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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.  
April 21, 2022

Meeting called to order at 3:04 p.m.

- ❖ Curtis Raetz, President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director

1. Summary of meeting notice published. Confirm a quorum is present.
2. Distribution, Discussion, and Approval/Modification of the March 23 and April 4 meeting draft minutes. Motion to approve the March 23 draft minutes by Harry Brunner, seconded by Curtis Raetz, all approved. One minor change to the header of the April 4 meeting. Motion to approve the April 4 draft minutes by Harry Brunner, seconded by Pilar Chiodo, all approved.
3. Member and Public Comments: None.
4. Operator's Report and Discussion/Update
  - a. Ongoing/upcoming efforts (incl. firefighting water storage tank and emergency electrical generators). Here are the most recent dates for project completions:

#### Ground Storage Tank:

Delivery and installation delayed again due to lack of workers. New date for installation/operation is now middle to end of June.

Piping work required will begin immediately following installation.

Brent to look into delivery date for hydrant.

#### Plant Emergency Generator:

Delivery of generator and automatic transfer switch has slipped again due to lack of shippers.

Installation and startup by electrician to be completed soon after delivery.

The pad and the propane tank have been installed.

- b. SUS-DHCWSC contract renewal/amendment. SUS has agreed to a 2 year contract with a 10% increase on the base charges. Motion to amend SUS contract per the 10% base increase by Harry Brunner, seconded by Curtis Raetz, all approved.
- 5. Set Next Meeting Date/Time. Next meeting date scheduled for Tuesday, May 24, 2022, at 3:00 p.m. at 103 Vista View Trail, Suite 100, Spicewood, Texas.
- 6. Water Restriction Monitoring and Planning
  - a. There was an article in the DailyTrib stating that a severe drought state had been declared for Burnet County groundwater which calls for voluntary conservation of water by 20 percent.
  - b. Curtis to send a conservation message to members referring to the DailyTrib article and asking all members to voluntarily reduce water consumption by 20 percent.
  - c. Now that we have better indicators for well data, we need to re-evaluate the Tariff guidelines and update it if necessary.
- 7. Financial and Business Operations Discussion, Update, and Action
  - a. Signed invoices for Taber & Burnett and Spicewood Utility Services. Also signed reimbursement check for Curtis Raetz.
  - 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. Several members are starting to use more water for irrigation which will put a stress on our wells.
  - 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.
    - ii. Discussed modifying the Tariff to ensure that the board maintains at least six months worth of operating expenses in the reserve account which is a standard practice with public commissions in this area.
- 8. Discussion, Update, and Action
  - a. Emergency/Disaster Planning and Response Subcommittee
    - i. Member Communications Including MagicText
      - 1. MagicText member communications went well when transformer went out; autodialer also worked as required. Harry provided a list of people that need to be added to the TextMagic communication list.

- ii. Emergency Preparedness Plan (EPP) update. Have not received word from TCEQ regarding the EPP that was submitted.
- b. Repair/Replace Announcement Boards at Mailboxes. Motion to spend up to \$3k to replace the announcement boards at all 4 gates by Curtis Raetz, seconded by Pilar Chiodo, all approved. The boards recommended by member Liz Brunner at last month's meeting will be chosen; these have also been reviewed by the DHIA. Harry Brunner volunteered to be project manager for this effort, and DHCWSC will maintain responsibility for these announcement boards.
- c. Member Request for Billing Relief Due to Water Leak. Member had leak for approximately 2-3 months before it was finally detected and repaired. Board agreed to give the member relief on the bill.
- d. Meeting with City of Double Horn to discuss feasibility to provide water service beyond current service area/CCN boundary. Received message from the City stating they would be willing to meet with DHCWSC representatives in May.
- e. Well #4 dispute settlement. The signed affirmation agreement has been recorded with the County Clerk.

#### 9. Current Activity and Priority Planning

- a. All priorities are in order and projects continue to move forward. Highest priorities are electrical generator and firefighting water storage tank.

#### 10. Other Business Property Brought Before the Meeting:

- a. Curtis decided to put a hold on registering DHCWSC with the Texas Rural Water Association (TRWA); currently no benefit to doing this at the moment.
- b. Discussed a possible future action for next year of updating our geological report with data from well #4 to determine if any of the new data changes any of the report's recommendations.

#### 11. Review Past and Current action Items and Set Next Meeting Date

- a. Curtis to send conservation message to members.
- b. Pilar to add Brent Taylor to the MagicTest communications list.
- c. Harry Brunner is the project manager for the announcement boards.
- d. Curtis to contact SUS regarding reduction of a member's bill due to a leak which has been repaired.
- e. Curtis to ask Ed Coleman to join him at the meeting with the City of Double Horn.
- f. Curtis to send message to members regarding the settlement of well #4 dispute.
- g. Curtis to amend SUS contract with the new base rate.
- h. Curtis to look into signing of NDA by board members.

- i. Pilar to bring Conflict of Interest policy to next board meeting for board members to sign.

12. Adjourn

- a. Adjourned at 4:35 p.m. Motion to adjourn by Pilar Chiodo, seconded by Harry Brunner, all approved.