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# Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors  
3:00 p.m. at 103 Vista View Trail, Suite 100, Spicewood, TX.  
March 23, 2022

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

- ❖ Curtis Raetz, President
- ❖ Ed Coleman, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS
- ❖ Liz Brunner, Member

1. Summary of meeting notice published. Confirm a quorum is present.
2. Distribution, Discussion, and Approval/Modification of the February 23 Meeting Draft Minutes. One minor change made to the Draft minutes distributed to members (section 6a). Motion to approve by Ed Coleman, seconded by Harry Brunner, all approved.
3. Member and Public Comments: Liz Brunner presented research on what it would take to replace the bulletin boards at the four entrances which are owned by DHCWSC and are in a deteriorated state. Also in question is whether DHCWSC wants to retain ownership of the boards or share ownership with the City of Double Horn and the DHIA. Liz distributed a handout listing possible replacements along with product description and price. This issue will be put on the agenda for the April BoD meeting and will be open for discussion.
4. Operator's Report and Discussion/Update
  - a. Ongoing/upcoming efforts. Here are the most recent dates for project completions.

#### Ground Storage Tank:

Delivery and installation scheduled for May 16 now.

Piping work required will begin immediately following installation.

Brent to look into delivery date for hydrant.

#### Plant Generator:

Scheduled to ship on 3/25.

Pouring of generator and propane slabs is complete.

Propane tank will be set and filled the week of 3/28.

Installation and startup by electrician to be completed week of 4/18.

Portable Generators:

Generator for well #1 has been delivered.

Manual transfer switch for well #1 is scheduled for TBD.

5. Water Restriction Monitoring and Planning
  - a. Well depths continue to look healthy, no action required.
  - b. There are still a few members who are consistently high users. Will track these accounts closely before considering any future action.
  
6. Financial and Business Operations Review
  - a. Signed invoices for Taber & Burnett and Spicewood Utility Services.
  - b. Reviewed Bank Statements, Income Statement and Balance Sheet
    - i. Everything as expected, no action required.
  - c. Reviewed Director's and SUS End-of-Month (EOM) Reports.
    - i. No outstanding accounts; only 3 high usage accounts.
  - d. Reserve and Operations Account Review and Transfer.
    - i. The transfer of money from the reserve to the operating account still on hold until the project invoices come in.
  - e. 2021 Tax Return Status/Update.
    - i. Board members have reviewed the 2021 990 tax return; one minor change was made. Motion to file return by Pilar Chiodo, seconded by Curtis Raetz, all approved.
  
7. Discussion, Update, and Action
  - a. Emergency/Disaster Planning and Response Subcommittee
    - i. Magic Text (member phone text communications) account actions.
      1. 10 Digit Long Code (10DLC) is the new standard for Application-to-Person (A2P) texting and numbers must now be registered with The Campaign Registry (TCR). There is a small one-time registration fee plus a quarterly fee for these local numbers. Motion to register our texting number with the TCR and pay registration and quarterly fees made by Ed Coleman, seconded by Pilar Chiodo, all approved.

2. Board agreed that all emergency texts be reviewed/approved by a minimum of two directors.
  3. Discussed the updating of contact lists for texting, as well as creating a list of a few non-members who may benefit from some of the non-water related emergency texts, e.g., fire hazard. Harry Brunner to obtain mobile numbers for these non-members.
    - ii. Emergency Preparedness Plan (EPP) update. The EPP was completed and submitted and is awaiting TCEQ review.
  - b. Open records request. DHCWSC received a response to our petition to withhold release of reports requested by a member. Texas Attorney General's Office ruled that certain information in the reports should be redacted before release. The reports with AG-approved redactions were sent via FedEx to the member. Curtis will look into having all board members sign a Non-Disclosure Agreement (NDA) regarding this report.
  - c. Well #4 dispute. On March 9, the court deputy successfully served the two defendants (property owners) at 400 Cross Trail, Double Horn. They have until April 4 to respond.
8. Current Activity and Priority Planning
- a. All priorities are in order and projects continue to move forward.
9. Other Business Property Brought Before the Meeting: Annual meeting date has been set for January 14, 2023, and the Community Center has been reserved.
10. Review Past and Current action Items and Set Next Meeting Date
- a. Pilar to coordinate with Galloway Insurance to have coverage for all new equipment that is being installed.
  - b. Pilar to request Taber & Burnet file 2021 tax return.
  - c. Pilar to register texting number with The Campaign Registry (TCR).
  - d. Harry Brunner to obtain mobile phone numbers for certain non-members so they can be added to the texting list.
  - e. Curtis to look into signing of NDA by board members with respect to water report.
  - f. Curtis to register DHCWSC with TRWA.
  - g. Next meeting date scheduled for Thursday, April 21, 2022, at 3:00 p.m. at 103 Vista View Trail, Suite 100, Spicewood, Texas.

## 11. Adjourn

- a. Adjourned at 4:36 p.m. Motion to adjourn by Ed Coleman, seconded by Roger Trejo, all approved.