
Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
3:00 p.m. at 101 Double Horn Trail, Spicewood, TX
September 22, 2021

Meeting called to order at 3:08 p.m.

- ❖ Curtis Raetz, President
- ❖ Ed Coleman, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Harry Brunner, Director
- ❖ Roger Trejo, Director
- ❖ Brent Taylor, SUS Representative
- ❖ Andrew Worsley, P. G. of Wet Rock Groundwater Services, LLC

1. Summary of meeting notice published. Confirm a quorum is present.
2. Future Capacity Consultant (Wet Rock Groundwater Services) Presentation.
 - a. Andrew Worsley of Wet Rock Groundwater Services, LLC presented the final report on the future water capacity study that was completed. Excellent report with lots of data to process. Main topics covered operating practices and drought contingency plans. One item needing immediate improvement is in our data collection and management. We need more real-time water level information to quickly assess aquifer conditions in order to declare water restrictions.
 - b. Based on discussions from the previous board meeting and Andrew Worsley's presentation, Curtis Raetz made a motion to authorize installation of transducers in wells 1, 2, and 3. Seconded by Ed Coleman. Installation will be done by SUS.
3. Distribution, Discussion, and Approval/Modification of the August 19 Meeting Draft Minutes. Motion to approve by Harry Brunner, seconded by Ed Coleman, all approved.
4. Operator's Report and Discussion/Update
 - a. Completed and ongoing/upcoming efforts
 - i. Exposed piping insulation has not been done yet. Still in the queue for this year.
5. Water Restriction Monitoring and Planning
 - a. We continue to have healthy rainfall, so all wells are status green.

6. Financial and Business Operations Review
 - a. Signed invoices for Taber & Burnett and Spicewood Utility Services. Earlier in the month made the second of three payment to Wet Rock Groundwater Services.
 - b. Pilar Chiodo made a motion to approve the Director & Officer's (D&O) insurance premium for the next three-year term; premium stayed the same. Seconded by Ed Coleman, all approved.
 - c. Reviewed Bank Statements, Income Statement and Balance Sheet.
 - i. Everything in order, no action required.
 - d. Reviewed Director's and SUS End-of-Month (EOM) Reports.
 - i. Exceptional usage climbed significantly; will discuss later in meeting when surcharges are discussed.
 - ii. Delinquent payments have been cleared.
 - e. Reserve and Operations Account Review and Balance.
 - i. These accounts continue to look healthy. No changes necessary.
7. Tasking/Planning
 - a. Emergency/Disaster Planning and Response Subcommittee.
 - i. Member Communication - Text messaging system not tested yet; will be tested prior to next meeting.
 - ii. The FEMA hazard mitigation program timeline does not work for us since answers on any assistance may not arrive until May of 2022. Will not continue to pursue this path forward.
 - iii. Emergency Electrical Generator Update. Parts are very backed up, may not get one until early next year. Agreed to get the wiring done in preparation for the generator. Curtis made a motion to task Brent Taylor of SUS for a complete turnkey emergency generator system to be installed with plans to do it as soon as possible. This effort will include purchase, implementation, and ongoing services to support implementation. Curtis made motion to pre-approve any generator related costs less than \$35,000. Seconded by Ed Coleman, all approved.
 - b. Firefighting Water Tank Project and Subcommittee Reports.
 - i. The easement process is complete. The final signature was obtained and request for bids have been issued to 5 water tank providers. Deadline for bid response is Oct. 11.
 - c. 2022 Planning and Tasking
 - i. Budget (ongoing operations, special projects, records administration, etc). Reviewed first draft of 2022 budget and made changes; this will be an ongoing process until the end of the year.

- ii. Tariff and bylaws review and proposed changes. Discussed suggested changes to existing bylaws and tariff. This effort will continue in preparation for the annual meeting. Had long discussion on possible modifications to tariff for discouraging high water users: surcharges, rate structure changes, etc. Also agreed that we all need to re-sign the Conflict of Interest Policy.
- iii. 2022 Board of Director's election. Three members that are up for re-election have decided to rerun for election next year.
- d. Current Activity and Priority Planning
 - i. Emergency generator: now have an agreed upon plan for moving forward.
 - ii. Firefighting water tank: bids will go out with a response deadline of Oct. 11.
 - iii. Future water capacity: will task SUS with installing transducers in wells 1, 2, & 3.

8. Member and Public Comments: None.

9. Other Business Properly Brought Before the Meeting: None.

10. Past and Current Action Item Review and Set Next Meeting Date

- a. Curtis to contact Brent and tell him to provide a turnkey emergency generator system in three phases: purchase, implementation, and service.
- b. Curtis to get easement authorization for well #4.
- c. Pilar to generate test for emergency text messages to board members.
- d. Ed to generate suggested updates to tariff for high water usage surcharge.
- e. Brent to provide receipts for auto dialer and Turner controller from the suppliers so they can be capitalized.

11. Adjourn.

- a. Next meeting date scheduled for Wednesday, October 20, at 6:00 p.m. at 103 Vista View Trail, Spicewood, Texas.
- b. Adjourned at 6:08 p.m. Motion to adjourn by Curtis Raetz, seconded by Roger Trejo, all approved.