

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)
March 26, 2021

Meeting called to order at 3:07 p.m.

- ❖ Curtis Raetz, President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS Representative

1. Discuss and approve minutes of previous board meeting.
 - a. Motion to approve by Pilar Chiodo, seconded by Roger Trejo, all approved.
2. Operator's Report and Discussion/Update
 - a. A new Turner controller has been ordered and will replace the existing one once it comes in. The current controller has to be manually reset every time there is a power disruption.
 - b. A new autodialer has also been ordered; purchase was approved by the board. Although we initially thought the current autodialer was not functioning because the Frontier land line was down, the autodialer was not working either, probably due to an electrical surge. New autodialer will be cellular and internet capable. Because of this, the Frontier land line can be cancelled resulting in a savings of approximately \$58.00/month. Pilar to cancel the Frontier service.
 - c. The SCADA radios are all working again at the pumps. There was concern that some had been lost due to the freeze but they have since recovered.
 - d. Briefly discussed possible cost of a generator for the plant. Discussion was limited since Harry Brunner, who has been working the action item, was not in attendance. The benefits of also installing manual transfer switches and a docking station at all three wells for a portable generator was discussed as well. Brent took action to followup on the pump emergency generator scheme.
 - e. Discussed the possibility of hiring a company to professionally insulate all exposed pipes at the water plant and well lines to avoid them freezing again during a bad weather condition. Although if we have emergency power the likelihood of freezing pipes is small since we can continue to move water through the pipes. Decided to hold off on insulating the pipes at the plant, but may move forward with insulating the well lines since it's harder to keep water moving through them. Brent took action to get a price quote for professionally insulating the well lines.

3. Water Restriction Monitoring and Planning

- a. Reviewed stop light chart; well numbers are stable and there is no action that needs to be taken now.

4. Financial and Business Operations Review

- a. Signed invoices for Taber & Burnett, Spicewood Utility Services, and Cuplin & Associates for the water tank project survey.
- b. Reviewed Bank Statements, Income Statement and Balance Sheet.
 - i. Everything in order regarding reserve account. Discrepancy last month in operational account statement and balance sheet resolved. Our accountant gets a list of deposits from SUS just prior to the actual deposit at the bank. If this occurs at the end of the month, then the deposits are entered into QB even though they have not yet been deposited at the bank and therefore are not reflected in the bank statement until the following month.
 - ii. The 2020 tax return has been filed and the IRS has confirmed receipt.
- c. Reviewed Director's and SUS End-of-Month (EOM) Reports. One account continues to have extremely high usage. This issue discussed more in Activity and Priority Planning (5c).
- d. Reserve and operations account review and balance. Everything as it should be, no actions need to be taken.
- e. Member Billing Adjustment. Have one member who had a large water leak during the freeze due to a burst pipe and has asked for an abatement. Per the new process, we agreed to charge for the water used at the entry level rate. There is also another member with high water usage due to a burst pipe who has not reached out to the board for an abatement. Curtis took action to reach out to them in case they are unaware that they can lower their high water bill due to unforeseen circumstances.

5. Tasking/Planning

- a. Freeze Event After Action Followup:
 - i. Harry Brunner distributed a status report via email, the highlights of which are:
 - 1. As EMC for the City of Double Horn, filed a Disaster Summary Outline (DSO) in March with the Texas Department of Emergency Management.
 - 2. Also filed two pSTATs outlining the damages sustained by the water company. Also set up DHCWSC on the FEMA Grant Portal. Next step is to submit a Request for Public Assistance (RPA) with FEMA and possibly the state.
 - 3. Worked on evaluating and proposing a generator to adequately power the water plant during a power outage and submitted report to board. Brent took an action to review the data we provided him and will be further discussed at next month's board meeting.
- b. Fire prevention water tank project and subcommittee reports

- i. The survey by Cuplin & Associates has been completed and we will receive a plat once the invoice is paid. We can now task the lawyer to draw up an easement document that can be used to construct the water tank. The pad engineering requirements will be done by a member volunteer with professional experience in this area. After this we will solicit several bids for the effort.

c. Activity and Priority Planning

- i. Curtis contacted a hydrologist consultant and had good discussion with him. He seems to be very qualified to help us in the areas we need help on. Curtis put together a high level draft statement of work for the board members to review. After obtaining feedback from board members, will send it to him and begin work on future water capacity effort, the first of which is to ensure we know the true capacity of our current wells.
- ii. Curtis talked to Lafayette Coleman about high water usage by members. SUS can automatically generate a report of high water usage on a month by month basis, but messages to these members is not automated; may have to resort to sending manual messages to these members.
- iii. Discussed updates to the tariff. Pilar took action to begin making modifications to be reviewed at board meetings. Making modifications one change at a time is preferable right now to making a major update since everyone is busy with higher priority items.
- iv. Discussed drought awareness for the upcoming summer months. Need to plan on how to bring awareness to members. One possibility is to put up a sign at the entrance gates. Will discuss these plans at the next board meeting and also with the HOA.

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. Brent to followup on pump emergency generator scheme.
- b. Brent to get a price quote for professional insulation of the well lines.
- c. Pilar to cancel phone service with Frontier.
- d. Curtis to reach out to member about adjusting their high water bill due to burst pipe during the freeze.
- e. Pilar to begin making modifications to the tariff.

9. Adjourn

- a. Next meeting date scheduled for Thursday, April 29, 2021, 3:00 p.m. at SUS facility.
- b. Adjourned at 4:13 p.m. Motion to adjourn by Pilar Chiodo, seconded by Roger Trejo, all approved.