
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)
January 25, 2021

Meeting called to order at 3:10 p.m.

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

1. Discuss and approve minutes of previous board meeting.
 - a. Motion to approve by Harry Brunner, seconded by Pilar Chiodo, all approved.
2. Operator's Report and Discussion/Update
 - a. Currently undergoing a TCEQ compliance investigation and filling out annual surveys. This includes, but not limited to, meter calibration inspection, tank inspections, and calibrations on various equipment in the control room.
 - b. Well #3 meter was changed out and is working well now.
3. Water Restriction Monitoring and Planning
 - a. Held discussion about possible experiments that could be run on the wells to validate the thresholds we currently use to set drought stages. Brent stated that during the drought of 2011 well #3 caved in due to it being pumped so frequently, so there is a risk to the wells if we deplete the cavity. Brent recommended a hydrologist that could look at the problem and provide better suggestions.
 - b. Even though we've had more rain, we are still showing slow recharge of the wells, but they levels are holding relatively steady.
4. Financial and Business Operations Review
 - a. Signed invoices for Taber & Burnett and Spicewood Utility Services.
 - b. Reviewed Bank Statements, Income Statement and Balance Sheet.
 - i. Everything in order, reserve and operational accounts continue to look good.
 - c. Reviewed Director's and SUS End-of-Month (EOM) Reports
 - d. Delinquent accounts continue to be an issue. One account closed with bad debt; took action to ask SUS about the details of this account. Another delinquent account from last month was paid in full soon after member was contacted. We agreed that it will be necessary to change the tariff to

implement thresholds on delinquent accounts so that SUS has a definitive directive on when to take action to resolve delinquencies. Over the years, the number of delinquent accounts has been on the rise and this needs to stop.

- e. Retired accounts are still listed on the Director's Report from SUS. Will ask SUS to remove these accounts from the report.

5. Tasking/Planning

a. Fire Prevention Water Tank(s) Project and Subcommittee Reports

- i. Brent stated that the proposed water tank location is currently on the opposite side of the road as the water distribution line. It is possible to provide a 1-inch line since there is a meter box on the correct side of the road, but not a 2-inch line. Curtis took action to discuss this with the fire marshal. A 1-inch line should be adequate for replenishing the tank since it does not need to be done real-time.
- ii. Curtis has contacted a surveyor in town to come do a survey for the water tank placement. Currently waiting to hear back from them.
- iii. Discussed engineering plans and competitive bid process. We currently do not have a bid process for competitive bids, and it was recommended that we need to have one in place. Will table this discussion until the next meeting so all board members have time to review the tariff.

b. Activity and priority planning:

- i. Annual meeting review and tasking, including 2021 budget.
 - 1. Only one action item from annual meeting and Curtis resolved it.
 - 2. Tank project is underway and continues to make progress.
 - 3. Commence effort to analyze our future water capacity. Future Water Capacity budget line was created in the 2021 budget for this task.
 - 4. Agreed to form an Emergency Preparedness Plan Development committee, led by Harry Brunner and Ed Coleman. First action will be preliminary work on renting a generator should the need arise, i.e., contact(s), cost, time, etc.
 - 5. Discussed need for a 3 to 5-year plan, especially in light of new subdivisions that are being developed nearby. Plan should also encompass equipment maintenance, replacement, etc.
 - 6. Proposed amendments and changes to the tariff and by-laws. Need to determine what, if anything, needs to be updated to make these documents more concise and clearer.
 - 7. Motion to approve the 2021 budget communicated to the homeowners at the annual meeting by Ed Coleman, seconded by Harry Brunner, all approved.

6. Member and Public Comments:

- a. Proposed updating the DHCWSC website to include a section on how to pay your bill; also include a link to the PayClix website.
- b. Proposed updating the DHCWSC website to eventually include a section on the water tank project to keep members informed of its progress.

- c. Proposed gathering member usage data to inform them about their water usage in comparison to other members.
7. Other Business Properly Brought Before the Meeting:
 - a. Election of officers. Motion to approve election of officers by Ed Coleman, seconded by Harry Brunner, all approved. Board members for 2021 are as follows:
 - i. Curtis Raetz, President
 - ii. Ed Coleman, Vice President
 - iii. Pilar Chiodo, Secretary/Treasurer
 - iv. Harry Brunner, Director
 - v. Roger Trejo, Director
8. Action Item Review and Set Next Meeting Date
 - a. Curtis to discuss with fire marshal about any rate requirements/expectations for replenishing the water tank.
 - b. Curtis to contact hydrologist recommended by Brent Taylor about providing various consulting efforts regarding future water capacity and the impact of population growth in this area to our community.
 - c. Harry Brunner and Ed Coleman to start up Emergency Preparedness Plan Development committee.
 - d. Pilar Chiodo to generate proposed set of action triggers for delinquent accounts.
 - i. All board members to review tariff and by-laws. Special look at competitive bids and thresholds for announcing annual meeting.
 - ii. Pilar Chiodo to ask SUS to remove retired accounts from Director's Reports.
 - iii. Pilar Chiodo to change signature designations for First United Bank accounts.
 - iv. Pilar Chiodo to ask SUS about delinquent member account that closed with bad debt.
 - v. Curtis Raetz to give access to Ed Coleman on Google Drive.
 - vi. Curtis Raetz to structure a water consumption message/plan that can be auto generated. Ask SUS what data is available to use, and is there a tool that already has these features available that we aren't currently leveraging.
9. Adjourn
 - a. Next meeting date scheduled for Thursday, February 25, 2021, 3:00 p.m. at SUS facility.
 - b. Adjourned at 4:48 p.m. Motion to adjourn by Pilar Chiodo, seconded by Harry Brunner, all approved.