
Double Horn Creek Water Supply Corporation

Minutes of Meeting of Board of Directors
6:00 p.m. at 103 Vista View Trail, Spicewood, TX
December 16, 2021

Meeting called to order at 6:06 p.m.

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

1. Summary of meeting notice published. Confirm a quorum is present.
2. Distribution, Discussion, and Approval/Modification of the November 16 Meeting Draft Minutes. Motion to approve by Harry Brunner, seconded by Roger Trejo, all approved.
3. Member and Public Comments: None
4. Operator's Report and Discussion/Update
 - a. Completed and ongoing/upcoming efforts.
 - i. Firefighting water storage tank, emergency electrical generator and portable generator, insulation for exposed water plant pipes.
 1. Water tank is being built now and the color will be hunter green.
 2. Agreed not to attempt to use/repurpose the fire hydrant on the east side of the mailboxes due to cost.
 3. It is possible to use pea gravel for the base of the water tank, which will result in project savings. Curtis made a motion to ask Brent Taylor of SUS to provide the board with a modified project quote assuming a pea gravel base instead of a cement base. Seconded by Harry Brunner, all approved. Ed also made a motion to give the project manager, Curtis, the authority to approve the pea gravel once the new quote comes in. Seconded by Roger Trejo, all approved.
 4. It will be possible to use the water in the water storage tank in emergency situations for household purposes.

5. A portable generator for wells #1 and #2 is recommended.
 6. Texas Water Code (TWC) §13.1394, among other emergency requirements, requires affected utilities to restore water pressure above 20 PSI within 24 hours. DHCWSC is a Water Supply Corporation (WSC) according to PEC, so we will need to generate an Emergency Preparedness Plan (EPP) and submit it to TCEQ. Harry Brunner to work with Brent Taylor on the EPP.
 7. The piping insulation has been completed and came in well under the NTE.
5. Water Restriction Monitoring and Planning
 - a. Well depths continue to look healthy, no action required.
 6. Financial and Business Operations Review
 - a. Signed invoices for Taber & Burnett, Spicewood Utility Services, TCEQ, and DSHS Central Lab.
 - b. Reviewed Bank Statements, Income Statement and Balance Sheet
 - i. Everything as expected, no action required.
 - c. Reviewed Director's and SUS End-of-Month (EOM) Reports.
 - i. Water consumption in normal ranges, but unusually high for November.
 - d. Reserve and Operations Account Review and Balance.
 - i. These accounts continue to look healthy.
 7. Tasking/Planning
 - a. Emergency/Disaster Planning and Response Subcommittee
 - i. Agreed to create sub accounts for two board members so they can logon and send emergency texts when needed.
 - b. 2022 Planning and Tasking
 - i. Budget (ongoing operations, special projects, records administration, etc.)
 1. Reviewed budget line items and continued to refine the numbers based on November actuals, recent quotes, and new/expanded efforts.
 - ii. Tariff and bylaws review and proposed changes.
 1. Only changes expected to the tariff is the rate change being presented at the annual meeting. Curtis made a motion to approve the rate increase and concur after the actual numbers have all been entered into the spreadsheet. Seconded by Roger Trejo, all approved.
 - iii. Board of Director's Election
 1. No ballot applications have been received for the Board of Directors election.
 - iv. Proposed Special Projects Review (transducers, smart meter analysis, others)
 1. Work on obtaining quotes for transducers is still in work.

2. Board agreed to defer the smart meter analysis to a future date due to all current projects being worked on.
 - v. Annual Meeting Preparation
 1. Curtis to continue to prepare annual meeting presentation and board members will review and provide feedback.
 2. Harry has obtained a projector and screen for the annual meeting.
 - c. Current Activity and Priority Planning
 - i. Continue preparation efforts for the annual meeting.
 - ii. Continue to stay atop the water tank storage effort.
8. Other Business Properly Brought Before the Meeting: Curtis wants DHCWSC to join the Texas Rural Water Association (TRWA). The membership is approximately \$400/year and will provide DHCWSC with up to date information, training, and support regarding water issues that affect us. Ed made a motion to allow Curtis to sign DHCWSC up with the TRWA. Seconded by Harry Brunner, all approved.
9. Close Regular Meeting
 - a. Regular meeting closed at 7:36 p.m.
10. Open Executive Session
 - a. Executive session opened at 7:36 p.m. and closed at 8:45 p.m.
11. Open Regular Session
 - a. Regular session opened at 8:45 p.m.
12. Review Past and Current Action Items and Set Next Meeting Date
 - a. Delinquent account from last month has been resolved.
 - b. Pilar to continue work with the emergency texting software.
 - c. Curtis to investigate pea gravel as a foundation for the water tank and make a decision on whether to use pea gravel or cement for the tank base.
 - d. Harry to work on EPP compliance with Brent Taylor.
 - e. Curtis to register DHCWSC with TRWA.
 - f. Pilar to make budget changes and distribute new budget to all board members.
 - g. Curtis to send member an email regarding request for water reports.
13. Adjourn.
 - a. Next meeting date scheduled for Thursday, January 27, 2022, at 6:00 p.m. at 103 Vista View Trail, Spicewood, Texas.
 - b. Adjourned at 8:53 p.m. Motion to adjourn by Roger Trejo, seconded by Harry Brunner, all approved.