

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

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

March 28, 2018

- 1) Call to order at 7:02 PM. Directors present: Curtis Raetz, Jim Millard
- 2) Attendees
  - a. Curtis Raetz, DHCWSC President
  - b. Les Shroyer, Vice President
  - c. Jim Millard, Secretary Treasurer
  - d. Pilar Chiodo, Director
  - e. Brent Taylor, Operator
- 3) Summary of meeting notice published.
  - a. Distribution of Draft Minutes of the February 21<sup>st</sup>, 2018 Meeting
  - b. Curtis motioned for approval, Les 2<sup>nd</sup>, All Approved
- 4) Financial review
  - a. Checks signed for Spicewood Utilities & Spicewood Community Center
  - b. Review of bank statement, Income Statement, Balance Sheet
    - i. Noted Transfer of \$44,600 from reserve account to operating account for Payment to Spicewood Utilities on Well #1 project
  - c. Discussion of State and Federal Tax filings required
  - d. Discussion of retaining CPA for cursory review of financial accounts on a periodic basis and tax preparation. Curtis Raetz motioned for approval, Jim Millard 2<sup>nd</sup>, All Approved
  - e. Continuing discussion on appropriate reserve account balance
  - f. Discussion of TECQ late fee due to check that was mailed on 2/22/2018 not posting prior to 3/10/2018. Follow up by Jim Millard
- 5) Operator's report by Brent Taylor of Spicewood Utilities.
  - a. Well #1 project is extended 30 days due to rain and equipment delays
    - i. May 1<sup>st</sup> is scheduled date for being on line and going live
  - b. Drinking water watch site is being changed to show Curtis Raetz as contact.
  - c. Discussion of Leak on Running Brook Trail due to infrastructure failure resulting from soil contraction.
  - d. Discussion of Boost pump purchase for a backup purposes
    - i. Recommendation to replace existing boost pump with new, refurbish existing as back up.
    - ii. Motion to purchase boost pump by Millard, 2<sup>nd</sup> by Pilar, All Approved
    - iii. Authorization to Spicewood utilities to Purchase and install Boost Pump, not to exceed \$7,000.00.
  - e. CCCP status.
    - i. Running as anticipated
  - f. Continued discussion of plant tour for Board Members
    - i. Further Discussion at April 2018 Board Meeting
  - g. Continued discussion of open house for Members
    - i. Further Discussion at April 2018 Board Meeting

- 6) Open Discussion
  - a. Water conservation education
  - b. Developing a Welcome Packet for new Home Owners
- 7) Review of 2018 Working Budget
  - a. Discussion of 24 Hour Monitor requirements by TECQ for Well #1
  - b. Monitoring System installed with Well #1 Project
  - c. Dailey record keeping by Spicewood Utilities
  - d. Discuss possible record keeping cost by Spicewood Utilities
- 8) Member and Public Comments
  - a. None
- 9) Other business properly brought before the meeting.
  - a. Request by Member to offset excessive water usage due to catastrophic leak as allowed in the Tariff
    - i. Cause and Repairs were verified
    - ii. Curtis motioned to offset bill by adjusting usage to 12 month average usage, Pilar 2<sup>nd</sup>, All Approved
    - iii. Understood by Member the 12 month period for no adjustment is reset effective as of today.
  - b. The Subject of the concern brought by a Member of Double Horn Creek Water Service District regarding the stipulation of the Bylaws on page 12 Article 10 Paragraph 2 was brought to the Boards attention by Millard
    - i. The Article / Paragraph states: 'it is the intent of the corporation to maintain an arms-length relationship with Double Horn Improvement Association. To that end, Officers of the Corporation shall not concurrently hold officer positions in the Double Horn Improvement Association. Directors of the Corporation may also be concurrent Directors of the Double Horn Improvement Association.
    - ii. In General Discussion by the Board there was not a presented objection to Millard Serving as Secretary Treasure for the Water Board and Vice president for The HOA Board. The Action determined by the Board was to review the Bylaws and prepare for discussion any objections and or opinion regarding concurrently serving as an officer on both boards. A vote will take place next meeting and if so determined the board will discuss the process of amending the Bylaws. Pending further discussion by the board we will proceed, as is, until the Bylaws have need re-written.
- 10) Next meeting set for April 18, 2018 at 7:00 PM.
- 11) Meeting adjourned at 9:09 PM upon motion of Curtis, 2<sup>nd</sup> By Pilar. All approved.