

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
April 17, 2024

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

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

1. Summary of meeting notice published. Confirmed a quorum is present.
2. Distribution, Discussion, and Approval/Modification of the March 26, 2024 meeting draft minutes. Motion to approve the minutes by Pilar Chiodo, seconded by Harry Brunner, all approved.
3. Member and Public Comments: Sig Sereno praised and recommended an auto detailing service he recently used called Autoworx Detailing Services (www.autoworxdetailing.com) which came to the house and brought their own water and power.
4. Operator's Report and Discussion/Update.
 - a. Curtis Jeffrey performed a drawdown test on all three wells and all three returned quickly to their pre-pumping state and there was no drop-off in gallons per minute pumped. Test shows that the wells are likely pumping at a level where the water contribution is.
 - b. Still need to coordinate the transfer of generator and booster pump from Brent Taylor.
 - c. Curtis Jeffrey tested the Turner control and could not replicate the fault that happens occasionally during a power outage when the booster pumps do not automatically come back online. Will continue to monitor this issue.

- d. Propane tank levels have fallen below fifty percent. Although not critical, Curtis Jeffrey to contact propane company to see if they will come out and fill the tank.
 - e. Water loss two months ago was high, and last month the numbers showed a zero percent water loss. Curtis Jeffrey to look at the data to make sure it is accurate.
- 5. Confirm Next Meeting Date/Time. Next meeting date scheduled for Tuesday, May 28, 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. Wells are stable but are not improving. 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).
 - b. Reviewed Bank Statements, Income Statement and Balance Sheet. Balances as expected, no action required.
 - i. The reserve account is now receiving 1.25% interest rather than 0.65%.
 - ii. Oliver, Rainey and Wojtek filed the 2023 tax return with the Internal Revenue Service.
 - c. Reviewed Director's and SUS End-of-Month (EOM) Reports. Members continue to do an outstanding job conserving water but have one member with high usage who continues to be an outlier.
- 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. Dr. April Sansom, PhD, who is Executive Director of the Bamberger Ranch Preserve, spoke at a packed city council meeting on Thursday, April 11, 2024 about land stewardship and conservation which was very well received. Looking into scheduling a second presentation and/or tour of the Bamberger Ranch.
 - c. Deep Well Project Study Update:
 - i. Curtis Raetz provided a Deep Well Project Update presentation to both the board and members present. Key takeaways were the meetings held since the March board of director's meeting and actions and recommendations. Spoke with Michael Becker of Apex Drilling and Andrew Worsley of Wet Rock Groundwater Services (WRGS) to discuss exploratory well and cost/schedule estimates.
 - ii. Met with Judy Langford of Langford Community Management Services (LCMS). LCMS specializes in grant writing and management services for Texas

communities and excels in this area. LCMS would guide us through the entire preparation and application for grants and loans and they have over thirty years experience. LCMS recommendation is to use the Texas Water Development Board (TWDB) for funds. First key steps are to procure a project engineer and a grant administrator. Also informed us that a Certified Public Accountant audit will be required for 2024 and all future years a grant/loan is active. We would pay nothing upfront for this service as they are compensated after the grant/loan is obtained.

- iii. Two phases to the deep well project. Phase I is member approval, exploratory well(s), and planning and preparations for the TWDB funding process. Phase II is Funding and Execution which includes drilling the production well and supporting the infrastructure. Phases I and II will be funded by a surcharge to the water bill which will be held in a sinking fund to pay for initial costs and later TWDB loan payback.
- iv. Curtis Raetz made a motion to bring Langford Community Management Services on board and to prepare for a special membership meeting. Seconded by Sig Sereno, all approved.
- d. Rate Analysis and Tariff and Policies Update.
 - i. Received second submission from B&D Environmental for review and it was unacceptable so the decision was made to terminate the contract with B&D Environmental.
 - ii. Curtis Raetz spoke with the Texas Rural Water Association (TRWA) regarding tariff support. The TRWA provides both tariff and policies support as well as legal support for a price. Decided to temporarily put this effort on hold due to the deep well priority.

9. Current Activity and Priority Planning.

- a. Priority is the deep well to ensure drought resistance water security.

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

11. Review Past and Current Action Items

- a. Curtis Jeffrey to obtain old generator and pump from Brent Taylor and test it at well number one to ensure functionality.
- b. Curtis Jeffrey to present plan for storage of generator and pump at well number one.
- c. Curtis Jeffrey to continue to monitor the Turner controller and check its warranty status.

- d. Curtis Jeffrey to write Standard Operating Procedure (SOP) for resetting booster pumps at the plant.
- e. Curtis Jeffrey to investigate the water loss numbers to ensure we are obtaining accurate water loss data.
- f. Curtis Raetz to work with Jackson Moody of Metron-Farnier about a smart meter tutorial for members.
- g. Pilar to send text messages to members who have not registered their smart meter.
- h. Curtis Jeffrey to submit Lead and Copper Rule (LCR) report by October 2024.

12. Adjourned at 5:26 p.m. Motion to adjourn by Curtis Raetz, seconded by Roger Trejo, all approved.