

**REGULAR MEETING
TRAVIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT #10
BOARD OF DIRECTORS
APRIL 15, 2020**

Members Present:

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

Others Present:

Carla Orts, General Manager, TCWCID #10
Louise Winder, TCWCID #10
Taylor Kolmodin, Municipal Accounts
Tom Arndt, Dannenbaum Engineering Co.
Randy Wilburn, Gilbert Wilburn, PLLC
Mike Morin, Crossroads Utility Services

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 12:00 pm, with a quorum present.

2. APPROVAL OF MINUTES FROM:

(A) REGULAR MEETING OF MARCH 11, 2020 - MOTION WAS MADE by Director Ford, seconded by Director Robertson to approve the regular minutes as presented for March 11, 2020. The motion passed unanimously.

3. 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. MOTION WAS MADE by Director Ford, seconded by Director Robertson to approve the Bookkeeper's Report, as presented. The motion passed unanimously.

4. DISCUSS, CONSIDER, AND TAKE ACTION AS NECESSARY REGARDING THE FOLLOWING ITEMS (GENERAL MANAGER)

(A) DIRECT DEPOSIT FOR DISTRICT EMPLOYEES AND BOARD MEMBERS - General Manager Orts presented a request to contract with Alliance Payroll Services, Inc. for payroll services, this would enable direct deposit for employees and Board members. Alliance will additionally take over the IRS payments and W2 preparations. MOTION

WAS MADE by Director Robertson, seconded by Director Ford to approve the contract with Alliance Payroll Services, Inc.. The motion passed unanimously.

(B) COVID 19 Temporary Policy Decisions – MOTION WAS MADE by Director Ford, seconded by Director Robertson to adopt Resolution 2020-04-15.1 that suspends certain rules and adopts certain policies of the District being: The Board of Directors temporarily suspends the assessment on late fees on customers for delinquent bills; the Board of Directors temporarily suspends the assessment of interest on any existing deferred payment plan; the Board of Directors temporarily suspends the disconnection of water service for non-payment; the Board of Directors temporarily suspends fees associated with customer payments of water bills via credit card or e-check; and the Board of Directors limits the temporary suspension of all above items until such time as the Commission lifts or revokes its Order of March 26, 2020.

(C) AUTHORIZATION FOR THE PAYMENT OF DISTRICT BILLS IN THE MONTHS WITHOUT A BOARD MEETING - After a brief discussion, MOTION WAS MADE by Director Ford, seconded by Director Robertson to approve Resolution 2020-04-15.2 authorizing General Manager Orts to pay bills in months without a Board Meeting. The Board declared that each bill, invoice, or obligation of the District must be fully itemized, verified, and approved for payment by the General Manager and one Director before disbursement for its payment in months in which the Board of Directors does not meet. The General Manager shall present all disbursements made without prior Board approval for verification, acceptance, and affirmation by the Board at the next meeting of the Board of Directors. The Board of Directors prohibits the issuance of any checks made out to CASH. The Board of Directors orders the Secretary to maintain a copy of the resolution in the files of the District. The motion passed unanimously.

(D) AUTHORIZATION TO MOVE FROM THREE SIGNATURE REQUIREMENT ON MEETING CHECKS TO SINGLE SIGNATURE BY GENERAL MANAGER AFTER BOARD APPROVAL - After a brief discussion, MOTION WAS MADE by Director Ford, seconded by Director Robertson to approve Resolution 2020-04-15.3 authorizing the General Manager to act as an individual signatory for District disbursements upon approval of those disbursements by the Board of Directors of the District. The Board of Directors ordered the Secretary to maintain a copy of the resolution in the District files. The motion passed unanimously.

5. 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) BUCKEYE TRAIL WATERLINE – Dannenbaum Engineering presented the Final Pay Application in the amount of \$57,740 to Muniz Concrete & Contracting Inc. Dannenbaum informed the Board that they are waiting on the Warranty Bond and Affidavit of All Bills Paid from the contractor. MOTION WAS MADE by Director Ford, seconded by Director Luce to approve the Final Pay Application and release the check once we have received the Warranty Bond and the Affidavit of All Bills Paid. The motion passed unanimously.

(B) WILD CAT HOLLOW - Dannenbaum Engineering informed the Board that Phase One should be complete by the end of the month and presented Pay Application No. 6 in the amount of \$223,252.26 to Prota Construction, Inc. MOTION WAS MADE by Director Ford, seconded by Director Luce to approve Pay Application No. 6. The motion passed unanimously. The City of West Lake Hills has approved making a monetary contribution to the project to enable the full width of Wild Cat Hollow to be repaved within the construction limits.

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

Mike Morin with Crossroads Utility Services presented and reviewed the monthly management and operations report, noting a water loss of 1.54%. No write-offs were presented.

General Manager Orts informed the Board that the Property Manager at 3423 Bee Cave Road asked for flexible payments for April, May and June to spread evenly throughout the rest of the year due to his tenants not being able to pay rent during the COVID 19 pandemic. MOTION WAS MADE by Director Ford, seconded by Director Robertson to Approve the payment terms as presented. The motion passed unanimously.

7. CUSTOMER SERVICE COMPLAINTS (GENERAL MANAGER)

No action taken.

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

No action taken.

9. ADJOURNMENT

There being no further business brought before the regular meeting of the Board of Directors, the meeting was adjourned at 12:28 pm.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2020.

Harvey L. Ford, Secretary

(DISTRICT SEAL)