
Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
6:00 p.m. at 103 Vista View Trail, Spicewood, TX
June 17, 2021

Meeting called to order at 6:04 p.m.

- ❖ Curtis Raetz, 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. The new auto dialer was installed; SUS can now monitor various status items such as power loss, battery loss, filter status, etc., via a smart phone.
 - b. The Turner controller was also installed and is functioning well.
 - c. Brent stated that the person who will insulate all pipes under 4 inches will be out this week to look at the job. We still have a NTE of \$9500 for the job.
3. Water Restriction Monitoring and Planning
 - a. Reviewed stop light chart. We received over 10 inches of rain in May and all well levels are green.
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. High water usage was down due to rainfall.
 - c. Reviewed Reserve and Operations Account and Balances.
 - i. These accounts continue to look healthy. No changes necessary.

5. Tasking/Planning

- a. Membership database updates/maintenance.
 - i. Have had a request from the POA to share member information, specifically emails. Decided to change the membership transfer form and the new member form to give new owners the option to share/not share information with the POA.
- b. Emergency/disaster planning and response subcommittee
 - i. Member communication. Found a company that broadcasts group texts for a nominal fee. Looking into this as a future possibility for emergency communications with members.
 - ii. Harry indicated that correcting the DUNS information is still a work in progress; lots of bureaucracy involved, specifically with zip code databases.
- c. Emergency electrical generator update.
 - i. Harry investigated possibility of getting a used generator but determined that this is not a viable option due to generator age, working status, voltages, etc.
 - ii. Curtis received response from State Senator Dawn Buckingham's office and was informed that they know of no grant programs available for our needs.
 - iii. Curtis talked to Sheila Slagel who manages the LCRA Community Development Partnership Program (CDPP). She said that both the water tank and the emergency generator are projects worthy of submitting a grant proposal for. Likelihood of award is improved if grant request is \$25k or less. The grants are submitted in July and awarded soon thereafter. The board proposes to submit two grant requests in July.
 - iv. Water Tank Project and Subcommittee Reports. The easement will be ready in a couple of days and then needs to be signed by the owner; expect no problems with this. Then the bid requests will be issued. The board also agreed to purchase the equivalent of title insurance for our water tank as a precautionary measure.
- d. Review/Discuss Future Capacity Consultant Communications
 - i. Kevin Khorzad of Wet Rock Groundwater Services is now under contract. He sent us an information request; majority of information required will be supplied by SUS. Also requested a plant visit which will take place in July. He has agreed to interim reports in July and August, with a final report in September.
- e. Activity and Priority Planning
 - i. Curtis to begin the LCRA grant proposal 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: None.

8. Past and Current Action Item Review and Set Next Meeting Date
 - a. Curtis to discuss the update of the SUS customer service agreement(s) with Lafayette Coleman to allow the owner the option to share their contact information with the POA.
 - b. Pilar to call Lafayette Coleman and determine what kind of data stream for member phone numbers he can generate for text broadcasting purposes.
 - c. Brent to provide receipts for auto dialer and Turner controller so they can be capitalized.
 - d. Ed to go to First United Bank to get signature authority for check signing purposes.
 - e. Ed to continue to work rate structure numbers.
 - f. Curtis to work grant proposal.

9. Adjourn
 - a. Next meeting date scheduled for Tuesday, July 20th, 2021, at 6:00 p.m. at 103 Vista View Trail, Spicewood, Texas.
 - b. Adjourned at 7:20 p.m. Motion to adjourn by Roger Trejo, seconded by Harry Brunner, all approved.