

# 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)  
May 27, 2021

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

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

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. SUS announced they are moving their offices to an area north of Marble Falls. Curtis took the action to find an alternate location for the board meetings.
  - b. The new autodialer and the Turner controller were supposed to be installed the week of May 10 but due to heavy workload, neither has been installed. Installation now scheduled for the first week in June.
  - c. Discussed exposed piping at the plant. Brent said the job would cost about \$9000-9500. Curtis made a motion authorizing SUS to insulate all pipes under 4 inches in diameter and apply heat tracing wire for a price NTE \$9500. Pilar Chiodo seconded the motion, all board members approved the motion.
3. Water Restriction Monitoring and Planning
  - a. Reviewed stop light chart. The report is much improved and the wells are healthy due to the recent rainfall.
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 required.

- ii. Reviewed Director's and SUS End-of-Month (EOM) Reports. Still a few high users, but everything else is normal.
- c. Reviewed Reserve and Operations Account and Balances.
  - i. These accounts continue to look healthy. No changes necessary.

## 5. Tasking/Planning

- a. Emergency/Disaster Planning and Response Subcommittee:
  - i. Member communication. Discussed what database of phone numbers to use for text messaging. It would be ideal to use the POA directory except that the list is not being maintained right now. Ed to look into what possible databases to use.
  - ii. Harry distributed list of emergency generator suggestions and cost estimates for discussion.
  - iii. Effort with FEMA is a no go since we do not meet the minimum coverage for the February freeze event.
  - iv. Curtis reached out state senator and LCRA. LCRA has a Community Development Partnership Program (CDPP) that provides grants for a number of worthy causes. In general, these causes are for first responders, community organizations like fire fighting, food pantries, transitional housing, etc. It appears we have a strong opportunity for a grant primarily with our water suppression tank and secondarily with our emergency generator. Next cycle for grant evaluations and authorizations is July. Board agreed to go forward with these grant proposals.
  - v. Harry said that we are now set up on [SAM.GOV](https://sam.gov) (System for Award Management). The DUNS (Data Universal Numbering System) currently does not have an accurate physical address and phone number for DHCWSC. The board agreed to update the physical address to be the water plant address, and use the SUS contact phone number.
- b. Fire Prevention Water Tank Project and Subcommittee Reports
  - i. Curtis has been working with the lawyer on getting the easement done. Everything is in order except for the title commitment which is owned by Double Horn Properties. Once this is done the bids will be sent out.
  - ii. LCRA requires a permit for any work done inside a zone called the Highland Lakes Water Ordinance Area. Have submitted an engineering plan and expect approval for this soon.
- c. Review/Discuss Future Capacity Consultant Proposal
  - i. Curtis had action to followup with the hydrologist, but the hydrologist was not available due to personal reasons. Will follow up when he returns to work.

- d. Activity and Priority Planning
  - i. Curtis to begin the LCRA grant process.
  - ii. 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. Reviewed and discussed Ed's new rate structure numbers that he presented. Striving for a fair exchange between conservation and high end use. Ed has action to continue to work the numbers with the feedback provided by the members. Hope to present the new rate structure at the next annual meeting for approval.
8. Action Item Review and Set Next Meeting Date
  - a. Curtis to find new location for board meetings.
  - b. Brent to provide receipts for autodialer and Turner controller so they can be capitalized.
  - c. Harry to update DUNS to modify address and phone number to be accurate.
  - d. Curtis to send a rate structure excel spreadsheet to Ed.
  - e. Ed to continue to work rate structure numbers.
9. Adjourn
  - a. Next meeting date scheduled for Thursday, June 17, 2021, time and location TBD.
  - b. Adjourned at 4:52 p.m. Motion to adjourn by Ed Coleman, seconded by Harry Brunner, all approved.