

SILVER CREEK VILLAGE WATER SUPPLY CORPORATION
Minutes of the Board of Directors
18 December 2024

Meeting called to order: Noon by Barry Dawson, Vice-President

Present: President Tim Smith (by phone), Vice-President Barry Dawson, Secretary/Treasurer Paul M. Miller, Member-At-Large William (Butch) Cain, Business Manager Stacy Brown, Assistant Business Manager Mary Ann Pennington, Water System Operator Joey Krueger.

Absent: Assistant Water System Operator Jay Everett.

Invocation: Given by Barry Dawson.

Order of Business:

Minutes: The minutes from the November Board meeting were approved.

Ops Report:

Joey Krueger gave the Ops Report. He installed two new meters. The inventory is current. We have 5-7 meters on hand. They have caught up with production.

Changed out a meter box – apx \$80. Since we do not know who was responsible for the damage and it is on our side of the line, we should absorb the cost. Dartez requested a new box and meter – we will charge him for both.

The WRT filter is out of warranty. We think we can fix it (Butch & Joey). Joey will look into it. Butch will talk with Mr. Fox about assisting with this.

Perhaps we could isolate the leaking WRT filter. Joey will check.

He has all the parts to switch to Bleach, but has not executed it. The delivery cost for the bleach is apx \$200.

Barry asked about a trench at 1702 CR 128. It is for electrical, not water.

After seeing the latest profit-Loss, Rand (TWDB) asked about any margin we have for unplanned expenses. Explained our budget development process to him.

We need insulation for the exposed pipes at the water treatment plant. Right now we have blankets wrapped around the pipes. Three feet of 8” foam is \$47. We need 4” and 6”. Well 7 is insulated.

We need a heater for the WRT building. The one we have needs a thermostat.

Financial Report:

Stacy Brown gave the financial report. QuickBooks has gone up to \$99/month. She will see if we can use the basic program, which is cheaper.

Stacy checked with the Insurance company. They will get the new rates to us and if we can pay quarterly. The rate includes liability. They will send our final cost. Do we want cyber insurance – no. Due on 12 January, apx \$2000 for quarterly payments.

Our Bank Balance is apx \$9,000. Plus the Edward Jones account of \$14,000.

The last 3 months gives us an idea of our income/expense under the new rates – apx \$5k - 7k profit/month.

Money market account is closed. Stacy will keep us informed on the debit card account. AmEx is paid. Is Edward Jones closed out? [We need to keep the “Reserve account”.] Tim thinks there are two accounts. We need to verify that! Should be \$17,712 in the USDA reserve account.

Paul had some questions on expenses. Spent \$2300 on chlorinator – that was to replace the injector. It was old and brittle. The new one will be stored in case we need it later.

Extensive discussion on audit/budget/loan. Stacy will correct all of this!

Starting on budget. Should be able to get an accurate budget in January. We cannot/will not try to correct the total history. We will be accurate and detailed, going forward, starting with 2023 which is covered by the audit.

Butch had a question on the Profit-Loss report. There is a charge for “Mileage”. What is that? No-one knows. Joey does not charge to deliver the test samples.

Joey will check to see if he has a copy of the inventory.

Joey checks on well 6 (flush) monthly after meter readings.

Meter readings must be kept 10 years. Joey will check the “290m rule”.

Old Business: Tim asked TWDB for a decision on the grant. We do not want to have any more expenses without knowing we will be successful. Rand commented that we do not have much margin for expenses. Agree, we are a non-profit! We do not want to spend any more preparing for the SWTP without a decision – expenses like the audit. We will not spend \$12k on another audit without an acceptance.

Same for engineering expenses. There are no known change orders. Maybe Nelson approved a change order? Perhaps there was confusion on the charge/payment cycle for the engineers. We will question the engineers about this. Did Willis submit expenses without expecting to be paid until the project is approved? We will have a conference call with Tony on Monday.

Tim reported we do not have a “Utility Profile” with the state. He will send the form to Paul to complete.

Langford said there are no other options for funds.

We had an extensive discussion on replacing the meter for Painted Sky Inn.

Discussed election procedures. Did not have updated election procedures, ballot, director application form, meeting packet, or the meeting notice. Missed the deadline for submitting the solicitation letter. Barry submitted a 1 page application for a Director position.

New Business:

Mary Ann introduced the password generator to access the ACH accounts. It changes the entry-word every 10 minutes or so. She will put the procedures with the generator so, if something happens to her, we can access the account.

We have no proposed budget for 2025. We might have one for the January meeting. We did not have a budget for 2024.

We changed the reference to “days” in the Tarrif. Paul moved we accept the

recommended changes to the By-Laws to reflect more precise deadlines. Butch seconded the motion. Motion passed.

Barry will talk with Joel Holtz about being a director. Butch will check with Don Dawkins
- Directors do not have to be members of SCVWSC.

Butch recommended we ask Josh Hudgins.

Paul asked if we should file our papers by company/date or date/company. Recommend Company first.

Discussed backing up files. We have two external drives for backup.

Stacy does not have an Excel program. Paul will get her our copy of Office to install on that computer. Mary Ann has a copy.

Discussed the approach for Stacy to take with delinquent accounts.

Discussed electronic payment options for members. NextPay is the preferred add-on for those. Their program establishes a member portal. Electronic payments/access through NextPay is \$100/month. If selected, NextPay will charge each member \$2.50/month. The monthly payment (\$100) is reduced for each member payment. So if 40 members elect the NextPay option, it will cost SCVWSC nothing. On the other hand, ACH is \$5/month and includes everyone. Some companies go to electronic payments directly, not allowing customer options – or charging fees if the customer “opts out”. RVS has that option also, at additional cost.

Discussed various options for decorating the office. Including blinds/curtains [After the meeting Stacy made extensive changes].

Member Input:

There being no other business to discuss, Butch moved we adjourn. Paul seconded the motion, all agreed.

Meeting adjourned @ 2:10 PM

Next Meeting: Wednesday, 15 January 2025, 12 PM (noon), at the SCVWSC Office.

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