
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)
June 23, 2020

Meeting called to order at 4:09 p.m.

- ❖ Curtis Raetz, President
- ❖ Les Shroyer, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director

1. Discuss and approve minutes of previous board meeting.
 - a. Motion to approve by Harry Brunner, seconded by Les Shroyer, all approved.
2. Operator's Report and Discussion/Update
 - a. "Manhole" cover near well #2.
 - i. SUS to use plumber's tape to cover the opening. It will secure the top but allow for getting into it if necessary. Will do it within the next month.
 - b. Auto-dialer update.
 - i. New auto-dialer was installed and is operational; currently works with or without electricity. It is also set up to do random check calls. There are more features that will be implemented in the future, such as low water pressure alerts.
 - c. Well #1 operational status.
 - i. Well #1 is operational but still offline. Due to a backlog of work, the remaining issue of taking adequate samples of the water will be resolved within the week and well #1 will be back online. We have been adequately pumping water with wells #2 and #3 and no issues have arisen.
3. Drought Contingency Monitoring
 - a. Wells #1 and #2 are status green, and well #3 went from status green to yellow. Well #1 did not change much since we have not been pumping water from it this past month. Well #2 dropped about 4 feet and well #3 dropped about 11 feet. The board feels there is no cause for concern since wells have been status yellow before and recovered nicely. Also, these two wells have pumped over one million gallons this past month and should get some relief when well #1 is back online.
4. Financial and Business Operations Review
 - a. Signed checks for Spicewood Utility Services and Taber & Burnett.
 - b. Review Bank Statements, Income Statement and Balance Sheet.
 - i. Fraud Protection Update/Renegotiation – We will officially switch to BillPay in July 2020 and cancel the PositivePay service. Currently setting up BillPay accounts for Spicewood Utility

Services and Taber & Burnet. We will now sign invoices and send either electronic or check payments through BillPay. This will protect our operational account to minimize fraudulent activity.

- ii. Financial Review Team Update – Harry Brunner has identified three people who are willing to be on the financial review team. The goal is to complete the task this year, preferably before the 2021 annual meeting. Discussed what items the team would need for the review and what timeframe to cover.
- c. Review Director’s and SUS End-of-Month (EOM) Reports – We pumped over one million gallons of water, with one member pumping an unusually high amount of water. There were no delinquent accounts and everything else looked good.
- d. Reserve and Operations Account Review and Balance - Bank balances and activity look good, no concerns.

5. Tasking/Planning

- a. Insurance Planning Update
 - i. Les Shroyer is in the process of filling out questionnaires for insurance companies. Need inputs from SUS for some of the items such as emergency response plan for hazardous material spill, and what is the emergency response plan in case of natural disaster. This latter question raises the issue of whether the board needs a formal and board approved plan on what to do in case of a natural disaster.
- b. Fire Prevention Water Tank(s) Project and Subcommittee Reports
 - i. Curtis Raetz put together a status presentation for external communication purposes and presented it to the Double Horn city council. It will also be presented to the HOA at their next meeting. Currently working on water tank placement site(s). Waiting to hear from one owner on whether we can install a water tank on his property. There are backup sites identified but waiting to hear from the first owner before proceeding with these backup site(s).
- c. SUS Contract Update
 - i. New 2-year contract agreed upon and waiting on Brent Taylor of SUS to sign it.
- d. Computing Assets Update
 - i. Have decided not to buy a laptop since it appears we don’t need one right now.
- e. DHCWSC.ORG Updates
 - i. New DHCWSC website is live. Both DHCWSC.ORG and DHCWSC.COM will send users to the new website. The old website has been taken offline but still resides in GoDaddy; it is set to expire in March 2021 and there are currently no plans to renew it. We have also purchased a Website Security package to protect the new website.
- f. Record Retention Policy (IRS & TCEQ)
 - i. Harry Brunner has printed out record retention policies, and the TCEQ policy appears to be the preferred one. He will get with Brent Taylor of SUS to determine what SUS documents fall into the record retention policy.
 - ii. Pilar Chiodo distributed an IRS record retention worksheet with a list of documents and the number of retention years for each.

- iii. Discussed whether we should obtain/identify an attorney for any legal documents that may arise in the future regarding records retention, water tank contracts, etc., since the attorney we had has retired.

6. Member and Public Comments – None.

7. Other Business Properly Brought Before the Meeting – None.

8. Action Item Review and Set Next Meeting Date

Next Meeting date tentatively scheduled for Tuesday, July 21, at 4:00 p.m.

a. Curtis Raetz:

- i. Talk to Brent Taylor of SUS about well #1 operational status; need to get it online quickly.
- ii. Send signed SUS contract to Pilar for filing on Google Drive.
- iii. Call Roger Trejo to verify that next month's board meeting date is acceptable.

b. Harry Brunner:

- i. Follow up with those who agreed to be on the financial team review and determine what financial data they will need for the review. Narrow down a timeline for when the review should take place.
- ii. Continue to dig deeper on record retention policy to determine what we need while trying to keep it as simple as possible. Determine what records SUS keeps and for how long.

c. Les Shroyer:

- i. Continue to work on insurance policy questionnaire and take a first cut at natural disaster plan.

9. Adjourn

- a. Adjourned at 5:23 p.m. Motion to adjourn by Pilar Chiodo, seconded by Les Shroyer, all approved.