

Double Horn Creek Water Supply Corporation

Notice of Meeting of Board of Directors
103 Vista View Trail, Suite 100, Double Horn, TX
(City of Double Horn Offices)
2:00 PM October 21, 2025

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BOARD OF DIRECTORS OF THE DOUBLE HORN CREEK WATER SUPPLY CORPORATION, THE PURPOSE OF THE MEETING IS TO DISCUSS/ACT ON THE FOLLOWING MATTERS:

1. Summary of meeting notice published. Confirm a quorum is present.
2. Distribution, discussion, and approval/modification of the August 26 meeting draft minutes
3. Member and public comments (limit 3 minutes)
4. Confirm next meeting date/time
5. Discussion, update, and action as needed
 - a) Operator's report, including bulk water delivery operations, operating metrics, well management
 - b) Joint City of Double Horn, Double Horn Improvement Association, and DHCWSC water conservation partnership
 - c) Capital improvement planning (CIP)
 - d) Future water security (FWS) project update
 - e) 2026 planning (priorities, projects, budget, and associated topics)
6. Drought and water restriction monitoring, planning, and member communications/actions
 - a) Requests for water bill adjustment
7. Financial and business operations discussion, update, and action
 - a) Audit plan and preparation for FWS funding request(s)
 - b) Sign checks/invoices for services and suppliers
 - c) Review bank statements, income statement and balance sheet, and reserve and operations accounts review and transfer (if needed)
 - d) Review director's and SUS end-of-month (EOM) reports
8. Current activity and priority planning
9. Other business properly brought before the meeting
10. Review past and current action items
11. Adjourn



Curtis Raetz, President

At any time during the meeting and in compliance with the Texas Open Meetings Act, Chapter 551, Government Code, the DHCWSC Board may meet in executive session on any of the above agenda items for consultation concerning attorney-client matters (§551.071); deliberation regarding real property (§551.072); deliberation regarding prospective gift (§551.073); personnel matters (§551.074); and deliberation regarding security devices (§551.076). Any subject discussed in executive session may be subject to action during any open meeting.

Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
2:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, TX
September 23, 2025

Meeting called to order at 2:00 p.m.

- ❖ Curtis Raetz, President (via Teams)
- ❖ Sig Sereno, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Roger Trejo, Director
- ❖ Curtis Jeffrey, SUS Representative
- ❖ Scott Gallaway, Texas Water Development Board (via Teams)
- ❖ James Kimber, Member
- ❖ Harry Brunner, Member
- ❖ Cathy Sereno, Member
- ❖ Cindy Polluconi, Member
- ❖ Laura Rathe, Member
- ❖ Wayne Rathe, Member
- ❖ Linda Marshall, Member
- ❖ Mike Chiodo, Member
- ❖ Luke Blair, Member
- ❖ Lou Ann Raetz, Member
- ❖ Jerry Schultz, Member
- ❖ Robbin Schultz, Member
- ❖ Garry Simms, Member

1. Summary of meeting notice published. Confirmed a quorum is present.
2. Guest Speaker via Microsoft Teams link: Scott Gallaway, Financial Assistance Programs Outreach, Water Supply & Infrastructure, Texas Water Development Board. Scott gave a thirty-five minute presentation on financial assistance for our water project. The entire presentation will be posted on the DHCWSC.ORG website. Bottom line is we need to apply for the grant program by the spring of 2026 to get in the queue.
3. Distribution, Discussion, and Approval/Modification of the August 26, 2025 Meeting Draft Minutes. Motion to approve the minutes by Pilar Chiodo, seconded by Roger Trejo, all approved.

4. Member and Public Comments:
 - a. Luke Blair spoke up to try and understand and discuss the monthly water bills and to also understand his water meter which has not been working as advertised. There was a problem found with the smart meter firmware and Metron-Farnier provided a fix which was downloaded to the smart meters. An in-depth analysis was done on Luke Blair's account which was also discussed. For the past year, the delta between his bill and his actual consumption was only two hundred and thirty-one gallons which is well within the one thousand gallon industry standard. Also discussed leak notifications from the smart meters which may or may not be actual leaks - many times it is the water softener.
5. Confirm Next Meeting Date/Time. Next meeting date scheduled for Tuesday, October 21, 2025, 2:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, Texas.
6. Discussion, Update, and Action as Needed
 - a. Operator's Report Including Bulk Water Delivery Operations, Operating Metrics, Well Management.
 - i. There was a leak discovered on the service line on Cross Trail which was hidden in grass and was repaired.
 - b. Joint City of Double Horn, Double Horn Improvement Association, and DHCWSC Water Conservation Partnership. Since February, there have been thirteen households that have taken advantage of the rebate program. They have applied for \$2700 and \$2554 has been paid out. There is still \$7400 available in the current budget year and all members are encouraged to apply for these rebates.
 - c. Capital Improvement Planning (CIP). Sig sent a spreadsheet to Curtis Jeffrey for review. Curtis will make updates and send changes to Sig.
 - d. Future Water Security Project Update, Including FloodMark Engineering Contract. There was a special meeting held on Saturday, September 13, 2025 to communicate Phase I and Phase II of the project to all attending members. It was well received and we are moving forward with finding the best locations for the test holes.
7. Drought and Water Restriction Monitoring, Planning, and Member Communications/ Actions.

- a. Request for water bill adjustment. Only one account requested bill adjustments. The board members voted not to provide a water bill adjustment for Mr. Blair since the difference in billing versus consumption data was well within industry standards.
 - b. Proposal to Configure Waterscope for Billing in Increments of Hundredths Rather than Thousands of Gallons. SUS reached out to a representative of the RVS Utility Billing System that supports many public utility systems use, including DHCWSC, and was told that their validated software does not support billing in hundredths and strongly suggested that we stay with the industry standard of thousandths.
8. Financial and Business Operations Discussion, Update, and Action
- a. Audit Plan and Preparations for New Well Funding Request(s). Pilar has reached out to all three accounting firms that Charity Taber of ORW recommended for the yellow audits and has not received any call backs yet.
 - b. Sign Checks/Invoices for Spicewood Utility Services, ORW, Double Horn Improvement Association, Double Horn Storage (annual lease payment), Cincinnati Insurance Company, Ripple Bulk Water Delivery.
 - c. Review Bank Statements, Income Statement and Balance Sheet, and Reserve and Operations Accounts Review and Transfer (if needed). Everything in order, no need to move money from reserve to operations.
 - d. Review Director's and SUS End-Of-Month Reports.
9. Current Activity and Priority Planning. Future water security (Phase I) and succession plan for Curtis Raetz.
10. Other Business Properly Brought Before the Meeting. Thanks to Harry Brunner for getting the [SAM.GOV](https://sam.gov) registration done through October of 2026. Pilar will take over future registrations.
11. Review Past and Current Action Items
- a. Curtis Jeffrey to install new Metron-Farnier meters at the plant upon their arrival.
 - b. Curtis Raetz to work on the new water project and overall board succession plan.
 - c. Curtis Jeffrey to get water flowing at the West Trail entrance meter for DHIA use. This action has been put on hold due to the current drought stage.
 - d. Pilar to begin work to replace the IRIS notification system with the new website alert system.
12. Adjourn at 3:27 p.m. Motion to adjourn by Roger Trejo, seconded by Pilar Chiodo, all approved.