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# Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors  
3:00 p.m. at 300 County Road 407, Spicewood, TX  
(Spicewood Utility Services Facility)  
December 17, 2020

Meeting called to order at 3:06 p.m.

- ❖ Curtis Raetz, President
- ❖ Les Shroyer, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS
- ❖ Ed Coleman, Member

1. Discuss and approve minutes of previous board meeting.
  - a. Motion to approve by Les Shroyer, seconded by Roger Trejo, all approved.
2. Operator's Report and Discussion/Update
  - a. All work on boost and transfer pumps is completed. We now have two new boost pumps in use and refurbished boost and transfer pumps as backups.
  - b. One member is having issues with their water meter. Brent is working with member to try to resolve the problem.
  - c. Road bore underneath Vista View is complete and the water meter is set up.
  - d. SUS is currently in the process of going through a virtual TCEQ compliance investigation.
  - e. Well #3 meter is out, and a replacement has been ordered.
  - f. Discussed running an experiment in 2021 to more accurately determine the stop light chart triggers.
3. Water Restriction Monitoring and Planning
  - a. Well #3 is not recovering like wells #1 and #2. We do not know why, but we are in a severe drought, so this might be a probable cause.
  - b. Curtis discussed the well reading numbers on the stop light chart. The well reading numbers are cumulative per well (in thousands of gallons), and the sum of the differences for the three wells between current month and the previous month is the amount of water pumped.
  - c. Discussed current drought conditions and the increase in membership. Curtis is putting together a chart to show to members at the annual meeting which will show the need for future water restrictions.
4. Financial and Business Operations Review

- a. Signed invoices for Taber & Burnett, Spicewood Utility Services (2 invoices), Forestar, TCEQ, and one refund for member who moved away and overpaid.
- b. Reviewed Bank Statements, Income Statement and Balance Sheet.
  - i. Everything in order, reserve and operational accounts look good.
- c. Reviewed Director's and SUS End-of-Month (EOM) Reports
  - i. We are still pumping a significant amount of water even though it's winter. We have a lot of growth going on and it's not likely to abate. We plan to initiate a project in 2021 to study the cost of pursuing one of the additional water supply options identified in the 2019 water capacity consulting study.
- d. Continue having an account that is not paid in full. Agreed to write a letter to the member. Also discussed changes to the tariff to allow us more flexibility in handling these chronically delinquent situations.
- e. Discussed asking that the director's reports be modified to list active accounts only; currently have active and retired accounts listed.
- f. Signed engagement letter for Taber & Burnett for the 2020 tax preparation.

#### 5. Tasking/Planning

- a. Fire Prevention Water Tank(s) Project and Subcommittee Reports
  - i. Curtis overwhelmed with other tasks such as the annual meeting and not much effort has been done this month. Will assume work on it again in January.
- b. End of Year Activity Planning: Board of Director's Election and Annual Meeting
  - i. Les Shroyer, VP, is leaving. All board members need to think about what position, if any, they would like to hold. Will assign positions at the January board meeting.
  - ii. Discussed annual meeting draft presentation and the 2021 draft budget. Will add a "Future Water Capacity" special project line to the annual budget.
  - iii. Reviewed proposed amendments to the tariff, most of the changes made for clarification purposes.
  - iv. Discussed location of annual meeting and whether to do onsite meeting or virtual meeting.
  - v. Discussed whether or not Taber & Burnett would be willing to take over financial review responsibilities. Taber & Burnett said they could do a review, but they cannot be required to be independent. Questions is whether this would be an acceptable level of assurance to members. Will defer this topic to next year and bring it up to the members at the annual meeting.

6. Member and Public Comments – None.

7. Other Business Properly Brought Before the Meeting – None.

#### 8. Action Item Review and Set Next Meeting Date

- a. Curtis Raetz: Send letter to member who is delinquent in payments.
- b. Curtis Raetz: Ask Lafayette Coleman to remove retired accounts from the director's reports.
- c. Curtis Raetz: Look at tariff changes to allow for handling delinquent accounts more effectively.

d. Pilar Chiodo: Make requested modifications to the draft 2021 budget and distribute to board members for review.

9. Adjourn

a. Next meeting date scheduled for Monday, January 25, 2021, 3:00 p.m. at SUS facility.

b. Adjourned at 4:43 p.m. Motion to adjourn by Pilar Chiodo, seconded by Roger Trejo, all approved.