

## **Double Horn Creek Water Supply Corporation**

Minutes of Board of Directors Meeting  
103 Vista View Trail, Spicewood, TX 78669  
September 27, 2017

1. Meeting called to order 7:00 PM. Board members in attendance: Glen Zoerner, Bernd Luhrs, Curtis Raetz, Jim Millard, Neil Stegall  
Spicewood Utility represented by Brent Taylor
2. No objections to meeting notice
3. Minutes for August 16, 2017 approved
4. No member comments; no members were present.
5. Financial review
  - a. Checks signed for Southwest Engineers, Spicewood Utilities
  - b. Profit and loss statements and balance sheet reviewed and found to be in order.
6. Operator's report
  - a. Well #1 project
    - i. Filtration system construction plan done. Estimated 60 day approval by TCEQ.
    - ii. Preparation of new test equipment contingent on filtration plan approval, estimated February or March.
    - iii. Review of most recent Southwest Engineers construction document. Deemed adequate by Brent Taylor and meets estimate.
  - b. CCCP status
    - i. SUS needs more documentation to create CCCP program.
    - ii. Taylor brought attention to the need for a comprehensive Customer Service Inspection (CSI) requirement for new construction, remodels, and transfers, to subsume CCCP program.  
Taylor asked for clarification as to the allowance for such an inspection under current Tariff. Review of Tariff indicates CSI is clearly approved in that document with the stipulation that DHWSC pay for the inspection. Taylor says SUS can coordinate contact with members and pay any plumber(s) chosen to perform that inspection as agent of the company.  
Annual meeting in January 2018 set as target for CSI/CCCP roll out.
7.
  - a. Reconciliation of SUS and DHWSC member databases. Zoerner and Lafayette Coleman of SUS will begin that effort immediately.  
  
Discussion continues as to how to communicate transfer/cutoff procedures to members in order to meet fiscal, operational and customer service needs.
  - b. Rate structure committee recommends first quarter 2018 rate change roll out. Approved by consensus.
  - c. Presentation by Zoerner of Tariff update and follow up discussion.

- i. Zoerner asked board for feedback by October meeting as preparation for board meeting 2018.
    - ii. Taylor questioned criteria for various stages of the Drought Contingency Plan. New stage triggers discussed, will be reviewed by next meeting. Consensus that board needs to have latitude under the Tariff to enact water restrictions on a discretionary basis beyond the current terms of the Contingency Plan.
  - d. Contact Time study.
    - i. Does not need engineering study or plans to complete. Study can use existing data to meet TCEQ requirement.
  - e. Review and approval of 2018 budget items
    - i. VFD for booster pumps to reduce wear and increase efficiency. Cost approximately \$4,000.
    - ii. Purchase of spare booster pump for storage on site at water plan in case of pump failure. Taylor says that a new pump can be installed, the used pump rebuilt and used as spare. Estimated \$5,000 cost for pump.
    - iii. Other electrical system upgrades, primarily lighting, at operations building. General estimate of \$1,000.

All budget items unanimously approved upon the motion of Millard, second by Zoerner.

- f. Property, liability and D & O insurance offerings reviewed. Cyber security coverage to be omitted this year. Policy offered by AIA unanimously approved on motion by Raetz, second by Luhrs.
- 8. Preparation for 2018 annual DHWSC members' meeting.
  - a. Set comment period for introduction of new rate structure, to begin in November.
  - b. Revised Tariff introduction.
  - c. CSI/CCCP introduction.
- 9. Other business- none.
- 10. Next meeting set for October 18, 2017 at 7:00 PM.
- 11. Adjournment at 9:25 PM approved on motion by Zoerner, second by Millard.



Neil Stegall

Secretary/Treasurer



Glen Zoerner  
President