

# Double Horn Creek Water Supply Corporation

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Minutes of Meeting of Board of Directors  
4:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, TX  
December 16, 2025

Meeting called to order at 4:01 p.m.

- ❖ Curtis Raetz, President
- ❖ Sig Sereno, Vice President
- ❖ Pilar Chiodo, Secretary/Treasurer
- ❖ Roger Trejo, Director
- ❖ Curtis Jeffrey, SUS Representative
- ❖ Cathy Sereno, Member
- ❖ Linda Marshall, Member
- ❖ Tom King, Member
- ❖ Burton Meador, Member
- ❖ David Reddrop, Member
- ❖ Steve Frances, Member

1. Summary of meeting notice published. Confirmed a quorum is present.
2. Distribution, Discussion, and Approval/Modification of the November 19, 2025 Meeting Draft Minutes. Motion to approve the minutes by Sig Sereno, seconded by Pilar Chiodo, all approved.
3. Member and Public Comments: Sig Sereno recognized Mike Chiodo for all of his efforts in laying the groundwork for the Future Water Security project. He has done a lot of detailed analysis and reporting which has been very informative.
4. Confirm Next Meeting Date/Time. Next meeting date scheduled for Thursday, January 15, 2026, 4:00 p.m. at 103 Vista View Trail, Suite 100, Double Horn, Texas.
5. Discussion, Update, and Action as Needed
  - a. Operator's Report Including Bulk Water Delivery Operations, Operating Metrics, Well Management.
    - i. Curtis Raetz and Curtis Jeffrey spent time walking about the plant. Currently have two boost bumps working and a backup that needs to be refurbished.

- ii. We have two commercial meters at the plant but we are still not getting good metrics. One meter is reading too much outgoing water which may be due to the way it was installed. This same meter was delivered with a bad antenna and is not communicating with Waterscope. Metron-Farnier has been notified but they have not sent out a new antenna yet. The meter needs to be repaired so that it reports accurately.
  - iii. Well management. Well number three meter is not working, most likely due to age. Curtis Jeffrey has action to repair or replace this meter.
  - iv. Curtis Jeffrey to perform winter preparation tasks at the plant and also insulate the newly installed chlorine pump.
- b. Joint City of Double Horn, DHIA, and DHCWSC Water Conservation Partnership.
  - i. There still continues to be minimal activity with the rebate program. Will attempt to raise awareness again at the annual meeting. In concert with the city there is going to be a guest and a raffling of a gift certificate to Backbone Valley Nursery.
- c. Capital Improvement Planning (CIP). Curtis Jeffrey reviewed the spreadsheet again and wants to add more information such as age, availability, and replacement cost. Also need to add capital items from the well sites themselves.
- d. Future Water Security Project Update, Including FloodMark Engineering Contract.
  - i. Stakeholder Communications Manager. The City of Double Horn has a budget item beyond the rebate program that is specifically for water, safety, and security. The city has offered to pay for a stakeholder communications manager to develop a strategy to get the information out on a regular basis using multiple channels so that when decisions need to be made by the stakeholders they are educated and prepared to make the decisions. DHCWSC is tasked with identifying this person and developing a budget for this purpose. This information will then be provided to the city so the city can vote on it.
  - ii. There is a Teams meeting every Friday with Jason Ferguson of FloodMark, Curtis Raetz, Roger Trejo, and Mike Chiodo to discuss various assigned tasks. The top priority is to find a new geologist. A Statement of Work (SOW) has been prepared with terms and conditions. Two geologists have said no but still looking for other geologists. A communications plan with which to approach property owners to ask them for drilling rights for a test hole is also in the works.
- e. 2026 Planning (Priorities, Projects, Budget, and Associated Topics)
  - i. General Manager Position. Curtis Raetz proposed the idea of hiring a general manager to relieve the board of some of the regular work. The manager would

perform duties such as generating the meeting agenda, meeting minutes, smart meter monitoring, member communications, tariff violations, Return Merchandise Authorization (RMA) management, monthly billing oversight, obtaining and reviewing operations metrics, audit support, etc. Much discussion on how the board would pay for this person assuming \$35.00/hour and 10 hours/week. This would equate to approximately \$18,200/year. This manager would also provide continuity for the board. Cost would be added to the base rate of the water bill. Pilar was given the action to add a line item to the 2026 budget for a general manager.

- ii. Board of Directors Election. A message was sent out soliciting volunteers to apply for a position on the board of directors. Members at the meeting were also asked to talk to neighbors and request their help.

6. Drought and Water Restriction Monitoring, Planning, and Member Communications/ Actions.

- a. Request for water bill adjustment. None.

7. Financial and Business Operations Discussion, Update, and Action

- a. Audit Plan and Preparations for New Well Funding Request(s). Viviana Ortiz of Water Finance Exchange (WFX) provided a link the Texas CPA (TXCPA) website form for finding a CPA. Pilar filled out the form requesting the specifics for a yellow audit and submitted it - no responses have been received.
- b. Sign Checks/Invoices for Spicewood Utility Services, ORW, and Ripple 2.0 Bulk Water Delivery, Department of State Health Services (DSHS), and the Double Horn Improvement Association (DHIA) for mowing.
- c. Review Bank Statements, Income Statement and Balance Sheet, and Reserve and Operations Accounts Review and Transfer (if needed). The Operations account continues to decline but no need to move money from reserve to operations yet.
- d. Review Director's and SUS End-Of-Month Reports. Only one member exceeded 10,000 gallons - some of which was related to a leak; the member was contacted.

8. Current Activity and Priority Planning. Future Water Security is top priority.

9. Other Business Properly Brought Before the Meeting. Pilar brought up the fact that the board needs an action item management system; the action items listed on the minutes is not enough. Pilar took the action to look for a software tool that can help manage these action items.

10. Review Past and Current Action Items

- a. Curtis Jeffrey to repair or replace well #3 meter.
- b. Curtis Jeffrey to insulate chlorine pump and perform winter preparations at the plant.
- c. Curtis Jeffrey to get backup boost pump refurbished.
- d. Sig Sereno to coordinate a date to visit well sites with Curtis Jeffrey.
- e. Curtis Raetz to contact property owners to obtain permission for surveys and possible TEM survey.
- f. Curtis Raetz to work with FloodMark to obtain schedules for Phase I.
- g. Curtis Raetz to continue to work on the overall board succession plan.
- h. Curtis Jeffrey to review Sig's capital spreadsheet and make updates as necessary. Add information such as age, availability, and cost.
- i. Pilar Chiodo and Curtis Raetz to identify a communications person as part of the stakeholder communications effort; also provide cost to the City of Double Horn.
- j. Pilar Chiodo to add manager costs to the current budget for 2026.
- k. Curtis Jeffrey to get water flowing at the West Trail entrance meter for DHIA use. This action has been put on hold due to the current drought stage.

11. Adjourned at 5:15 p.m. Motion to adjourn by Sig Sereno, seconded by Roger Trejo, all approved.