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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)  
October 27, 2020

Meeting called to order at 3:11 p.m.

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

1. Discuss and approve minutes of previous board meeting.
  - a. Motion to approve by Les Shroyer, seconded by Roger Trejo, all approved.
2. Operator's Report and Discussion/Update
  - a. Brent Taylor of SUS was not in attendance at the meeting. There were two issues to discuss:
    - i. In September, one of the 2 boost pumps failed. A backup boost pump that was purchased approximately 2 years ago for this type of situation was put into service. Water pressure was maintained with a single pump while SUS removed and replaced the malfunctioning pump. The plan is to purchase a new boost pump and a new transfer pump. These will be installed when they come in, and the replaced pumps sent for refurbishment. In this way, we will have two newly refurbished pumps as spares for approximately one half the price of new pumps.
    - ii. There was 8.61% water loss in September, up from the usual 5-6%. Curtis took action to get updates on the boost pump status and the water loss from Brent Taylor and update the board members.
3. Drought Contingency Monitoring
  - a. Wells are no longer depleted, but well #3 is not recovering as quickly as wells #1 and #2. Curtis took action to ask Brent Taylor if there was a reason for this. It may just be that more water is being pumped from well #3.
  - b. Les Shroyer reviewed tariff regarding drought conditions (Section G: Water Conservation and Drought Contingency Plan (2018)). There are currently 5 triggers stated in the tariff, and it is suggested that we add a 6<sup>th</sup> trigger that will monitor average water usage (in gallons) per member on a monthly basis.
4. Financial and Business Operations Review
  - a. Signed invoices for Spicewood Utility Services, Taber & Burnett, Galloway Insurance (2 invoices), and Texas Department of State Health Services (2 invoices).
  - b. Review Bank Statements, Income Statement and Balance Sheet.

- i. Income statement and balance sheet look good. Bank statements also look good and services fees from prior month were credited.
- ii. Financial review team has begun their work and have requested a Hold Harmless letter. Motion to issue Hold Harmless letter to financial review team by Les Shroyer, seconded by Curtis Raetz, all approved. Action for letter assigned to Harry Brunner.
- c. Review Director's and SUS End-of-Month (EOM) Reports
  - i. Still have some excessive water users, but numbers have declined.
- d. Reserve and Operations Account Review and Balance - Bank balances and activity continue to look good.

5. Tasking/Planning

- a. Insurance Planning Update
  - i. The switch to Galloway Insurance is complete. Thanks to Les Shroyer for working this issue for the past few months. We have a local insurance company now with better coverage for almost the same price.
- b. Fire Prevention Water Tank(s) Project and Subcommittee Reports
  - i. Received approval from the City of Double Horn for the water tank. Now need to get spec and submit to companies for bidding. Will need concrete pad, tank, and trench as well.
- c. Record Retention Policy (IRS & TCEQ)
  - i. This is complete. SUS retains all necessary documents required by TCEQ, and Taber & Burnett retains all tax documents required by the IRS.
- d. End of Year Activity Planning: Board of Director's Election and Annual Meeting
  - i. Curtis to send out message to members indicating two Board of Director positions open. One occupant will run again, need to find at least one candidate to fill remaining open position.

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 to get status update from Brent Taylor of SUS regarding pump status, September water loss, and well #3 status.
- b. Les Shroyer to make draft changes to tariff and submit to board members for review.
- c. Harry Brunner to generate Hold Harmless letter for Financial Review Team.

9. Adjourn

- a. Next meeting date scheduled for Tuesday, November 24, 3:00 p.m. at SUS facility.
- b. Adjourned at 4:05 p.m. Motion to adjourn by Roger Trejo, seconded by Les Shroyer, all approved.