

Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
4:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, TX
March 26, 2024

Meeting called to order at 4:05 p.m.

- ❖ Curtis Raetz, President
- ❖ Harry Brunner, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Roger Trejo, Director
- ❖ Sig Sereno, Director
- ❖ Curtis Jeffrey, SUS Representative
- ❖ Ed Coleman, Member
- ❖ Chris Magnella, Member

1. Summary of meeting notice published. Confirmed a quorum is present.
2. Distribution, Discussion, and Approval/Modification of the February 20, 2024 meeting draft minutes. Two corrections to the minutes: add annual meeting date and correct a proper name spelling. Motion to approve the amended minutes by Sig Sereno, seconded by Roger Trejo, all approved.
3. Member and Public Comments: None.
4. Operator's Report and Discussion/Update.
 - a. Disposition of DHCWSC equipment from TTE LLC facility. Curtis Jeffrey has action to obtain old generator and pump from Brent Taylor. Will also propose a plan for the generator and pump at well number one.
 - b. The Lead Service Line Inventory (LSLI) was turned in to TCEQ ahead of schedule.
 - c. New member will have meter installed on Friday.
 - d. There is an issue with the booster pumps occasionally shutting off during power outages and not resetting automatically. Curtis Jeffrey took action to look into the Turner control to determine why this is occurring, and also look at its warranty.
5. Confirm Next Meeting Date/Time. Next meeting date scheduled for Wednesday, April 17, 2024, 4:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, Texas.

6. Drought and Water Restriction Monitoring, Planning, and Member Communications/ Actions. There has not been much change with the wells since last month. A suggestion was made to clean out the filter/screen for the pump at well number three. Curtis Jeffrey suggested seeking advice from a well expert on this before taking action. Board members agreed to remain at drought stage three (hand watering and drip irrigation only).

7. Financial and Business Operations Discussion, Update, and Action
 - a. Wrote checks for Spicewood Utility Services and Oliver, Rainey, and Wojtek (ORW). Submitted letter to ORW last month requesting a fee reduction and they replied with a fee reduction through the end of the year. At that time the fees will be re-evaluated for 2025.
 - b. Reviewed Bank Statements, Income Statement and Balance Sheet. Balances as expected, no action required.
 - i. Harry Brunner made a motion to have Pilar convert the reserve account to a higher interest bearing account. Seconded by Sig Sereno, all approved.
 - ii. Reviewed 2023 Form 990 (Federal Return of Organization Exempt From Income Tax). Pilar made a motion to file the draft tax return as submitted to board members for review, seconded by Harry Brunner, all approved.
 - c. Reviewed Director's and SUS End-of-Month (EOM) Reports. Water consumption was very good and had one member with excessive water usage. Curtis called member and a leak was detected. Discussed the water loss for last month which seemed higher than normal. Curtis Jeffrey took action to look into this to determine why it was higher than other months.

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. Sig said that they have asked the City of Double Horn for twenty minutes on the next city meeting's agenda to allow for a representative from Bamberger Ranch Preserve to come out and discuss what they have done for their land stewardship. Hopefully a future visit to the ranch will be scheduled. Also ordered Native and Adapted Landscape Plants booklets to be inserted into the welcome packets. Goal is to heighten member's awareness about drought tolerant and native landscaping.
 - c. Deep Well Project Study Update: Currently collecting data in three phases: cost, technical work and schedule. Cost is still not estimated other than a large ballpark

figure. For technical, we would like to have a well that is as close as possible to existing well infrastructure so we don't have to trench which is very expensive. Curtis talked to two geologists, and they indicate that we might be able to find a deep Ellenberger source which is preferable to a Hickory source due to the quality of the water. Roger indicates that due to the faulted areas, we might have to dig deeper to obtain the same water source in some areas. He also indicated that samples/cuttings from an exploratory well would be very valuable in determining the quality of the well and its location. Still do not have enough data for a schedule although competent drillers have about a one and a half to two year wait list. For the cost, we would have to set up a special sinking fund that would be funded through the members. Member suggested that grants would have a better opportunity of success if submitted through the city instead of the water company although most of the grants are for impoverished areas. Member suggested hiring an expert to handle the schedule and effort for the grants and loans as soon as possible.

- d. Rate Analysis and Tariff and Policies Update. Received second submission from B&D Environmental for review. No work done on Tariff and Policies Update due to other priorities.

9. Current Activity and Priority Planning.

- a. Priority continues to be sourcing water from a deep well. Also need to look at rehabilitation of well number three.

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

11. Review Past and Current Action Items

- a. Pilar to convert reserve bank account into a higher interest bearing account.
- b. Curtis and Pilar to review the second water analysis report from B&D Environmental.
- c. Curtis Jeffrey to obtain old generator and pump from Brent Taylor and test it at well number one to ensure functionality.
- d. Curtis Jeffrey to present plan for storage of generator and pump at well number one.
- e. Curtis Jeffrey to investigate why Turner controller is not resetting properly after power outages and also check its warranty status.
- f. Curtis Jeffrey to write Standard Operating Procedure (SOP) for resetting booster pumps at the plant.
- g. Curtis Jeffrey to investigate last month's water loss.
- h. Curtis Jeffrey to test well(s) to determine how much drawdown occurs when they are pumped.

- i. Curtis Raetz to talk with well expert about what can be done for well number three rehabilitation.
- j. Curtis to work with Jackson Moody of Metron-Farnier about a smart meter tutorial for members.
- k. Pilar to send text messages to members who have not registered their smart meter.
- l. Pilar to ask ORW to file DHCWSC 990 tax return.
- m. Curtis Jeffrey to submit Lead and Copper Rule (LCR) report by October 2024.

12. Adjourned at 5:36 p.m. Motion to adjourn by Curtis Raetz, seconded by Sig Sereno, all approved.