delivered in February, averaging 27.4 mpg. The second Maverick has been shipped and the third is a hybrid that is in the process of being built with delivery date unknown at this time.

**Manager Kevin Spence** reported the scanner process of entering the new meter information into our billing has been worked out between Kamstrup and UMS/CUSI. There are 70 Kamstrup meters installed at this moment and looking at being able to start the mass swap outs by the end of this month.

**Manager Kevin Spence** reported receiving a bid on a new office phone system from Cross County Communications, but was not as discussed so will receive a new bid from them. Peoples Telephone still has not gotten back with their bid.

**Manager Kevin Spence** reported the amount of work and water line needed to move approximately 400 connections from the South Plant to the North Plant will be extensive. There is 8,800 ft of 8" minimum water line to lay and moving existing water line with a road bore to connect into the elevated tank on FM 115 has estimated costs for material around \$225,000. Will check into any funding that may help with the cost.

**Manager Kevin Spence** reported the office generator is repaired and working. Purchased a 590-gallon diesel trailer for keeping all our generators full and filling up all equipment.

**Manager Kevin Spence** reported the final meeting for finalizing the TxCBG #7220149 grant was held Monday, March 13, 2023, at the Franklin County Courthouse. No attendees.

**Manager Kevin Spence** reported Pickton WSC area was hit by a tornado on March 2. The tornado just missed the elevated tank by about 100 yards and only damage to the office was the front window being broken out. The system had no problems. Pickton WSC has inquired about purchasing some of the master meters we are replacing. Possibly be able to sell the meters for approximately \$125.00 each for the older ones and approximately \$175.00 each for the new ones. Cornersville WSC has been running smoothly.

**Manager Kevin Spence** reported Bookkeeper Raegan Swann, mentioned that Cypress Bank in Pittsburg was offering up to 6% on CD's. If there is no penalty with Guaranty Bank for moving current CD's will investigate what our CD rate would be with Cypress Bank.

**Vice President Richard Starek** reported himself, President Larry Daniel, Director Jerry Hammond, and Director Richard Hughes met March 13, 2023, with General Manager Kevin Spence to go over his evaluation. Usually in December evaluations and raises are determined and put in the budget. General Manager Kevin Spence's was not done. A motion was made by Secretary Treasurer Lloyd Parker and seconded by Director Rex Tillery to approve a 7% raise, a bonus of \$2,032.56, and to have the manager evaluation committee meet the same day as the December budget meeting to have his raise as part of the budget. Motion carried with no dissent.

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

**Pc Kody Chapman, Certified Fraud Examiner of Curtis and Blakely Company** reported a clean audit to the board. After going over specific items in the audit, President Larry Daniel asked if any board member had any questions. A motion was made by Secretary Treasurer Lloyd Parker and seconded by Vice President Richard Starek to approve the audit report presented. Motion carried with no dissent.

**President Larry Daniel** called to vote for Constant Agenda Items. A motion was made by Director Chad Neal and seconded by Director Jack Kemp to approve to have constant agenda items added to the agenda that include read and approve the minutes of previous meeting, read and approve treasurer's report and read and approve aged payables/replenish petty cash checking to \$20,000.00. Motion carried with no dissent.

**Manager Kevin Spence** reported receiving the non-standard service investigation report from Hayes Engineering for Tim Seymore, RV Park on Hwy 37S. Initially Mr. Seymore was going to have 33 tiny home sites and 100 RV pads, but with having to have a meter set for each tiny home Mr. Seymore is only putting in 100 RV pads.

**Manager Kevin Spence** reported all the cones in the clarifiers need recoating in the next few years except the newest one at the North Plant. Water Utility Maintenance has agreed to discount approximately \$8,000 per clarifier cone if there is a contract signed. After discussion a motion was made by Vice President Richard Starek and seconded by Director Rex Tillery to sign contact allowing Water Utility Maintenance to do all recoating on clarifier cones and ground storage tanks starting this year with two clarifier cones at the East Plant one clarifier cone at the North Plant and ground storage tank at the North Plant for around \$215,400.00.

**There being** no further business a motion was made by Director Richard Hughes and seconded Director Jerry Hammond to adjourn the meeting at 6:30 PM. Motion carried with no dissent.

---

Approved

---

Date