

**MINUTES FROM THE
CYPRESS SPRINGS SPECIAL UTILITY DISTRICT
BOARD MEETING
November 8, 2022**

The Cypress Springs Special Utility District Board of Directors met Tuesday, November 8, 2022, in the Board Room of the Cypress Springs Special Utility District Office located at 114 FM 115 for their monthly meeting.

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

Directors Absent: Director Todd Jagers

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

Invocation: Secretary Treasurer Lloyd Parker

President Neuman Browning asked if everyone had read the Minutes from the October 11, 2022, Board Meeting. After reviewing the Minutes, a motion was made by Director Jerry Hammond and seconded by Director Jack Kemp to approve the Minutes from October 11, 2022, 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 Director Richard Starek and seconded by Director Chad Neal 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 Vice President Larry Daniel and seconded by Director Richard Hughes 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 the twenty-year-old meter at the east plant needed to be replaced. The new production meter was ordered, installed, tested, and calibrated.

Manager Kevin Spence reported the elevated water tank at Lowes was drained for maintenance and coating. There were two different twenty-four-hour periods where the area was run on the standpipe checking the pressure and to make sure everything would run as it should.

Manager Kevin Spence reported the transfer switch for the generator at the north lake pump was purchased and should be delivered Thursday. The conduit is laid, waiting on electricians now. The building is under construction now, will run a stack through the roof with a muffler to put on it to help with noise reduction.

Manager Kevin Spence reported getting the 2014 Kubota trackhoe back last week and then the Kubota KX057 trackhoe went out having to have the drive motor and a gear replaced. Will have options to present to the budget committee in December.

Manager Kevin Spence reported the new office landscaping around the building has been started and should be completed in a few weeks depending on any weather delays and plants arriving.

Manager Kevin Spence reported C.S.S.U.D. will be hosting a chlorinator systems and chemical handling course in May of 2023 at the Franklin County Sheriff's Office that can host up to twenty-five participants.

Manager Kevin Spence reported maintenance agreements are going well. Will be visiting with Cornersville W.S.C. manager and board about the rate increases for next year and they will be substantially more for both person and truck. Pickton W.S.C. are having problems with well components causing relays to go out. They use an electrician that works out of Dallas every day, so problems take longer to get repaired, and our employees are having to work overtime. Pickton is still in violation in the north part of town and both Cornersville and Pickton have TCEQ inspections this week.

Manager Kevin Spence reported Jean, Vernon, Dakota, and I went to Dekalb and spoke with the employees at the city about the Kamstrup system and went in the field to do meter readings. They have only been running this system for about five months and have about 905 accounts, so they are still getting use to how the system works. I have also talked to several other larger systems that have used this same system for about two years and say it is a great system. The quote from Guaranty Bank for the Kamstrup water meter system loan expires on Thursday. After discussion, a motion was made by Vice President Larry Daniel and seconded by Director Richard Starek to approve the purchase of the new Kamstrup AMI water meter system with the quoted loan from Guaranty Bank at 4.403% of seven payments and no down payment. Motion carried with no dissent.

Manager Kevin Spence reported the TX-CDBG grant local match amount from C.S.S.U.D. was paid this month.

Manager's Reports / New Business:

President Neuman Browning asked for a motion to order the election. Motion was made by Director Jack Kemp and seconded by Director Rex Tillery to order the election. Motion carried with no dissent.

President Neuman Browning appointed 2023 budget committee as Secretary Treasurer Lloyd Parker, Director Richard Starek, and Director Jerry Hammond, with alternate of Director Richard Hughes, General Manager Kevin Spence, and Bookkeeper Raegan Swann.

President Neuman Browning asked the board to appoint an audit committee. A motion was made by Director Chad Neal and seconded by Director Jack Kemp for Secretary Treasurer Lloyd Parker, Director Richard Starek, Director Jerry Hammond, with alternate of Director Richard Hughes. General Manager Kevin Spence and Bookkeeper Raegan Swann providing financial information to the committee. Motion carried with no dissent.

Manager Kevin Spence requested and after discussion agreed that the budget, audit, and policy committees meet Thursday, December 8, 2022, with alternate date of Monday, December 12, 2022. Will text reminder out.

Manager Kevin Spence reported the agreement with the Franklin County Recreational Facility is up for renewal. After a discussion time a motion was made by Director Jack Kemp and seconded by Vice President Larry Daniel to approve the renewal of Franklin County Recreational Facility for another year, as the 2018 agreement states with the donation of 90,000 gallons of water a year. Motion carried with no dissent.

There being no further business a motion was made by Vice President Larry Daniel and seconded Director Rex Tillery to adjourn the meeting at 6:45 PM. Motion carried with no dissent.

Approved

Date