

**SILVER CREEK VILLAGE WATER SUPPLY CORPORATION**  
**Minutes of the Board of Directors Meeting**  
**15 April 2024**

**Meeting called to order:** 1:00 pm by Clint Cagle, President

**Present:** President Clint Cagle, Vice-President Tim Smith, Secretary/Treasurer Paul M. Miller, Members-At-Large Barry Dawson and William (Butch) Cain, Assistant Business Manager Mary Ann Pennington, Water System Operator Joey Krueger.

**Absent:** Assistant Water System Operator Jay Everett.

**Invocation:** Given by Clint Cagle.

**Order of Business:**

**Minutes:** Minutes from the February 2024 meeting were approved as read.

**Financial Report:**

In the 1<sup>st</sup> quarter of FY 2024, income was \$33,103.44. Expenses were \$45,887.64 for a net loss of \$12,784.20. Additional income was \$37,351.39, transferred from the Edward Jones account. First Bank of Burnet account balance (3/31) totaled \$44718.42, \$40,651.42 in Checking and \$4,067 in Money Market. Outstanding Accounts Payable were \$10450.46. The Edward Jones account balance (3/31) was \$29,037.28, of which \$18,000 is restricted as the USDA loan reserve. The outstanding balance of our American Express credit card debt was \$7,958.20, primarily for building materials and the well pump. Total available cash less Account Payable and outstanding debt was \$37,347.04.

Usually, the Past Due list is the same people. The SCWSC has a procedure for delinquent accounts which is described in the Tariff.

**Ops Report:** Joey did 3 of the 34 programmed meters. Clint reported that all the “new” meters resulted in a higher sale of water/month. He proposed we develop a revised replacement plan for the meters, to replace them by annual usage. We would replace 6 per year, which would take 17 years to replace all our meters. He also suggested replacing 10 meters a year or 17 a year, which would take 6 years to replace all of them then have a “rest” period of 3 or 4 years. Joey has a list of meters to replace, based on usage.

Are we charging “new” members for a replacement meter? We passed a resolution to do this. The Business Manager will take care of that. Whenever the property changes hands, take this opportunity to replace the meter and charge the new owner for it.

Clint suggested purchasing new software, not knowing the laptop contains business software like Excel.

There followed a discussion of water loss. There has been an extensive search for where the water is going. There are no leaks in the system. But we are “missing” 100,000 gallons. There is a difference between the sum of the Daily reading and the monthly reading. There is

something wrong with the calculation of the water loss.

Still waiting for the completion of the standby generator at the plant.

The inventory is completed.

Willis Engineering recommended we either replace the aerator or bypass it. Can we just let it continue passing through the aerator? Even though it is not operating correctly? If we are av GWUI then we need the filter. Otherwise, we do not need it. The problem is if the filter calcifies and restricts the flow. If we bypass it, we do not need to worry about it. The system is supposed to have routine maintenance every 6 months, but there are no instructions on how to perform the maintenance. Butch recommended we leave it as it is until we get the SWTP, which requires rerouting anyway.

### **Business:**

Discussed the monthly reports. Nothnagle account is settled. Debbie Steel agreed to pay \$15 each month on her backlog. That should catch her up by the end of the year. The Littletons are paid up to date. The Business Manager plans to speak directly with any member that gets 60 days behind in payments. There are questions on the previous Business Manager's accounting practices. This directly impacts the Profit-Loss report. The present Business Manager hopes to have the reports cleared up by next month. We have 0% interest on the credit card until Feb of next year so the plan is to pay \$800 per month until paid in full.

The Business Manager will clarify the agreement with Willis Engineering regarding when payments for the SWTP are due. We may get a grant for reimbursements for Well #7.

On-going cash flow. We have expenses coming in. Primarily the audit at \$13,000/year. The SWTP loan will require an annual audit as long as the loan balance is over \$1,000,000. Subsequent audits (after this year) should require less gathering of past records, so they should cost less. The Business Manager is proposing to use money from Edward Jones (available cash) or credit to pay for the audit. He wants to use available cash. The discussion went into the 2024 budget and accounting for unexpected expenses. The Business Manager filed an insurance claim for the valve replacement on Westshore Drive (someone ran over the valve and broke it – requiring repair).

Clint made a list of required reports, the requiring agency, when due and who is responsible for submitting the data. Barry suggested making the list into a spreadsheet with due dates AND accomplished dates.

Clint thinks Well #7 will soon exceed the nitrate levels.

Clint started the anti-virus/password software.

Clint suggested using the website to communicate with members. He proposed "Alerts" and "Notices". Alerts are time-sensitive messages. Notices are more general information, perhaps just keeping members informed.

Clint proposed using the website to update our contact information. We will send (mail for non-residents, hand deliver to full-time residents) a letter requesting they update their info with us. We cannot (legally) sign people up. Members must volunteer their info (legally). We discussed various means of communicating with all of our members.

We went back to a discussion of the budget and how it impacts the monthly payments.

Clint proposed having the Business Manager develop a 5-year plan. This is recommended by TCEQ (Asset Management, RG-501a), SBA, and other large organizations. See

Asset Management Plan.

It was agreed that we need to move more towards electronic communications. The problem is that it requires member initiation – the individual must sign up for e-mails or texts.

Keys to the drop box will be kept by the President, Business Manager, and Business Manager Assistant with one key kept in the office. Keys to the office will be kept by the President, Vice-President, Business Manager, and Assistant Business Manager, with a spare in the office.

There being no further business to discuss, Butch moved we adjourn. Barry seconded.

**Meeting adjourned @ 4:05 PM**

**Next Meeting: 20 May 2024, (Monday) 1 PM, at the SCVWSC Office.**

Any recommendations for agenda items should be forwarded to Paul M. Miller no later than a week before the meeting.