

# Double Horn Creek Water Supply Corporation

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## Open Meeting Minutes Board of Directors August 17, 2016

Directors Present: Glen Zoerner, Neil Stegall, Terry Kennedy, Scott Crouch, Basil Bigbie and Jane Butler (Assistant Secretary-Treasurer)

Visitors: Jim Butler

- 1) Glen called meeting to order at 7:02 PM.
- 2) Summary of meeting notice given – no objections.
- 3) No public (non-member) comments made.
- 4) 7/20/16 board meeting minutes approved on line and posted to web site.
- 5) Financial statements for July were discussed and approved by board.
- 6) Scott motioned and Terry seconded recommendation for approval of monthly payment to Spicewood Utility of \$2,879.50, \$17,803.89 completion of new control work, and payment to Spicewood Community Center (reservation 2017 general meeting) \$150 - unanimous approval by board.
- 7) Glen reported for Brent (on vacation):
  - a) SBA mounting is waiting for building new paint job.
  - b) Waiting on 2<sup>nd</sup> bid for paint and caulk of building.
  - c) Usage and well depths for July posted in google drive board package. Board noted close to one million gallons pumped in July. Conservation will be mentioned in next newsletter article. With two weeks of rain, should be in good shape going into fall.
  - d) New control work is completed wells 2 and 3 are fully automated again.
- 8) Board updates:
  - a) Neil reported on D & O Insurance, he is resubmitting with additional information to AIA.
  - b) South West Engineers working on draft letter to TCEQ. Glen reported they are close to proposal
  - c) Basil reported that the committee has met three times for Internal Review report. He submitted a committee charter that board will review for next meeting.
  - d) Board approved Water Restriction Tariff changes, and will notify members in the upcoming general meeting packet along with TCEQ in late December.
  - e) Jane reported 8 CCCP forms still outstanding. Board discussed some ideas on getting remaining 8 forms turned in, including the use of member water shut off, and our liability for non-compliance with TCEQ.

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f) Jane presented a 2017 budget, board discussed the budget adding 1) Getting well one on line (\$15,000), 2) Adding a booking charge of \$150 per month, and 3) Adding a legal fee line for \$500. Will review again next meeting.

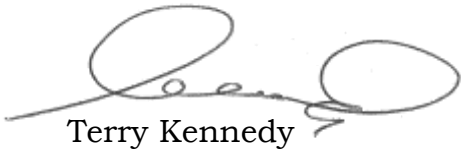
g) Glen contacted Mark Zeppa, who stated he was happy to continue as legal advisor for board.

h) Discussion on Jane's replacement centered on possibly hiring a bookkeeping service to perform the monthly general bookkeeping duties for a set fee. Jane pointed out that a lot of her duties would not fall in "general bookkeeping duties" and that board members would need to cover these additional duties, i.e. budgets, new members, and transfer memberships. Jane said she would make a list breaking down her duties between what a bookkeeping firm would do and the board members would have to do. After this list is completed Terry and Jane will get some idea the cost of hiring a bookkeeping firm, for next meeting.

9) No new business brought before board

10) Next meeting will be September 14, 2016 at 7pm.

11) Scott motioned and Glen seconded meeting adjourned at 8:45 PM.



Terry Kennedy  
Secretary-Treasurer



Glen Zoerner

President