

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
September 20, 2022

Meeting called to order at 3:01 p.m.

- ❖ Curtis Raetz, President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Ed Coleman, Director
- ❖ Roger Trejo, Director
- ❖ Laura Rathe, Member
- ❖ Wayne Rathe, Member

1. Summary of meeting notice published. Confirmed a quorum was present.
2. Distribution, Discussion, and Approval/Modification of the August 25 meeting draft minutes. Motion to approve the minutes by Ed Coleman, seconded by Harry Brunner, all approved.
3. Member and Public Comments: Member showed appreciation for the good work the board is doing.
4. Operator's Report and Discussion/Update
 - a. Most recent well readings were taken after the wells had recharged for twelve hours. Well readings are holding steady and reflect the fact that our conservation efforts are working.
5. Set Next Meeting Date/Time. Next meeting date scheduled for Wednesday, October 26, 2022, 5:00 p.m. at 103 Vista View Trail, Suite 100, Spicewood, Texas.
6. Drought and Water Restriction Monitoring and Planning
 - a. Member communications/actions. Discussed each account being monitored for excessive water usage during Stage IV restrictions. One account has been sent first violation notice, several accounts are now in compliance or approaching compliance. One account still in violation and will have flow restrictor installed.

7. Financial and Business Operations Discussion, Update, and Action
 - a. Signed invoices for Taber & Burnett, Spicewood Utility Services, Cincinnati Insurance (annual premium), Double Horn Storage (lease), US Postal Service (P.O. Box), Curtis Raetz (reimbursement for flow restrictors).
 - b. Reviewed Bank Statements, Income Statement and Balance Sheet
 - i. Everything as expected, no action required.
 - ii. Reviewed Director's and SUS End-of-Month (EOM) Reports. Everything looks in order with the exception of one delinquent account. Curtis to contact SUS regarding this account.

8. Discussion, Update, and Action (if needed)
 - a. Emergency/Disaster Planning and Response Subcommittee
 - i. Member Communications Including TextMagic Communications
 1. Text service working well, no issues to report.
 - ii. Emergency Preparedness Plan (EPP) update.
 1. TCEQ sent us some changes and additions to be made to EPP. Brent Taylor made those changes and the EPP has been resubmitted.
 - iii. Water Shortage Contingency Plan
 1. Curtis Raetz and Roger Trejo talked with Gil Ybarbo, consultant for the Texas Rural Water Association (TRWA). Gil was tasked by the TCEQ to contact us to ensure that we are taking the appropriate actions to ensure the integrity of our wells in order to provide water to our members. Gil also provided list of valuable resources available to us at the state level should we need assistance, financial or otherwise. Gil agreed with our current conservation efforts and also suggested we consider rehabilitating our existing wells in the future as drilling another TCEQ approved well is so expensive. Said our priorities should be conservation, rationing, loans from Texas Water Development Board and the Texas Water Interagency Committee, and lastly, hauling in water.
 2. Harry has contacted several water providers and gave update on cost and availability. Provided a TCEQ list of licensed water haulers available to us. Pilar took action to post this list on the website for members.
 - b. Replace Announcement Boards at Mailboxes.
 - i. Announcement boards have been received. Will wait for cooler weather to install; likely October timeframe.
 - c. Request For Bill Reductions (if any). One member requested reduction in water bill due to extraordinary event. Members unanimously decided to give the member partial credit.

- d. Project Status: Advanced Metering Infrastructure (AMI), commonly known as “smart” meters.
 - i. Reviewed letter to members soliciting their participation in the smart meter pilot program. These members must agree to initially pay for the \$350 meter (to be refunded via water bill reductions in 2023), use meter analytics, and provide feedback to the board.
 - ii. Curtis and Pilar to meet with Metron-Farnier this week to review and approve final quote. Harry made a motion to publish the pilot announcement to members and authorize up to \$6000 in expenses for the pilot; this will cover initial meter expenses and installation. Seconded by Roger Trejo, all approved.
- e. 2023 Planning/Tasking: Budget, Board Member Elections, Annual Meeting Preparation.
 - i. Monitor for water shortages and leaks and respond appropriately.
 - ii. Implement smart meter pilot program.
 - iii. Begin work on 2023 budget.
 - iv. Determine if Ed and Pilar will sign up for reelection to the board.
 - v. Prepare for annual meeting scheduled for Saturday, January 14, 2023 at the Spicewood Community Center.
 - vi. Reregister DHCWSC with the PEC. As an identified and designated critical load site within PEC’s 2022 Critical Load program, DHCWSC must annually register our site(s) for the Winter 2023 Critical Load Registry. Harry and Brent will complete the online registration by the November 1 deadline.
 - vii. Identify any Tariff changes for next year,
- f. Public event for firefighting water storage tank and completion report to LCRA. Curtis to purchase a sign for the water storage tank per LCRA agreement. Ed Coleman will coordinate the event.

9. Current Activity and Priority Planning

- a. Top priority now is well levels and contingency plans, smart meter pilot program, completion of the firefighting water storage tank project and submittal of project completion forms to LCRA.

10. Other Business Property Brought Before the Meeting: Pilar suggested looking into backing up Google Drive used by DHCWSC.

11. Review Past and Current action Items

- a. SUS to provide insulation for the feed line on the fire fighting water storage tank.
- b. Harry and Curtis to continue to look at contingency plans should the wells go dry.

- c. Curtis to purchase sign for the water storage tank per LCRA agreement.
- d. Ed to coordinate the public event for the firefighting water storage tank.
- e. Curtis to contact SUS regarding one delinquent account and bill reduction on another account.
- f. Curtis and Pilar will continue to work on the AMI pilot project.
- g. Pilar to post TCEQ licensed water providers in the area on the DHCWSC website; Harry to provide list.
- h. Harry to coordinate installation of announcement boards once cooler weather arrives.
- i. Harry to look into PEC reregistration for DHCWSC.
- j. Curtis to coordinate installation of flow restrictor on one member's meter.
- k. Pilar to look into backing up the DHCWSC Google Drive.

12. Adjourn

- a. Adjourned at 4:25 p.m. Motion to adjourn by Curtis Raetz, seconded by Roger Trejo, all approved.