

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

The Cypress Springs Special Utility District Board of Directors met Tuesday, December 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 Jack Kemp, Director Rex Tillery, Director Chad Neal and Director Brad Sears

Director's Absent: Director Todd Jagers, Director Richard Hughes and Director Jerry Hammond

Also Present: General Manager Kevin Spence and Office Manager Jean Sparks and Bookkeeper Raegan Swann

Invocation Given by Vice President Larry Daniel

President Neuman Browning asked if everyone had read the Minutes from the November 9, 2021 Board Meeting. After reviewing the Minutes, a motion was made by Director Jack Kemp and seconded by Director Chad Neal to approve the Minutes from November 9, 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 Director Richard Starek and seconded by Vice President Larry Daniel 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 Secretary Treasurer Lloyd Parker 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.

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

Manager's Reports / Unfinished Business:

Manager Kevin Spence reported the second meter reading computer has been ordered and arrived today before training with the software loaded ready to go.

Manager Kevin Spence reported Harmony Software upgrade was started today and most of the training was completed. Training should be finished tomorrow. Looks very promising.

Manager Kevin Spence reported receiving several more calls from individuals wanting information on putting in RV parks on CR 4105 & Hwy 71.

Manager Kevin Spence reported that we are still attempting to get help from the county to purchase the generator we are needing and to help with the improvement costs for the lines out North of town.

Manager Kevin Spence reported having concerns with the prices still rising and trying to get pipe for the grant project that we need to complete.

Manager Kevin Spence reported maintenance agreements with Cornersville WSC and Pickton WSC are fairly generalized with planned increase of \$1.50 per hour for 1 man 1 truck at regular time. Cornersville is looking into upgrading to the new Harmony software, but may be some time before they can.

Manager Kevin Spence reported the CD renewed at .2% with 90-day review. Hoping rates will increase after the first of the year. Construction account is still increasing and have ear marked monies for future improvements that will be needed.

Manager's Reports / New Business:

President Neuman Browning turned the meeting over to the Budget Committee Chairman Secretary Treasurer Lloyd Parker at this time. Chairman Lloyd Parker thanked the other members of the 2021 Audit, 2022 Budget and Policy Committees Director Richard Starek, Director Jerry Hammond, Manager Kevin Spence with Bookkeeper Raegan Swann who provided financial information to the committees for their time spent to go over figures and policies to present to the Board for their approval. The 2022 Budget was presented to the Board for their review and approval. The Budget Committee reported among other items increasing the per 1,000-gallon charge and across the board employee raise to go into effect January 2022 with the Boards approval. After discussion a motion was made by Vice President Larry Daniel and seconded by Director Richard Starek to increase the per 1,000-gal charge from \$5.50 to \$5.65, all base rates increase 5/8" meter to \$29.00, 1" meter to \$55.00, 1 1/2" meter to \$85.00, 2" meter to \$125.00 effective January 2022 billing cycle, across the board employee pay increase among other fee increases that were in 2022 budget. Motion carried with no dissent. A motion was made by Vice President Larry Daniel and seconded by Director Jack Kemp to approve the 2022 Cypress Springs Special Utility District Administrative Policy & District Service Policy and Employee Policy with fixed legislative language and added policies that will be reviewed yearly as presented by the Committee. Motion carried with no dissent.

Secretary Treasurer Lloyd Parker reported as financial officer had to do a Public Funds Investment zoom meeting to renew his license. Since we do not invest in other companies but CD's, notes taken were more about making sure there is no personal connection, being able to withdrawal with no penalties, invest in highest rate of income with security.

Secretary Treasurer Lloyd Parker read the orders of cancellation of election for February 2, 2022 in accordance to section 2.053a of the Texas Election Code. The following candidates have been certified as unopposed and hereby elected as follows Neuman Browning, Rex Tillery, Lloyd Parker and elected Brad Sears are all seeking the office of director. A copy of this order will be posted at each polling place that would have been used in the election. Motion was made by Director Chad Neal seconded by Director Jack Kemp that the cancellation of election be accepted and Directors Neuman Browning, Rex Tillery, Lloyd Parker and Brad Sears were declared elected. Motion carried with no dissent.

Manager Kevin Spence reported Judge Lee requested to have the reservice fee waived/refunded to the county for the new ambulance house on Hwy 37. A motion was made by Vice President Larry Daniel and seconded by Director Chad Neal to refund the full amount of the reservice fees and deposit collected to be returned to the county as a contribution to the county that will leave them no deposit on this account 46835 on Hwy 37, along with allowing them to put an antenna on our tower on FM 21 for no charge. Motion carried with no dissent.

President Neuman Browning discussion to check date for Director's Christmas dinner to be in January 2022.

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