

# 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, Double Horn, TX  
November 21, 2023

Meeting called to order at 4:03 p.m.

- ❖ Curtis Raetz, President
- ❖ Harry Brunner, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Sig Sereno, Director
- ❖ Glen Zoerner, Member
- ❖ Curtis Jeffrey, SUS Contractor

1. Summary of meeting notice published. Confirmed a quorum was present.
2. Distribution, Discussion, and Approval/Modification of the October 24, 2023 meeting draft minutes. Motion to approve the minutes by Curtis Raetz, seconded by Harry Brunner, all approved.
3. Member and Public Comments: Harry Brunner stated that the registration with [SAM.GOV](https://sam.gov) is complete.
4. Operator's Report and Discussion/Update.
  - a. The final AMI meters have been installed. All AMI costs now will switch to "ongoing operations" as the AMI project is complete.
  - b. Spicewood Utilities Services (SUS) Ownership Transition. Brent Taylor has decided to focus on tank and water infrastructure, so he is going to turn over the ownership of SUS to Curtis Jeffrey. The transition is scheduled to take place in early January 2024.
5. Set Next Meeting Date/Time. Next meeting date scheduled for Tuesday, December 19, at 4:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, Texas.
6. Member Discussion: 2023 Water Rate Analysis. Glen Zoerner presented water rate analysis based on twelve months and forty-three months worth of water usage data. He used the 2023 rate structure to generate the sales numbers. The lowest users are paying higher than the mid to high users on a per gallon basis due to the service availability

charge. He would like to see the rate structure modified to grant some relief to the lowest users since he believes that they proportionately pay more than they consume. Currently, the number one contributor to the cost is the service availability charge. He feels that if the board were to lower the service availability charge and adjust the rates it would be more equitable. Curtis followed up the discussion by explaining that we are hiring a specialist who has experience with rate structures throughout central Texas to perform a rate analysis for us.

7. Drought and Water Restriction Planning, Monitoring, and Member Communications/ Actions. Based on the latest well readings, the board members agreed to remain at drought stage three (hand watering and drip irrigation only). Curtis and Pilar to send out another message to members regarding drought stage.
8. Financial and Business Operations Discussion, Update, and Action
  - a. Signed invoices for Spicewood Utility Services, Taber & Burnett, Department of State Health Services, Forestar Group, and Harry Brunner (reimbursement for the repair of the announcement board plexiglass).
  - b. Reviewed Bank Statements, Income Statement and Balance Sheet. Balances as expected, no action required. Mr. Zoerner requested that we also provide the Balance Sheet along with the Profit and Loss statement to members.
  - c. Reviewed Director's and SUS End-of-Month (EOM) Reports. Had two members with excessive water usage in October and letters were sent to both members.
9. Discussion, Update, and Action as Needed
  - a. Requests for water bill reductions: None.
  - b. Advanced Metering Infrastructure (AMI), commonly known as smart meters. Curtis would like to call the project complete. We installed one hundred and twenty-four meters. We will now switch to ongoing operations. Curtis to order one spare meter to have on hand.
  - c. Joint City of Double Horn, Double Horn Improvement Association, and DHCWSC Water Conservation Partnership. Sig indicates that one of the members is stepping away from the committee, so there will be a need for someone from the City of Double Horn to fill this open position.
  - d. Deep Well Project Study Update: Curtis in discussion with Southwest Engineers as a possible consultant/guide for application process for a loan. There are up to nine Texas water development board funding programs. There are also nine USDA programs. The first hurdle is to submit a Project Information Form (PIF) by March 01, 2024 for the next eligibility and funding cycle.

- e. **Tariff and Policies Update.** In discussion with Bret Jenner of B&D Environmental, Inc. The board would like him to do a complete rate analysis based on our current cost structure and the potential to add a payment for a loan. Bret would also provide advice on updating various portions of our Tariff. These areas deal with water use restrictions, drought monitoring, penalties, and AMI (smart meters), and our business practices. Mr. Fenner has offered to do this with a Not To Exceed (NTE) of eight thousand dollars which includes an initial retaining fee of one thousand dollars. Curtis made a motion to contract Bret Fenner with a \$1000 initial retaining fee, with followup invoices NTE \$8000 for the entire effort. Seconded by Sig Sereno, all approved.
- f. **2024 planning:** Special projects, director roles and 2024 ballot, budget/revenue, other topics as needed. Curtis will release a message to all members regarding the annual meeting. John Gary has agreed to be the election auditor should we need one. Also reviewed the draft annual budget for 2024.

10. **Current Activity and Priority Planning.**

- a. Priority continues to be partnership with the City of Double Horn and the Double Horn Improvement Association and the deep well study.

11. **Other Business Properly Brought Before the Meeting:** None.

12. **Review Past and Current Action Items**

- a. Curtis Raetz to put the review of the SUS contract on the agenda for January 2024 board meeting.
- b. Curtis Raetz to order one 3/4" spare meter.
- c. Pilar to post the balance sheet along with the profit and loss on the website.
- d. Curtis Jeffrey to submit Lead and Copper Rule (LCR) report by October 2024.

13. **Adjourn**

- a. Adjourned at 6:02 p.m.