

**MINUTES FROM THE
CYPRESS SPRINGS SPECIAL UTILITY DISTRICT
BOARD MEETING
July 8, 2021**

The Cypress Springs Special Utility District Board of Directors met Thursday, July 8, 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, Director Richard Starek, Director Joyce Weatherford, Director Jack Kemp, Director Jerry Hammond, Director Rex Tillery and Director Richard Hughes

Director's Absent: Secretary Treasurer Lloyd Parker, Director Todd Jagers, Director Chad Neal

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

Invocation Given by Vice President Larry Daniel

President Neuman Browning asked if everyone had read the Minutes from the June 8, 2021 Board Meeting. After reviewing the Minutes, a motion was made by Director Richard Starek and seconded by Director Joyce Weatherford to approve the Minutes from June 8, 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 Jerry Hammond 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 Rex Tillery 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.

Director Jerry Hammond brought up, Secretary Treasurer Lloyd Parker, wanted to discuss customers not receiving their bills on time or at all and then getting late fee's. Manager Kevin Spence did confirm that we work with the customers. We do offer a one-time penalty waiver and inform the customer that if they do not receive their bill by the first of every month they may call us for the balance, the bills are always due by the 15th of every month, they may sign up for bank or credit card draft, receive e-bills or go online and see their full account details and/or pay. Unfortunately, the post office is having issues out of the districts control.

Manager's Reports / Unfinished Business:

Manager Kevin Spence reported the onsite training and review with UMS on June 22nd and 23rd went well. The two representatives sent were very knowledgeable and were able to complete most of the open items we had. It was recommended for the field techs to have individual devices to be able to communicate, get locates, complete and create work orders in the field all in real time. Was able to order iPad's with built in Wi-Fi that will be mounted in their trucks to assist with their jobs. They will be required to sign damage waivers.

Manager Kevin Spence reported the office generator pad had been formed, had 2 loads of dirt delivered. All we have left is digging the trench inside the form, the wire is already there and will be run through conduit up through slab. Will be 18 ft, large enough for the generator and the propane tank.

Manager Kevin Spence reported pipe has been hard to order, but was able to get the Hickerson project on CR 2200 pipe ordered and installed all except about 1,000 ft of it.

Manager Kevin Spence reported adding a gravel driveway and tied it into the existing driveway at the East Plant for the building there for delivery trucks to prevent them from getting stuck when it rains.

Manager Kevin Spence reported maintenance agreements with Cornersville WSC and Pickton WSC are going well. Met with Pickton WSC to answer some questions from a property owner, they found some property they want to purchase for the booster station they have to put in. Trying to help them get some funding to help with it. Cornersville WSC is still in need of a booster pump, which makes the chlorinator work, which is becoming hard to get.

Manager Kevin Spence reported construction account is still on the rise. Will have a Hayes Engineering Invoice to pay out of this account this month.

Manager Kevin Spence reported the 4-month block grant call went well the grant representatives, the county and Judge Lee. Nothing has been started, just have taken some pictures and measurements. Did establish that we are going to try to run on private property on an easement we already have since the state right away is not as wide on FM 2723, plus need to put a regulator in the line and the regulator does not need to be in the bottom of the ditch.

Manager Kevin Spence reported Sharon Byrd had a heart attack last month and is expected to return at the end of July with a full recovery after physical therapy. Yesica Perez was hired for the front to replace Courtney Beach and started this last Tuesday. Sandra Martinez has been doing an excellent job up front. Janet Stanley has been doing a great job and helping in all areas, couldn't do it without her. With Janet planning to retire next year would like to hire a part-time employee to turn into full-time employee. Did hire a new field hand, Joe Jones, definitely testing him with the heat but has done well.

Manager's Reports / New Business:

Manager Kevin Spence reported 2014 was the last time the risk assessment for the company was done. For compliance, Dakota Shelby, who has been doing an outstanding job, updated and submitted a new risk assessment by transforming the information from the old format to the new one in a completely new program.

Manager Kevin Spence reported looking at the acreage behind the North Plant to possibly purchase additional 25 acres and get it permitted to be able haul and spread our own sludge to save considerable amount of money each year. Since there is not access right now on the additional 5.9 acres, looking at putting a driveway in on the East side of the plant to be able to take pipe up there to store when we have large jobs. Also, would be the best location to add additional treatment plant components

Manager Kevin Spence reported receiving an invoice from Hayes Engineering for the design and blue print for the new tank that will be built. After discussion a motion was made by Vice President Larry Daniel and seconded by Director Rex Tillery to pay Hayes Engineering work order CS-21-01 out of the construction account. Motion carried with no dissent.

Manager Kevin Spence reported the County is asking about us upgrading the line North of Mt. Vernon. After running numbers with Hayes Engineering, an 8" line would be large enough line to support existing customers and future growth. It would be about 33,000 ft of 8" water line that would cost us around \$700,000.00 in materials.

There being no further business a motion was made by Vice President Larry Daniel and seconded by Director Richard Starek to adjourn the meeting at 6:25 PM. Motion carried with no dissent.

Approved

Date