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# Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors  
3:00 p.m. at 300 County Road 407, Spicewood, TX  
(Spicewood Utility Services Facility)  
August 25, 2020

Meeting called to order at 3:14 p.m.

- ❖ Curtis Raetz, President
- ❖ Les Shroyer, Vice President (by telecon)
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Roger Trejo, Director

1. Discuss and approve minutes of previous board meeting.
  - a. Motion to approve by Les Shroyer, seconded by Pilar Chiodo, all approved.
2. Operator's Report and Discussion/Update – Brent Taylor was not able to attend board meeting. Additionally, there were no outstanding issues to discuss or new issues to report.
3. Drought Contingency Monitoring
  - a. Well #1 is status yellow, and wells #2 and #3 are status red. There is a big concern regarding the amount of water being used for irrigation in combination with our existing drought conditions. Long discussion regarding what can and should be done to bring awareness to all members regarding water consumption. We have begun monitoring the wells every 2 weeks instead of monthly, at least until this high usage phase is over.

Board sent out an e-mail to all members on August 17, 2020 asking that all members immediately and voluntarily decrease their water usage. Will look closely at August usage reports when they are available; will consider sending out personal emails to those members who continue to have high usage numbers. Good news is that based on water pumped at the plant since the email was sent out, it appears that many members complied with the request to decrease their irrigation.

Much discussion on how to handle this situation in the future and if changes to the tariff are necessary. Regardless of drought, our wells cannot support high irrigation needs by members during the hot summer months. Need to provide more member awareness and possibly look into changing the rate structure to incentivize conservation.

4. Financial and Business Operations Review
  - a. Signed invoices for Spicewood Utility Services and Taber & Burnett.
  - b. Review Bank Statements, Income Statement and Balance Sheet.

- i. Fraud Protection Update – BillPay is up and running. BillPay electronic payments are made to Spicewood Utility Services, and BillPay checks are sent out to Taber & Burnett. Frontier and PEC are still paid via ACH. This issue is complete.
- ii. Financial Review Team Update – Review files are being pulled together and organized onto the Google Drive. Goal is to have all data available on thumb drives for financial review team to begin reviewing around the second week of September. Calendar year 2019 thru June 2020 will be reviewed.
- c. Review Director’s and SUS End-of-Month (EOM) Reports
  - i. Water usage by many members is extremely high due to irrigation and the summer heat. This topic was covered under item #3 above: Drought Contingency Monitoring.
- d. Reserve and Operations Account Review and Balance - Bank balances and activity continue to look good, and two new members were added in August.

5. Tasking/Planning

- a. Insurance Planning Update
  - i. Les Shroyer turned in all requested data to AIA and Galloway insurance companies. We are now waiting to receive new quotes from them. Quotes likely to go up since we reassessed and raised our asset value since the assets were underreported.
- b. Fire Prevention Water Tank(s) Project and Subcommittee Reports
  - i. Presentation was made to Double Horn Improvement Association (DHIA) and have a letter from them stating they approve the project at its current location.
  - ii. Presentation was made to the Double Horn City Council. The city is working on a variance to approve the project.
  - iii. As an aside, the Austin metro area was ranked #5 in the U.S. for most vulnerable wildfire areas. California holds spots 1-4.
- c. Record Retention Policy (IRS & TCEQ)
  - i. IRS requires 7 years of data retention which is already being done. No updates on the TCEQ requirements this month.

6. Member and Public Comments – None.

7. Other Business Properly Brought Before the Meeting – None.

8. Action Item Review and Set Next Meeting Date

- a. Curtis Raetz: Craft educational message to members regarding water consumption/irrigation.
- b. Les Shroyer: Look at existing water rate structure and determine various options to discourage high water users.

9. Adjourn

- a. Next meeting date scheduled for Monday, September 21, 3:00 p.m. at SUS facility.