

# Double Horn Creek Water Supply Corporation

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Minutes of Meeting of Board of Directors  
7:00 P.M. AT 103 Vista View Trail, Spicewood, TX  
January 28, 2020

Meeting called to order at 7:04 p.m.

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

1. Discuss and approve minutes of previous board meeting.
  - ❖ Motion to approve: Les Shroyer, 2<sup>nd</sup> by Harry Brunner, all approved.
2. Open Discussion:
  - a) Annual meeting action items:
    - i. Set 2021 annual meeting date. Primary date is January 23, 2021, backup date is January 16, 2021. Curtis to coordinate date(s) with the HOA and reserve the community center.
    - ii. Fire prevention tank(s) project well understood by the members to be a good idea and want the project to move ahead and be implemented.
  - b) Select and approve Board of Directors positions.
    - i. Board agreed to leave the current positions unchanged: Curtis Raetz as President, Les Shroyer as Vice President, and Pilar Chiodo as Secretary/Treasurer.
  - c) Review/update Conflict of Interest Policy
    - i. Board agreed to leave the Conflict of Interest Policy as is. All board members will sign policy and signature pages will be scanned and posted on the Google drive.
3. Operator's report and discussion/update.
  - a) Water plant is running well and no issues to report.
  - b) Estimate for new fencing around wells is \$6500.00. This includes taking down existing chain link fence and putting up a six-foot cedar fence like well #2 and building sun/rain shelters over the electrical equipment of all three wells. The same company that did the fencing around well number 2 will do the work. Motion to approve: Pilar Chiodo, 2<sup>nd</sup> by Les Shroyer, all approved.
4. Drought contingency monitoring.
  - a) All wells are status green.

5. Financial and business operations review.
  - a) Signed checks for Taber & Burnett and Spicewood Utility Services.
  - b) Reviewed Bank Statements, Income Statement and Balance Sheet
    - i. Discussed the bank's PositivePay program for checks and electronic payments to protect against future fraud attempts. The fee for this service is \$85.00/month. Board members unanimously agreed that a fraud protection plan is a necessity and that the board has a responsibility to the members to protect the financial assets of the company. Motion to approve: Curtis Raetz, 2<sup>nd</sup> Les Shroyer, all approved.
    - ii. Discussed treasurer backup process in case of necessity.
    - iii. Board discussed doing a financial review of the company by non-board members.
  - c) Review director's and SUS end-of-month (EOM) reports.
    - i. Discussed excessive water usage by one of the members.
    - ii. Continuing to closely watch late payment account(s).
    - iii. Discussed account with non-payment of reserve service charge.
  - d) Reserve and operations account review and balance. Old bank accounts have been closed and new bank accounts opened in lieu of the fraud that occurred in December 2019. First United Bank provided DHCWSC with complimentary new checks and deposit slips.
    - i. Have received 100% reimbursement for the fraudulent checks that cleared the operating account in December 2019.
6. 2020 tasking/planning
  - a) Taber & Burnett has begun the 2019 tax return process. 1099s have been distributed and the 2019 tax return is in work.
  - b) Board to look at new insurance companies to replace existing company for better rates, coverage, and accessibility.
  - c) Board discussed identifying and designating someone as project manager of the fire prevention water tank(s) project and then organizing a committee.
  - d) Discussed future ownership of the water tank(s) project and whether the City of Double Horn or DHCWSC should take long term ownership.
  - e) Computing assets update: the new laptop has not yet been purchased.
7. Member and public comments. None.
8. Other business properly brought before the meeting. None.
9. Action item review and set next meeting date.
  - a) Curtis Raetz to contact and coordinate with the HOA on the January 2021 annual meeting. Primary date is January 23, 2021, backup date is January 16, 2021.

- b) Les Shroyer to shop around for new insurance carrier. Curtis to provide Les with existing insurance policy.
- c) Board to name project manager and subcommittee for fire fighting water tank project. This will be deferred next month.
- d) Curtis Raetz to meet with SUS to resolve issue with account non paying reserve service charge. Harry Brunner to identify account owner(s).
- e) Curtis Raetz and Pilar Chiodo to identify process for backup treasurer in case of necessity.
- f) Harry Brunner to investigate options for a financial audit of DHCWSC.
- g) Next board meeting is scheduled for Tuesday, February 18, 2020, at 7:00 p.m.

10. Adjourned at 8:46 p.m.

- ❖ Motion to adjourn: Harry Brunner, 2<sup>nd</sup> by Curtis Raetz, all approved.