

Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
4:00 p.m. at 103 Double Horn Trail (DHC Pavilion), Spicewood, TX
March 23, 2020

Meeting called to order at 4:05 p.m.

- ❖ Curtis Raetz, President
- ❖ Les Shroyer, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS

1. Discuss and approve minutes of previous board meeting:
 - ❖ Motion to approve by Les Shroyer, seconded by Harry Brunner, all approved.
2. Operator's Report and Discussion/Update
 - a) Well Shelters
 - i. Currently working on fence, about 60% complete. Scheduled to be completed by end of March.
 - ii. SUS completed Texas Water Development Board's Water Use Survey for DHCWSC.
 - b) Manhole Cover Over Valve Near Well #2
 - i. Harry Brunner showed pictures of the valve in the manhole. It does have a cover but it is light and easily moved off by children and might create a hazard. The valve does belong to water company, so SUS to resolve the issue.
3. Drought Contingency Monitoring
 - a) All wells are status green.
4. Financial and Business Operations Review
 - a) Signed checks for Taber & Burnett and Spicewood Utility Services.
 - b) Review Bank Statements, Income Statement and Balance Sheet.
 - i. Fraud Protection Update - We have begun using PositivePay which costs \$85.00/mo. and it is working well. Brent Taylor said SUS is now using PositivePay and their company received a better deal from their bank. Action to negotiate a better deal with our bank or look into other banks.
 - ii. Financial Review Team Update - Had long discussion on audit vs. reviews vs. compilations. We are definitely not considering an audit due to its high cost. The goal is to state to the members at the next annual meeting that we have cost effectively

reconciled our books, reviewed our processes, and all numbers balance. Taber & Burnett cannot do audit/review since they work for us. They recommend we talk to Valentine & Associates, CPAs, PLLC in Marble Falls.

- c) Review Director's and SUS End-of-Month (EOM) Reports - Delinquent account(s) are caught up and exceptional water us went down significantly.
- d) Reserve and Operations Account Review and Balance - bank balances are good, no concerns.

5. Tasking/Planning:

- a) Tax Planning and Preparation Actions. Taber & Burnett working on tax return; they have all the documents they need. Because DHCWSC is a non-profit, the tax return is not due until May 15, 2020.
- b) Insurance Planning Update - Les submitted information package to two agencies to solicit quotes and has not heard back from them yet.
- c) Fire Prevention Water Tank(s) Project
 - i. Contacted Specific Water Systems, LLC. There is a National Fire Prevention Association (NFPA) that sets standards for fire apparatus. DHCWSC would come under NFPA 22, which is for fire prevention water tanks.
 - ii. Will form two committees, each with two members:
 - Site Location Committee - job is to find desirable sites that meet technical requirements
 - Technical Specifications Committee - develop the technical specification for the project
- d) Computing Assets Update - Computer purchase put on hold for now due to shelter-in-place.
- e) DHCWSC.org updates - Will develop demonstration website using GoDaddy tools for BOD to view. Goal is to create a new and easy to use website.

6. Member and Public Comments

- a) On DHCWSC website, bylaws are scanned documents. Need to find original documents on Google Drive and convert to PDF.
- b) Other Business Properly Brought Before the Meeting - None

7. Action Item Review and Set Next Meeting Date

- a) Brent Taylor - Resolve manhole cover issue near well #2.
- b) Pilar Chiodo - Look into getting a better deal with our bank for PositivePay. Also look at what other banks have to offer.
- c) Harry Brunner - Continue to work Financial Review for 2021 Annual Meeting.
- d) Les Shroyer - Continue to work on obtaining new insurance quotes.
- e) Pilar Chiodo - Build and demo new website using GoDaddy tools.

- f) Curtis Raetz - Locate original working documents, e.g., bylaws, on Google Drive so PDF versions of these documents can be generated.
- g) Next board meeting is scheduled for Tuesday, April 21, 2020, at 4:00 p.m. Location is TBD.

8. Adjourn

- a) Adjourned at 5:15 p.m.
- ❖ Motion to adjourn by Curtis Raetz, seconded by Roger Trejo, all approved.