
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)
July 21, 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, Spicewood Utility Services (SUS)

1. Discuss and approve minutes of previous board meeting.
 - a. Motion to approve by Curtis Raetz, seconded by Les Shroyer, all approved.
2. Operator's Report and Discussion/Update
 - a. "Manhole" cover near well #2 has been fixed.
 - b. Auto-dialer update: Installed and operational; currently running more tests just for completeness.
 - c. Well #1 operational status: Operational as of 7/8/2020.
 - d. Ongoing/upcoming efforts.
 - i. Alternator for the booster pumps needs to be replaced and currently in the works.
 - ii. There was a fan issue in the VFDs and it has been replaced.
The need for these repairs is normal given the high amount of water we are pumping now.
3. Drought Contingency Monitoring
 - a. All wells are status yellow. This year we have had less rain, especially in June, and more water being pumped, so this status bears watching since there is no rain in the imminent future. We are closely monitoring the well data and if we need to, we will begin implementing the drought contingency plan.
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. We have made the switch from PositivePay to BillPay. Invoices will now be signed by those having signature authority, thus authorizing payment through the BillPay system. PositivePay has been cancelled.
 - ii. We received credit from GoDaddy in the amount of \$166.21 for website security. We did not need this extra security as the Website & Marketing platform we are using already provides us

with the necessary website security. This credit will be applied to the Website & Marketing, thereby extending our use of it by approximately 6 months.

- iii. Financial Review Team Update – Discussed what period of time the financial review team needs to review. We all agreed that the team should review calendar year 2019 thru June 2020.
- c. Review Director's and SUS End-of-Month (EOM) Reports – One delinquent account present, and letter will be sent to customer. Also agreed to change the exceptional usage limit on the reports to 20,000 gallons instead of 10,000 and sort the report by usage rather than account number.
- 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 continuing the work in finding competitive quotes from insurance carriers. Will send out letters to both AIA and Galloway Insurance companies. Discussed plans in case of hazardous material spills that the insurance carriers require.
- b. Fire Prevention Water Tank(s) Project and Subcommittee Reports
 - i. Curtis Raetz met with Steve Hurst of the Hurst Law Firm in Marble Falls to review a legal checklist for the water tank project. He has the right experience to ensure all legal rights are in place for the water tank project. Made a motion to retain his services. Motion to sign letter of intent with Steve Hurst of the Hurst Law Firm: Curtis Raetz, seconded by Harry Brunner, all approved. Also discussed preparations for submission of water tank project plans to the ACC for approval.
- c. Record Retention Policy (IRS & TCEQ)
 - i. Brent Taylor to provide Harry Brunner with a list of the types of documents SUS retains for customers. Will compare with the documents DHCWSC retains to determine if there is any duplication.

6. Member and Public Comments – None.

7. Other Business Properly Brought Before the Meeting – Change of address submitted to Post Office to forward the contents of the DHCWSC mailbox to P.O. Box 97 in Spicewood.

8. Action Item Review and Set Next Meeting Date

Next Meeting date scheduled for Tuesday, August 25, at 3:00 p.m. at SUS facility.

- a. Curtis Raetz:
 - i. Write letter to delinquent account customer.
 - ii. Ask Lafayette Coleman to change the exceptional usage threshold from 10,000 to 20,000 gallons.
 - iii. Sign letter to Steve Hurst of Hurst Law Firm retaining his services.
- b. Les Shroyer:

i. Write letter to AIA insurance, and follow up with Galloway Insurance one more time.

9. Adjourn

a. Adjourned at 5:13 p.m. Motion to adjourn by Pilar Chiodo, seconded by Roger Trejo, all approved.