

# Double Horn Creek Water Supply Corporation

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Minutes of Meeting of Board of Directors  
3:00 p.m. at 300 County Road 407, Spicewood, TX  
(Spicewood Utility Services Facility)  
April 29, 2021

Meeting called to order at 3:05 p.m.

- ❖ Curtis Raetz, President
- ❖ Ed Coleman, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS Representative, arrived at 3:13 p.m.

1. Discuss and approve minutes of previous board meeting.
  - a. Motion to approve by Roger Trejo, seconded by Ed Coleman, all approved.
2. Operator's Report and Discussion/Update
  - a. The new autodialer and the Turner controller have arrived at SUS but have not been installed yet. Installation scheduled for the week of May 10th.
  - b. Discussed the exposed piping at the plant again. Brent said if we insulate the pipes we also need to implement a heat trace as well to keep the pipes warm. An insulation person that SUS will hire can have everything done in one day. Curtis made a motion to task SUS to make a proposal for insulating exposed pipes 2" in diameter or less along with installing a heat trace on those pipes. Seconded by Harry Brunner, all approved. Board will review proposal and approve/disapprove the bid.
  - c. Brent said that some standards they need for calibration have expired. Per TCEQ, SUS has to purchase new ones. Approximate cost is \$300-\$500.
  - d. Brent also has action to provide Harry Brunner an email with the cost of the damages the water plant sustained due to the February freeze event. Discussed these damages and will decide at a future date whether these damages warrant filing an insurance claim.
3. Water Restriction Monitoring and Planning
  - a. Reviewed stop light chart. Well levels look healthy in spite of little rainfall. No action necessary.
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, no action taken.
- c. Reviewed Director's and SUS End-of-Month (EOM) Reports.
  - i. Three accounts had over 20,000 gallons of usage in March. Continued discussion from last month about how to motivate these members to scale back their high usage. Increasing the rate structure at the high end of usage seems to be the most viable solution. Ed Coleman took action to present a new rate structure to the board for review and discussion.
- d. Reserve and Operations Account Review and Balance.
  - i. These accounts continue to look healthy. No changes necessary.

## 5. Tasking/Planning

- a. Emergency/Disaster Planning and Response Subcommittee:
  - i. Due to travel and other priorities, no significant work was done on this. Will discuss at next month's board meeting.
  - ii. Curtis contacted two water agencies and determined that none are aware of any grants available for obtaining an emergency electrical generator. Curtis and Harry both took action to continue making calls to determine if there are other avenues available to us regarding grants. Also discussed whether to install the wiring necessary for hooking up a generator at the power plant. This would be a low cost effort and would give us the option to hook up a loaner generator in case of emergencies. No decision made; will revisit in the future.
  - iii. Harry brought up the DUNS (Data Universal Numbering System) Numbering. The DUNS number for DHCWSC was set up in 2013. Currently trying to set up account with SAM.GOV, a federal contractor registry (System for Award Management) which is used by FEMA. The physical address for the DUNS number is not a current address anymore. Discussed whether or not to change the address right now or leave it as is. Decided to take no action for now; will do so once we know what we are going to do with FEMA, if anything, moving forward.
- b. Fire Prevention Water Tank Project and Subcommittee Reports
  - i. The bidding specification is complete. Have an engineering drawing and a survey. The next step is to send the survey and the engineering drawing to one of the owners of the lot we are installing the water tank on as a courtesy. Then it will get sent to the attorney for drawing up an easement document. The only unknown is whether we need LCRA approval for impervious penetration. This is highly unlikely but need to verify it anyway. The bidder's proposal package will then be sent to several local tank installation companies. They will be asked to bid a complete turnkey package: storage tank and materials, tank assembly and installation, tank foundation/pad, as well as the exterior piping to the fire hydrant and its installation. Once a bidder is selected, will send a communication email to all members regarding the status of the project.

- c. Review/Discuss Future Capacity Consultant Proposal
    - i. Received the latest quote from the hydrologist and it was too high to consider since it exceeds the money approved for this effort. Curtis took action to phone him to determine why the latest quote is so much higher than the original quote.
  - d. Relationship Building
    - i. Curtis had conversation with Mitchell Sodek of Central Texas Groundwater Conservation District regarding generator grants and other general items.
  - e. Activity and Priority Planning
    - i. Continue with emergency/disaster planning, fire prevention water tank project, future capacity proposal, relationship building, and new rate structure proposal.
6. Member and Public Comments: None.
7. Other Business Properly Brought Before the Meeting:
- a. A "PAYMENTS" tab has been added to the home page of the DHCWSC website. This gives users three methods of paying their water bill, along with a link to the Payclix website.
  - b. Discussed the water quality report from November 2020 (not the Consumer Confidence Report). It is 16 pages long and very technical; no red flags detected. Decided to discuss it with Brent at next month's board meeting.
8. Action Item Review and Set Next Meeting Date
- a. Ed Coleman to present new rate structure to the board to encourage water conservation among members who have extremely high water usage.
  - b. Brent to get a price quote for professional insulation of the well lines.
  - c. Brent to send Harry Brunner an email with cost of damages to the plant due to the freeze event in February.
  - d. Curtis and Harry to reach out to a few more people regarding the possibility of grant money for a generator.
  - e. Curtis to phone hydrologist and have followup conversation with him regarding latest quote.
9. Adjourn
- a. Next meeting date scheduled for Thursday, May 27, 2021, 3:00 p.m. at SUS facility.
  - b. Adjourned at 4:39 p.m. Motion to adjourn by Ed Coleman, seconded by Roger Trejo, all approved.