

**MINUTES FROM THE
CYPRESS SPRINGS SPECIAL UTILITY DISTRICT
BOARD MEETING
September 14, 2021**

The Cypress Springs Special Utility District Board of Directors met Tuesday, September 14, 2021 in the Board Room of the Cypress Springs Special Utility District Office located at 114 FM 115 for their monthly meeting.

Director's Present: President Neuman Browning, Vice President Larry Daniel, Secretary Treasurer Lloyd Parker, Director Richard Starek, Director Joyce Weatherford, Director Jack Kemp, Director Jerry Hammond, Director Rex Tillery, Director Richard Hughes and Director Chad Neal

Director's Absent: Director Todd Jagers

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

Invocation Given by Secretary Treasurer Lloyd Parker

President Neuman Browning asked if everyone had read the Minutes from the August 10, 2021 Board Meeting. After reviewing the Minutes, a motion was made by Director Richard Starek and seconded by Director Jack Kemp to approve the Minutes from August 10, 2021 as written. Motion carried with no dissent.

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

President Neuman Browning 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 Chad Neal to approve the Aged Payables and to replenish the Petty Cash Checking Account to \$20,000.00. Motion carried with no dissent.

President Neuman Browning asked if there are any public comments. No visitors present.

Manager's Reports / Unfinished Business:

Manager Kevin Spence reported office generator has been set and when electricians were hooking it up noticed a black spot on the computer board. When originally purchased generator passed all tests, but the transfer switch was not needed for the test. Having board tested and repaired if need be.

Manager Kevin Spence reported meeting with the propane company and found out the generator and propane tank have to be 10 feet from each other. Will be adding additional footage to the concrete pad to fit both.

Manager Kevin Spence reported with all new variants of COVID, office lobby glass was installed.

Manager Kevin Spence reported was notified there was a sludge removal date that opened up earlier than expected. All three water plants sludge have been removed and came in under budget.

Manager Kevin Spence reported repairing an abandoned 4" water line North of town. This should alleviate some volume issues with the number of meters on the North lines. Will eventually lay an 8" water line.

Manager Kevin Spence reported discussing at the last managers meeting having issues finding employees to hire. New hires are looking to start above current employee salaries, may have to review at budget time.

Manager Kevin Spence reported by the end of the year needing to upgrade the meter reading software for Master Meter called Harmony that is cloud based. Have compared other meter reading software and meters, looks like most all the same so think best to stay with what we have for now.

Manager Kevin Spence reported Pickton WSC and Cornersville WSC agreements are going well. Cornersville WSC are setting new meters like we are.

Manager Kevin Spence reported been another good month with construction account still growing, it is as much as our biggest CD.

Manager's Reports / New Business:

Manager Kevin Spence reported having trouble with the 2015 Ford truck again. It has been in at the Ford shop in Mount Pleasant for over a month. Service department cannot figure out problem or what is causing the problem, there are no codes being sent. Service department did an electronic overlay between the truck computer and transmission computer. Will check into lemon law since the truck's mileage is low. After looking at options found that vehicle Inventory is scarce. Did find a truck in Longview but will need to have a bed put on it. Director Richard Hughes asked for discussion for purchasing a new truck. After discussion a motion was made by Director Richard Hughes and seconded by Vice President Larry Daniel to purchase now a 2021 Chevy CK5500 truck and separate truck bed that is a non-budgeted item and sell the 2015 Ford S-Duty truck. Motion carried with no dissent.

Manager Kevin Spence reported a larger trackhoe and trailer is needed, will look at adding to next year's budget.

Manager Kevin Spence reported Fall Management Conference is November 3-4, 2021 in Allen Texas. Let us know who will be attending so arrangements can be made.

Manager Kevin Spence reported District 11 meeting is September 28, 2021. Rachel Webb was able to reserve The Wildflower in Emory Texas.

There being no further business a motion was made by Vice President Larry Daniel and seconded by Director Rex Tillery to adjourn the meeting at 6:30 PM. Motion carried with no dissent.

Approved

Date