

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)
February 25, 2021

Meeting called to order at 3:14 p.m.

- ❖ Curtis Raetz, President
- ❖ Ed Coleman, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director

1. Discuss and approve minutes of previous board meeting.
 - a. Motion to approve by Harry Brunner, seconded by Roger Trejo, all approved.
2. Operator's Report and Discussion/Update
 - a. Agreed to defer this discussion to the Tasking/Planning section of the meeting. All agreed.
3. Water Restriction Monitoring and Planning
 - a. Reviewed stop light chart; well numbers improved and are almost normal for this time of year. There is no action that needs to be taken now.
 - b. Discussion of by-law changes associated with the filling of pools. There are few new pools going in and would like to send a message to these owners reminding them not to fill the pool with DHCWSC water. Discussed possible thresholds, penalties, and consequences for members. Currently we have no ability to enforce this. Changes to the by-laws could be approved by calling a special meeting.
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 regarding reserve account. One discrepancy in operational account noted: the account balance in the bank statement differs from the account balance on the balance sheet. Pilar took action to look into this; probably a timing issue with bank statement and balance sheet reporting in QuickBooks.
 - c. Reviewed 2020 Tax Return. Motion to approve the 2020 tax return by Curtis Raetz, seconded by Ed Coleman, all approved. Tax return will be filed with the IRS.

- d. Reviewed Director's and SUS End-of-Month (EOM) Reports. One account had an extremely high usage of 55,000 gallons. Curtis took action to ask Lafayette if he has reached out to this member regarding the high usage. Also, in future reports, retired accounts will no longer be listed.
- e. Reserve and operations account review and balance. No need to move money from operational account to reserve account.
- f. Member Billing Adjustment. Have one member who had a water leak and a high amount of usage. The member paid the bill and is asking for an abatement. In discussions with SUS, we agreed to charge for all the water used, but at the entry level rate and not on an escalating scale. Decided that moving forward this is how the board will handle these situations. This method bills the member for the actual water used, but the member is not penalized for the leak with the rate structure. In this particular case, the member will not be refunded the extra money paid but instead given a credit on the account.

5. Tasking/Planning

- a. Freeze Event After Action - Items to Discuss:
 - i. Member Communication - Overall, it is felt that communication about the freeze events were well structured and timely. There were a few hiccups early on, but the consistent daily evening updates helped immensely. Curtis Raetz was recognized for doing a great job with his communication emails, especially with the collapse of some of the communications infrastructure. In the future, will look into texting as an additional communication method. Sending text updates to all members might be better because members can receive texts even if there is no electricity available. Ed took action to look into texting emergency messages for Double Horn.
 - ii. Auto Dialer - Why didn't the auto dialer send an alert? Apparently the autodialer was working, but the Frontier phone land line was not working; it is now. SUS recommends replacing the existing autodialer with one that is connected to cell phone towers and not a land line. These new autodialers can also be logged into remotely to determine status of critical components at the water plant. Plan forward is to get pricing of new autodialers and determine if it feasible to install one.
 - iii. Pump Control - Need to investigate why the pump controller required a manual boot after every power failure. The system should reboot after a power failure on its own; however, SUS said that after 2-3 power failures in a row, it is not robust enough. The real key to the failure was the series of repetitive power interruptions. Repair of the current controller is ongoing and Brent to get price on repair/replacement of existing controller. Also looking into the possibility of getting a battery powered backup.
 - iv. Disaster Planning/Drills - We formed a committee last month for disaster planning. This is an ongoing effort, but would like to implement a drill to trip the power once a month to make sure everything is working as it should.

- v. Backup Generator - Should we invest in a backup generator? This is an expensive proposition. Need to get data on power requirements so we can price it out and then make a decision. Solicited board member opinions on this topic. Harry spoke with representative from the Capital Area Council of Government (CAPCOG) and asked him for connections regarding possible grants. Also contacted the Water Development Board and LCRA. Even if a grant does not cover 100% of the cost, any amount will help defray the costs. Harry Brunner took action to explore grant possibilities. Currently have a member who has volunteered to determine power ratings and requirements for these purposes. Most agreed that the water tanks are also a high priority due to fire danger. Also need to consider member donations. Summary: Funding for backup generator should not displace the water tank effort. Need to continue forward with both efforts while pursuing grants/donations.
- vi. Goodwill Recommendation - Discussed giving a credit to all members as a gesture of goodwill for leaving the water dripping throughout the freeze. Curtis made motion to apply a \$20.00 credit to each member's account in recognition of the contribution each member made by keeping their water faucets on a drip during the freeze event; seconded by Ed Coleman, all approved. Ed took the action to craft the message to all members informing the members of this.
- vii. Followup on Water Shutoff Actions - It was a great success and there were several members who did request to have their water shut off.

b. Fire prevention water tank project and subcommittee reports

- i. Curtis has the survey scheduled. As soon as this is complete the lawyers can draw up the easement documents.
- ii. Curtis did not contact hydrologist, but did contact the fire marshal. As the water tank gets low in water, trucks have suction pumps to pull water from the tank. The rate at which the tank will be replenished is a non-issue since the tanks are only used for each fire incident. A 2" pipe should be adequate for replenishing the tank.

c. Activity and priority planning

- i. Harry Brunner and Ed Coleman to begin work on emergency generator and larger issue of disaster response.
- ii. Deferred changes to the tariff pending all these other higher priority items.

6. Member and Public Comments: None.

7. Other Business Properly Brought Before the Meeting:

- a. Discussed how to communicate to members that we have potable water available to them at the water facility in case they need to take water to their house in case of an emergency. Will make this part of the disaster/emergency plan for communicating to members.
- b. Curtis thanked all members for their contributions during the freeze.

8. Action Item Review and Set Next Meeting Date

- a. Pilar to resolve discrepancy between operational account balance and balance sheet balance.
- b. Curtis to talk to Lafayette about member with high usage.
- c. Ed Coleman to look into texting emergency messages to members.
- d. Harry Brunner to pursue efforts in obtaining grants for emergency related enhancements to the water plant.
- e. Ed Coleman to draft message to members regarding the \$20.00 credit to their water bill.

9. Adjourn

- a. Next meeting date scheduled for Friday, March 26, 2021, 3:00 p.m. at SUS facility.
- b. Adjourned at 4:56 p.m. Motion to adjourn by Harry Brunner, seconded by Roger Trejo, all approved.