

# Double Horn Creek Water Supply Corporation

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Minutes of Meeting of Board of Directors  
4:00 p.m. at 103 Vista View Trail, Suite 100, Spicewood, TX  
December 14, 2022

Meeting called to order at 4:02 p.m.

- ❖ Curtis Raetz, President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS Representative
- ❖ Alan Jordan, Member

1. Summary of meeting notice published. Confirmed a quorum was present.
2. Distribution, Discussion, and Approval/Modification of the November 30 meeting draft minutes. Motion to approve the minutes by Harry Brunner, seconded by Pilar Chiodo, all approved.
3. Member and Public Comments: None.
4. Operator's Report and Discussion/Update
  - a. Everything operating as expected, no issues to report.
  - b. Insulation on the feed line on the water storage tank was completed.
  - c. Brent received formal approval of the Emergency Preparedness Plan (EPP) from TCEQ.
  - d. Curtis received formal approval from the PEC for priority status.
5. Set Next Meeting Date/Time. Next meeting date scheduled for Thursday, January 26, 2023, at 4:00 p.m. at 103 Vista View Trail, Suite 100, Spicewood, Texas.
6. Drought and Water Restriction Planning, Monitoring, and Member Communications/ Actions. We continue to have favorable consumption data and it appears the well levels are stabilizing, but it is still too early to to modify the current drought restrictions.
7. Financial and Business Operations Discussion, Update, and Action

- a. Signed invoices for Taber & Burnett, Spicewood Utility Services, DSHS Central Labs, Cobb & Counsel, Curtis Raetz (reimbursement for AMI expenses).
- b. Reviewed Bank Statements, Income Statement and Balance Sheet. Balances as expected, no action required.
- c. Reviewed Director's and SUS End-of-Month (EOM) Reports. Conservation efforts by our members continue to keep the wells stabilized. Everything looks good and usage continues to remain stable.
- d. Pilar made motion to accept Taber & Burnett's new rates for 2023, seconded by Curtis Raetz, all approved.

## 8. Discussion, Update, and Action

- a. Emergency/Disaster Planning and Response Subcommittee
  - i. EPP was approved, and we're also on the critical list for PEC should we ever need emergency assistance.
- b. Water Shortage Contingency and Long-Term Plan. Two pronged strategy: 1) concentrate on conservation and leak detection which will produce immediate results, and 2) long term plan to find water resource(s) other than the Ellenberger, e.g. the Hickory.
- c. Announcement Boards at Mailboxes Replacement. Two of the announcement boards have been installed. The third will be installed this week and the fourth and final in January. The board would like to recognize and thank the following members for their contribution in getting the boards installed:
  - i. Bulletin 1 at High Plans Trail: Curtis Raetz, Keith Goodall, Bernd Luhrs, Roger Trejo (also supplied generator and jackhammer), and John Gary.
  - ii. Bulletin 2 at East Trail: Curtis Raetz, Bernd Luhrs, Jeff Ellis, John Gary, and Tim Poole (loaned his generator and jackhammer).
- d. Requests for Water Bill Reductions: None.
- e. Project Status: Advanced Metering Infrastructure (AMI). Curtis received a sample composite lid to replace the metal lids. It has been installed in an area that has shown to have poor reception to determine if it will improve connectivity.
- f. 2023 Planning/Tasking: Priorities, Budget, Annual Meeting Preparation. Reviewed and discussed the presentation for the annual meeting and made changes/corrections as necessary. Also reviewed annual budget and made some minor changes. After incorporating December actuals, the 2023 annual budget should be complete. The topic of emergency generator monthly testing was brought up and whether we receive any reports on it. We currently do not receive test reports and Curtis to look into obtaining them from SUS.

9. Current Activity and Priority Planning. Priorities are annual meeting, wells levels, smart meter program, and a deep well study. Also, Harry has succeeded in changing the DHCWSC address on SAM.GOV.

10. Other Business Property Brought Before the Meeting: None.

11. Review Past and Current action Items

- a. Curtis to coordinate with Ed and looking into prequalifying for low cost water loans with TWICC.
- b. Curtis to look into getting a generator test report from SUS.
- c. Curtis and Pilar will continue to work on the AMI pilot project.
- d. Harry to complete installation of announcement boards.
- e. SUS to provide DHCWSC the final EPP and the formal approval letter from TCEQ.
- f. Harry to determine if a copy of the approved EPP needs to be posted at the water facility.
- g. Ed to begin effort on the Hickory Well Feasibility study.
- h. Curtis to work on Tariff changes and slides for annual meeting.
- i. Pilar and Curtis to continue work on 2023 budget.

12. Adjourn

- a. Adjourned at 5:34 p.m. Motion to adjourn by Harry Brunner, seconded by Roger Trejo, all approved.