
Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
4:00 p.m. at 300 County Road 407, Spicewood, TX
(Spicewood Utility Services Facility)
May 18, 2020

Meeting called to order at 4:06 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 - Completed on time and on budget.
 - b) Manhole Cover Near Well #2 - Discussed best way to secure the cover over the culvert. Brent Taylor to implement a solution.
 - c) Auto-dialer Update - Existing auto-dialer needs to be replaced. Brent has access to a used one (approximately one year old) that can be installed for about half the price of a brand new one. Board decided unanimously to purchase the used auto-dialer.
 - d) Well #1 Operating Status - The pump at well #1 failed and a new pump was installed. The new pump is currently running but not in service yet. Will wait a few more days so sampling can be completed.
3. Drought Contingency Monitoring
 - a) All wells are status green.
4. Financial and Business Operations Review
 - a) Signed one check for Spicewood Utility Services and two checks for Taber & Burnett (monthly service and 2019 tax return).
 - b) Review Bank Statements, Income Statement and Balance Sheet.
 - i. Fraud Protection Update - Positive Pay cost not as advertised. Bank has refunded any excess charged over the promised rate. Suggested going to the bank's electronic bill

pay service and cancelling Positive Pay. We will sign off on invoices now instead of checks, checks will be sent through the bank's electronic bill pay system. Motion to approve by Curtis Raetz, seconded by Roger Trejo.

- ii. Financial Review Team Update – Due to Covid-19, timing is not good for volunteers wanting to engage in records review. Will wait another month and reassess then.

Considering putting a call for volunteers in the newsletter.

- c) Review Director's and SUS End-of-Month (EOM) Reports – Delinquent account(s) are popping up again, but only one month late so far, so no action will be taken.
- d) Reserve and Operations Account Review and Balance - Bank balances and activity are good, no concerns.

5. Tasking/Planning:

- a) Tax Planning and Preparation Report - The 2019 taxes have been filed with the IRS. Discussed record retention for DHCWSC and decided to look into what is required by IRS and TCEQ and possibly implement a records retention policy.
- b) Insurance Planning Update – Les still working with insurance carriers in order to switch to a more local company.
- c) Fire Prevention Water Tank(s) Project – Curtis Raetz has been soliciting input on water tank design, capacity, footprint, and cost. Had meeting with VFD fire chief and fire marshal to discuss ideal/acceptable locations for the water tanks. They have been asked to provide recommendations.
- d) SUS Contract Update – Current contract expired at the end of March 2020. SUS has proposed a new contract with an increase for administrative support. Discussed the new contract in detail and agreed to the increase with a 2-year extension rather than the normal 1-year extension. Made offer to SUS and it was agreed upon. The new contract will be effective April 1, 2020.
- e) Computing Assets Update – Decided to investigate whether or not DHCWSC really needs a new laptop. Changes to our bill pay process may eliminate the need for one.
- f) DHCWSC.org updates – Board members reviewed the beta website for DHCWSC.org and positive comments were received. Plan is to publish website before next board meeting.
- g) Google Drive – Reviewing the current drive and the need to clean it up and archive old data.

6. Member and Public Comments – None.

7. Action Item Review and Set Next Meeting Date

- a) Harry Brunner – Determine what records retention requirements are for TCEQ.
- b) Pilar Chiodo – Determine what records retention requirements are for IRS.
- c) Harry Brunner – Determine if area behind PCP building would be an acceptable place for a tank.

d) Curtis Raetz – Look into policy for service guarantee for fire tank.

8. Next board meeting is scheduled for Tuesday, June 23, 2020, at 4:00 p.m. at the Spicewood Utility Services facility: 300 Country Road 407, Spicewood, Texas.

9. Adjourn

a) Adjourned at 6:18 p.m.

❖ Motion to adjourn by Pilar Chiodo, seconded by Roger Trejo, all approved.