

# 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  
December 19, 2023

Meeting called to order at 4:13 p.m.

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

1. Summary of meeting notice published. Confirmed a quorum was present.
2. Distribution, Discussion, and Approval/Modification of the November 21, 2023 meeting draft minutes. Motion to approve the minutes by Sig Sereno, seconded by Pilar Chiodo, all approved.
3. Member and Public Comments: None.
4. Operator's Report and Discussion/Update.
  - a. TCEQ Comprehensive Compliance Investigation (CCI) Update. TCEQ investigation went well and there were no issues at the plant and no violations.
  - b. Smart Meter Inventory/Backup Plan. Decided to keep two smart meters on hand as spares rather than one.
5. Set Next Meeting Date/Time. Next meeting date scheduled for Tuesday, January 23, 2024, 4:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, Texas.
6. Drought and Water Restriction Planning, Monitoring, and Member Communications/Actions. Well levels are steady but still low. Members are still doing very well on water conservation. 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.
7. Financial and Business Operations Discussion, Update, and Action
  - a. Signed invoices for Spicewood Utility Services, Taber & Burnett, and TCEQ.

- 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. Had two members with excessive water usage in November and letters were sent to both members.
8. Discussion, Update, and Action as Needed
- a. Requests for water bill reductions: None.
  - b. Joint City of Double Horn, Double Horn Improvement Association, and DHCWSC Water Conservation Partnership. Tom King has had to step away as the City of Double Horn representative on the committee. Will await to determine to determine who will fill his vacancy.
  - c. Deep Well Project Study Update: Currently in the data collection phase and of the project. Also need to determine how the funding cycles work before we submit a Project Information Form (PIF) by March 01, 2024.
  - d. Rate Analysis and Tariff and Policies Update. Bret Jenner of B&D Environmental, Inc. is on board now. Bret is currently reviewing our current rate structure and has told us he will have data for us to present to our members at the annual meeting. He also pointed out that our base rate is low because we currently do not cover our costs. Bret said that if we do fund the deep well, a "sinking fund" is the best way to handle the loan payback due to its transparency.
  - e. 2024 planning.
    - i. Director roles and 2024 ballot. No volunteers have come forth to run for the board positions so no election will be necessary. Unopposed candidates will be seated by resolution at the annual meeting.
    - ii. Final budget/revenue approval. The 2024 budget is very lean but realistic as all projects currently listed are necessary. Harry Brunner made a motion to accept the 2024 annual budget, seconded by Sig Sereno, all approved. This budget will be presented to the members at the annual meeting for their approval.
    - iii. Annual meeting preparation and presentation. Curtis presented the draft annual meeting slides and the board reviewed and commented on each. Pilar got action item to send texts to users who have not yet registered with the smart meters.
9. 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.
10. Other Business Properly Brought Before the Meeting: None.

11. Review Past and Current Action Items

- a. Curtis Raetz to order another 3/4" spare meter.
- b. Pilar to send text messages to members who have not registered their smart meter.
- c. Curtis Jeffrey to submit Lead and Copper Rule (LCR) report by October 2024.

12. Adjourned at 5:58 p.m.