

**MINUTES FROM THE  
CYPRESS SPRINGS SPECIAL UTILITY DISTRICT  
BOARD MEETING  
September 12, 2023**

**The Cypress Springs Special Utility District** Board of Directors met on Tuesday, September 12, 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 Jerry Hammond, Director Neuman Browning, Director Richard Hughes, Director Brad Sears, Director Jack Kemp, and Director Todd Jagers

**Directors Absent:** Director Chad Neal and Director Rex Tillery

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

**Public Attendance Consisted of:** City of Mount Vernon City Manager Craig Lindholm

**Invocation:** Vice President Richard Starek

**Public Comment:** n/a

**President Larry Daniel** asked for a motion and a second to approve consent items. A motion was made by Director Richard Hughes and seconded by Director Jack Kemp to accept the Minutes from August 8, 2023, 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 the construction of the 8-inch line on FM 115 is experiencing delays due to the high volume of daily locate requests and the unavailability of a road bore contractor. The contractor's schedule is currently full due to the ongoing fiber optic installation across the county.

**Manager Kevin Spence** reported repairs are still needed on the clarifiers at the South Plant, but for now, we are using them and cleaning them more often. However, we must complete the repairs this winter. Tonka will be visiting this week to give us repair cost estimates. Unfortunately, the components are outdated, and it's challenging to find replacement parts.

**Manager Kevin Spence** reported that Kamstrup meters are progressing slowly, currently having just under 700 installed. Having issues with some collecting readings and converting them over into the billing.

**Manager Kevin Spence** reported Cornersville WSC's well is still being manually operated. A bid for the construction of the fill line for Water Tower One will be presented and voted on at their next board meeting. Pickton WSC has purchased the property for the booster station to remedy a TCEQ violation from two years ago. The well automation still requires manual operation due to ongoing electrical work needed.

**Manager Kevin Spence** reported the CDs are maturing on October 1, 2023. After a discussion, the board has agreed to automatically renew all current CDs that are with Guaranty Bank and Trust and maintain them with the 13-month APR at 5.10%.

**Manager Kevin Spence** reported Stan Hayes from Hayes Engineering will attend the final design meeting tomorrow for the Rural Development Grant Loan. All design and on-site details will be finalized, and the topographic survey has been submitted to Rural Development.

**Manager Kevin Spence** reported last Friday, that Nathan May was terminated during his probationary period for not meeting the employment standards. A request was made to the board to waive the nepotism policy in case of difficulty in

finding workers. A motion was made by Director Neuman Browning and seconded by Director Todd Jagers to permit General Manager Kevin Spence to evaluate each case individually and approve the waiver of the nepotism clause to recruit distant relatives. Motion carried with no dissent.

**Manager Kevin Spence** reported The City of Mount Vernon is in possession of the necessary paperwork to file for the annexation of Mr. Seymore's property on Hwy 37 South. City Manager Craig Lindholm is available to address any questions regarding this matter. Our attorney, Larry Fleishman, conducted research on annexation and has suggested amending the CCN for a few small areas. However, this process is lengthy. I plan to meet with Craig on Thursday to explore potential agreements that could prevent the need to file for annexation with the state.

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

**Manager Kevin Spence** It was recommended to hold the budget/audit/policy committee meetings in both November and December this year due to economic concerns. The committee will be appointed and schedule dates and times to review the data at the October board meeting.

**Manager Kevin Spence** reported on August 31, 2023, that President Larry Daniel, six other area representatives, and I met with Congressman Nathan Moran at Representative Cole Hefner's office in Mt. Pleasant to discuss funding options for a regional water plant in our area.

**Manager Kevin Spence** reported picking up a trailer from Raw Maxx in Wills Point. It has 16,000 GVRW, dual brake axles, and measures 20'x83". The trailer comes with an adjustable 2 5/6" ball which can be changed to a pintle hitch. In addition, there is an excavator 080 available for sale at Pittsburgh Tractor, which I intend to check out this week. Although I have received approval for a VAC Tron purchase in the past, I am considering including it in next year's budget.

**Manager Kevin Spence** reported Office Manager Jean Sparks, Bookkeeper Raegan Swann, Clerk Yesica Perez, and myself are registered for the Office Professionals Conference in Frisco which will take place in October.

**Manager Kevin Spence** recommended joining the Texas Water Conservation Association (TWCA). Membership costs would be around \$1,700 annually. They have conferences and information geared toward Districts. A motion was made by Director Neuman Browning and seconded by Director Richard Hughes to join TWCA. Motion carried with no dissent.

**Manager Kevin Spence** presented the topic of changing the CSSUD logo. Raegan Swann created an impressive presentation and created sample designs a, b, c, or d for review. If you have a preferred design or wish to suggest one, or if you would like to keep the logo as it is, please share your thoughts. Will address this again at a later date Director Richard Hughes suggested adding a barcode to our bill that links directly to the payment page.

### **Other Business That May Arise:**

**There being** no further business a motion was made by Director Neuman Browning and seconded by Vice President Richard Starek to adjourn the meeting at 6:30 PM. Motion carried with no dissent.

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Approved

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Date