

**REGULAR MEETING**  
**TRAVIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT #10**  
**BOARD OF DIRECTORS**  
**AUGUST 14, 2019**

Members Present:

Paul Barker, President  
 Milam Johnson, Vice President  
 Harvey Ford, Secretary/Treasurer  
 Jon Luce, Director  
 Steve Robertson, Director

Others Present:

Carla Glass, General Manager, TCWCID #10  
 Louise Winder, TCWCID #10  
 Taylor Kolmodin, Municipal Accounts  
 Tom Arndt, Dannenbaum Engineering Company  
 Mike Morin, Crossroads Utility Services  
 Randy Wilburn, Gilbert Wilburn, PLLC  
 Daniel McDowell, Able Restoration Services  
 Kristofer Rodriquez, Muniz Concrete & Contracting Inc.  
 Jose J. "Rudy" Muniz, Muniz Concrete & Contracting Inc.  
 Joe Hajjar, Customer  
 Noah Hoffman

**1. MEETING CALLED TO ORDER**

The Regular Meeting of the Travis County W.C& I.D #10 Board of Directors was called to order at 12:05 pm, with a quorum present.

**2. APPROVAL OF MINUTES FROM:**

(A) REGULAR MEETING OF JULY 10, 2019 - MOTION WAS MADE by Director Luce, seconded by Director Ford to approve the regular minutes as presented for July 10, 2019. The motion passed unanimously.

**3. DISCUSS, CONSIDER, AND TAKE ACTION REGARDING DRAFT BUDGET, WATER RATE, AND TAX REVENUE (GENERAL MANAGER)**

Manager Glass provided a draft of the 2019/2020 budget and estimated tax rate for consideration. Comments and questions were addressed and the Board took the items under review until the September meeting.

**4. DISCUSS, CONSIDER, AND TAKE ACTION REGARDING THE PROPOSED TAX RATE AND SCHEDULING OF THE PUBLIC HEARING (GENERAL MANAGER)**

Due to an overwhelming number of property assessment protests, the Central Appraisal District is delayed in its duty to provide the 2019 certification information. A special meeting will be held once that information is available.

5. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING THE FOLLOWING ITEMS, INCLUDING POSSIBLE ACTION ON CONTRACTS (GENERAL MANAGER)

(A) ELECTRONIC METER PROGRAM – Installation of the meters is anticipated to begin the first week of September. Residents will be receiving an informational letter regarding the meters with their next water bill.

(B) 314 EANES - MORATORIUM VIOLATION STATUS – No movement.

6. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING DISTRICT BILLS AND BOOKKEEPER'S REPORT (MUNICIPAL ACCOUNTS)

Taylor Kolmodin, of Municipal Accounts, reviewed the District's financials with the Board. There were no unusual items noted. MOTION WAS MADE by Director Ford, seconded by Director Robertson to approve the checks from the Maintenance, Operating and Capital Projects accounts, as presented. The motion passed unanimously.

7. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING THE DISTRICT'S CAPITAL PROJECTS, INCLUDING POSSIBLE ACTION ON PAY APPLICATIONS, CHANGE ORDERS, CONTRACTS, AMENDMENTS, AND PROGRESS UPDATES FOR THE FOLLOWING PROJECTS (DANNENBAUM ENGINEERING COMPANY)

(A) BEE CAVE ROAD – Westlake Drive between Bee Cave Road and West Spring Drive is still under construction. The waterline is in and the tie ins will be completed within the week. Paving is scheduled for the end of August.

(B) PUMP STATION NO. 3 AND STANDBY GENERATOR – The project is expected to be bid in September and award the contract in October.

(C) BUCKEYE TRAIL WATERLINE – Representatives of Muniz Concrete & Contracting Inc. appeared before the Board to discuss the continuing issue of non-payment to their supplier, Techline. The Board questioned the contractor about their submittal of an affidavit of all bills paid when it was known that bills were outstanding. Due to the outstanding debt, the Board arranged to have the checks issued to both the contractor and Techline to ensure that the supplier is paid. Both the contractor and Techline were in agreement with proceeding under this arrangement for the remainder of the project. MOTION WAS MADE by Director Luce, seconded by Director Robertson to approve the checks made payable to both Techline, the piping supplier, and Muniz Concrete & Contracting Inc. The motion passed unanimously.

(D) SCADA CONTROL SYSTEM – No movement

(E) RED BUD TRAIL PUMP STATION – SECOND FEED – No movement

(F) YAUPON VALLEY WATERLINE – Representatives of Muniz Concrete & Contracting Inc. appeared before the Board to discuss the continuing issue of non-payment to their supplier, Techline. The Board questioned the contractor about their submittal of an affidavit of all bills paid when it was known that bills were outstanding. Due to the outstanding debt, the Board arranged to have the checks issued to both the contractor and Techline to ensure that the supplier is paid. Both the contractor and Techline were in agreement with proceeding under this arrangement for the remainder of the project. MOTION WAS MADE by Director Luce, seconded by Director Robertson to approve

the checks made payable to both Techline, the piping supplier, and Muniz Concrete & Contracting Inc. The motion passed unanimously.

(G) WILD CAT HOLLOW – Mr. Arndt informed the Board that Phase One needs approval from ESD9 and the City of West Lake Hills, and that Phase Two is still under design.

(H) ROB ROY PUMP STATION AND HEDGE LANE – Dannenbaum is addressing comments from the City of Austin on the site plan. The District will reach out to the Rob Roy HOA when construction gets close.

(I) COUSTEAU WATERLINE – Combined with project (H) Rob Roy Pump Station and Hedge Lane.

(J) EANES SCHOOL ROAD –Pay Application No. 1 was presented in the amount of \$198,715.95. MOTION WAS MADE by Director Luce, seconded by Director Ford, to approve Pay Application No. 1. The motion passed unanimously.

(K) MCCONNELL PUMP STATION AND STANDBY GENERATOR – The project will be before the City Council this evening for final approval.

(L) ST. JOHN NEUMANN - Westlake Shopping Center Connection – No movement.

(M) 5524 BEE CAVE RD. - No movement.

8. DISCUSS, CONSIDER AND TAKE ACTION AS NECESSARY REGARDING WATER SERVICE REQUESTS (GENERAL MANAGER)

(A) LEDGEWAY EAST – The project was approved by the Board July 2019 and is under construction.

(B) OLD OLIVER RANCH SUBDIVISION – No movement pending completion of the Eanes School Road waterline project.

(C) THE ADDIE - LOOP 360 MULTIFAMILY – Under review.

(D) 6420 BEE CAVE ROAD - Dannenbaum has informed the project engineer that the site would need to design a pump station for service. No one has been in contact since relaying this information.

9. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING ANNEXATION REQUESTS (GENERAL MANAGER GLASS)

(A) Trail of Madrones - 4.42 Acres - Mary Lovey Wood - No movement.

10. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING UTILITY OPERATIONS REPORT, INCLUDING POSSIBLE ACTION ON ACCOUNT WRITE-OFFS (CROSSROADS UTILITY SERVICE)

(A) TELEMETRY LINES FOR PUMP STATIONS – AT&T is still working on correcting the incorrect installation of 1 of the 4 phone lines.

Mr. Morin presented and reviewed the monthly management and operations report, noting a 17.95% water loss, which is higher but attributes it to the construction projects in the area. Additionally, it was stated that Crossroads is proceeding to collect 40 water samples for lead and copper testing as required by TCEQ.

11. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING DISTRICT ATTORNEY REPORT (COUNSEL GILBERT)

(A) AUSTIN RATE APPEAL - A preliminary hearing regarding the City of Austin's filing at the PUC is expected mid-November.

(B) LEGISLATIVE UPDATE – Information on SB2 was provided to the Board and Mr. Wilburn is completing a review to see how and if it affects the District.

12. CUSTOMER SERVICE COMPLAINTS (GENERAL MANAGER)

Mr. Joseph Hajjar, customer at 26 Sundown Parkway, spoke to the Board about unexplained high water usage during a one month period and requested that the water bill be forgiven. After a lengthy review of his usage history, the Board and Mr. Hajjar came to an agreement to settle the balance at \$100. MOTION WAS MADE by Director Ford, seconded by Director Johnson to approve the settlement as discussed. The motion passed unanimously.

13. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING EMPLOYEE EVALUATIONS (PRESIDENT BARKER)

(A) SALARIES – The Board carried out employee evaluations regarding salaries and will instruct Municipal Accounts to implement the changes effective October 1, 2019.

(B) PERFORMANCE BONUSES - No action taken.

(C) 457 PLANS - The Board carried out employee evaluations regarding retirement contributions and will instruct Municipal Accounts to implement the changes effective October 1, 2019. \*457 plan will need to be corrected to state "Retirement Plan" in the future as the District has moved from a 457 plan to a Simple IRA plan last year.

14. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING ITEMS DISCUSSED DURING EXECUTIVE SESSION

The meeting reconvened at 2:35 pm with no action taken.

15. ADJOURNMENT

There being no further business brought before the regular meeting of the Board of Directors, the meeting was adjourned at 2:36 pm.

**PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.**

\_\_\_\_\_  
Harvey S. Ford, Secretary

(DISTRICT SEAL)