

MINUTES  
TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 10

July 7, 2020

The Board of Directors (the "Board") of Travis County Municipal Utility District No. 10 (the "District") met on the 7th day of July, 2020, in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, and the roll was called of the members of the Board being present by telephone:

Harvey Reiter	President
Dan Eckermann	Executive Vice President
Andrew L. Fawthrop	Vice President
Vance Taylor	Secretary
Andi K. Tasset	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending the teleconference were Craig Rapp, a resident of the District; Cathy Mitchell of Jones & Carter, Inc. ("J&C"); Brittany Keeswood of Assessments of the Southwest, Inc. ("ASW"); Hal Lanham, Tammy Hargett, and Amanda Rodriguez of AWR Services, Inc. ("AWR"); and Kathryn Garner and Janet Swartz of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Garner reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at <https://www.districtdirector.org/agendapackets.tcmud>.

PUBLIC COMMENTS

Director Reiter offered any members of the public attending the meeting by telephone the opportunity to make public comment. There were no comments from the public.

CONSIDER OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19 EPIDEMIC AND RATIFICATION OF ANY EMERGENCY ACTIONS, IF NECESSARY

The Board concurred that there were no emergency actions to ratify.

## APPROVE MINUTES

The Board considered approving the minutes of the June 2, 2020, regular meeting. After review and discussion, Director Tasset moved to approve the minutes of the June 2, 2020, regular meeting. Director Taylor seconded the motion, which passed by unanimous vote.

## FINANCIAL AND BOOKKEEPING MATTERS

The Board reviewed the bookkeeper's report, a copy of which is attached. After review and discussion, Director Eckermann moved to approve the bookkeeper's report and the checks listed on the report. Director Reiter seconded the motion, which passed by unanimous vote.

## TAX ASSESSMENT AND COLLECTION MATTERS

The Board reviewed the tax assessor/collector's report, including the delinquent tax roll, a copy of which is attached. Director Reiter discussed delinquent taxes and stated that the Board had decided earlier to defer authorizing the delinquent tax attorney to commence the collection of delinquent taxes. After review and discussion, Director Eckermann moved to approve the tax assessor/collector's report. Director Reiter seconded the motion, which passed by unanimous vote.

## SENATE BILL 2 TRANSPARENCY REQUIREMENTS AND RELATED CONTRACT AMENDMENT

Ms. Garner reviewed a memorandum regarding transparency requirements in Sections 26.17 and 26.18, Tax Code, as enacted by Senate Bill 2, the "Texas Property Tax Reform and Transparency Act of 2019." She discussed financial and tax rate information required to be posted on a website maintained or accessible to the District, and tax-related information required to be included in a property tax database maintained by the Travis Central Appraisal District, some of which must be provided by the District.

Ms. Keeswood presented the Fourth Amendment to Agreement for Services of Tax Assessor/Collector between ASW and the District for implementation of the transparency requirements. She stated that the Amendment provides that ASW will host and maintain a generally accessible website containing the required information and that ASW will provide required data to the Travis Central Appraisal District to include in its property tax database.

After review and discussion, Director Eckermann moved to approve the Fourth Amendment to Agreement for Services of Tax Assessor/Collector between the District and ASW and direct that the Amendment be filed appropriately and retained in the District's official records. Director Reiter seconded the motion, which passed by unanimous vote.

## OPERATION OF DISTRICT FACILITIES

Mr. Lanham reviewed the operator's report, a copy of which is attached. He stated that 171 customers were billed during the month of May. Mr. Lanham reported on Combined Highland Lake Storage Levels.

Mr. Lanham updated the Board on AWR's COVID-19 Response Plan.

Mr. Lanham recommended that the switches on the filter at the water treatment plant be replaced at a cost of \$3,718.00. He also recommended that an Eaton Power Quality meter be installed at the water treatment plant at a cost of \$7,113.00. He stated that the meter will provide information on power quality at the plant.

Mr. Lanham requested approval for AWR to remove vegetation along the raw water line at an estimated cost of \$1,380.00. He added the cost could be higher depending on the time it takes to complete the job.

Mr. Lanham requested approval for the installation of a new alarm dialer that utilizes cellular technology at lift station no. 2 at a cost of \$5,083.00. In response to a question from Director Fawthrop, Mr. Lanham stated that the alarm systems operate independently of each other and that he prefers the use of landlines for alarm systems and when landlines are unavailable, either cellular or radio systems are used.

Mr. Lanham stated AWR coordinated repairs to the District's wastewater disposal fields.

In response to a question from Director Vance, Mr. Lanham stated the District is in a moderate drought condition.

Mr. Lanham reported on customer calls for service in the District.

After review and discussion, Director Eckermann moved to (1) accept the operator's report; (2) approve replacement of the switches on the filter at the water treatment plant at a cost of \$3,718.00; (3) approve the installation of an Eaton Power Quality meter at the water treatment plant at a cost of \$7,113.00; (4) authorize AWR to remove vegetation along the raw water line at an estimated cost of \$1,380.00; and (5) approve installation of a new alarm dialer at lift station no. 2 at a cost of \$5,083.00. Director Reiter seconded the motion, which passed by unanimous vote.

Director Reiter stated that Mr. Rapp has inquired about the replacement of two grinder pumps at his home. Mr. Rapp discussed the current grinder pump equipment located at his home and the fees charged by the District for grinder pump services over the last several years. Director Reiter noted that the District was issuing a refund of \$1,350.00 to Mr. Rapp for the second grinder pump payments from August 2015 through the April 2019 billing cycle, a total of forty-five months, billed at \$30.00 per month. Director Reiter recommended that AWR review the amounts Mr. Rapp has been charged for grinder pump maintenance fees and evaluate the items that need to be

installed in order to provide District services. Director Reiter requested that AWR review the equipment with Mr. Rapp at his home.

#### DISCUSSION REGARDING DELINQUENT ACCOUNTS AND TERMINATIONS

Mr. Lanham stated AWR had delivered one door hanger notice to a District customer.

#### ENGINEERING MATTERS

Ms. Mitchell reviewed the engineer's report, a copy of which is attached.

#### CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Mitchell stated she will update the CIP based upon the recent inspection of the water plant.

Mr. Mitchell discussed the recoating of the water treatment plant and stated that J&C will advertise for bids later this month. She then presented a proposal from J&C for professional engineering services related to the recoating of the water treatment plant.

#### INSPECTIONS AND REPAIRS, INCLUDING THE BARGE

Ms. Mitchell presented a report on the water plant inspection. She stated J&C will prepare a log of the action items noted in the inspection report. In response to a question from Director Fawthrop, Ms. Mitchell stated that the action items are not due to lack of maintenance or operation procedures.

Ms. Mitchell stated that AWR has arranged for WestTech, the manufacturer, to conduct a system review of the water treatment plant for a cost of \$5,600.00.

#### BARGE INSPECTION

Ms. Mitchell stated Chapman Marina will inspect the barge and remove zebra mussels on July 8, 2020.

#### ZEBRA MUSSEL REMOVAL AND PREVENTION

Ms. Mitchell stated that mussels on the barge, raw water pumps, and screens will be removed during the inspection.

#### CONTINGENCY PLAN FOR DISTRICT FACILITIES

Ms. Mitchell stated J&C has coordinated with Director Vance to assess risks associated with the facilities and the creation of a contingency plan. Director Fawthrop asked that he and Director Vance be informed of the date of the system

review of the water treatment plant. Director Vance updated the Board on the creation of a contingency plan.

#### OTHER ENGINEERING MATTERS

After review and discussion, Director Taylor moved to (1) accept the engineer's report; (2) approve and authorize execution of the proposal from J&C for professional engineering services and direct that the proposal be filed appropriately and retained in the District's official records; (3) authorize the engineer to advertise for bids for the recoating of the water treatment plant; and (4) authorize the water treatment system review at a cost of \$5,600.00. Director Reiter seconded the motion, which passed by unanimous vote.

#### DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS SUMMER CONFERENCE, AUTHORIZE ATTENDANCE AND DIRECTOR EXPENSES FOR CONFERENCE AND AWBD SIMPLY VOTING (VIRTUAL VOTING REPRESENTATIVE)

The Board discussed attending the virtual AWBD summer conference. No action was taken.

#### DISTRICT AND PROPERTY OWNER ASSOCIATIONS COORDINATION

Director Taylor discussed communications between the Board and the property owners associations. Director Fawthrop stated he will meet with Mr. DeGreef of the Waterford on Lake Travis Property Owners Association II, Inc. on the storage adjacent to the District's water treatment plant.

#### CLEANING AND MAINTENANCE OF GREENBELT IN WATERFORD, SECTION 3

Director Eckermann reported on the maintenance of the District-owned greenbelt in Waterford, Section 3. He stated he is working on arrangements for a mowing contract.

#### FACILITIES SECURITY INCLUDING WATERFORD ON LAKE TRAVIS PROPERTY OWNERS ASSOCIATION II, INC., AND THE STORAGE ADJACENT TO DISTRICT WATER PLANT AND SECURITY OF THE DRIP FIELD AND OTHER DISTRICT FACILITIES

The Board discussed that ATVs have been trespassing on the District's drip field. Mr. Lanham stated he would investigate closing the access to the drip field.

#### NEXT MEETING DATE AND LOCATION

Following discussion, the Board agreed to hold the next meeting on August 4, 2020, at 10:30 a.m. by teleconference, with access by telephone available to the public,

pursuant to the Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020.

There being no further business to come before the Board, the meeting was adjourned.

/s/ Vance Taylor  
Secretary, Board of Directors

(SEAL)



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