**Minutes to Board Meeting**

**East Garrett Water Supply Corporation**

**May 15, 2020**

A board meeting was held at the East Garrett Water Supply office in Ennis on May 15, 2020 with the following present: Steve Mitchell, president; David Mach, vice president; Randy Thomas, secretary/treasurer; Kelly McManus, Randy Ray, and Mark Renfro. Also, in attendance were Ricky Langer, general manager; Jason French, maintenance manager; Regina Mach, office manager. Michelle Hinkle from A+ Bookkeeping was in attendance as well. Josh Nichols was absent.

Ennis State Bank will not be accepting payments beginning June 16th. Michelle Hinkle with A+ Bookkeeping presented that the following proposal:

* Reconcile bank statements for up to three accounts
* Sales tax
* Payroll
* Financial Statement
* Annual Statement
* Customer billing—out the by the 5th of the month
* 1099s
* Receive and process payments
* Deposit Money from PO Box, Mail, Walk ins
* Past due reports
* Checks prepared to be signed
* Post office box mail accordingly
* Online bill pay

The initial setup would take 30 days. They use Quickbooks. A new computer may be needed. Annual tax returns and postage are not included. They would recommend a purchase order with a number to track supplies with approval and itemizing supplies per job.

The motion was made by Mark Renfro and seconded by Kelly McManus to approve A+ Bookkeeping. All in favor.

Regina to send out a basic letter with this month’s bill letting customers know of new procedures.

**Old Business**

Report by Jason French that they had three leaks left to fix before the end of the month. If need be, they can hire out help.

**New Business**

CCR report will be done as usual and posted to website.

The board moved to executive session.

Meeting adjourned.