

MINUTES
TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 10

January 5, 2021

The Board of Directors (the "Board") of Travis County Municipal Utility District No. 10 (the "District") met on the 5th day of January, 2021, 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 Cathy Mitchell and Jason Baze of Jones & Carter, Inc. ("J&C"); Hal Lanham and Tammy Hargett of AWR Services, Inc. ("AWR"); and Kathryn Garner and Janet Swartz of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

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

RATIFICATION OF EMERGENCY OR URGENT ACTIONS, IF ANY, AND
RATIFICATION OF COVID-19 EPIDEMIC RELATED EMERGENCY ACTIONS, IF
ANY

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

APPROVE MINUTES

The Board considered approving the minutes of December 1, 2020, regular meeting. After review and discussion, Director Fawthrop moved to approve the minutes of the December 1, 2020, regular meeting. Director Taylor seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS AND TAX ASSESSMENT AND COLLECTION MATTERS

The Board reviewed the bookkeeper's report, a copy of which is attached. The Board reviewed the tax assessor/collector's report, including the delinquent tax roll, a copy of which is attached. After review and discussion, Director Eckermann moved to (1) approve the bookkeeper's report and the checks listed on the report; and (2) approve the tax assessor/collector's report. Director Reiter seconded the motion, which passed by unanimous vote.

BUDGET FOR FISCAL YEAR ENDING FEBRUARY 28, 2022

The Board reviewed a proposed budget for the fiscal year ending February 28, 2022. Director Reiter stated that the consultants are in the process of reviewing the proposed budget. Director Fawthrop stated he is reviewing the proposed budget and several past budgets. Director Reiter discussed deferring the authorization for the delinquent tax attorney to work on the collection of delinquent taxes. Director Taylor stated he requested ABHR make recommendations to the Board on additional director involvement in District matters that could possibly reduce legal fees. Ms. Garner discussed ways the directors can be involved in District matters in order to reduce legal fees. Directors Vance and Reiter discussed director involvement to reduce all consultants' fees. Ms. Garner stated she will present an amended engagement letter for legal services based on a fixed-fee arrangement for basic legal services at the next meeting. Director Reiter stated the proposed budget will be presented for approval at the February meeting.

ANNUAL DISCLOSURE STATEMENTS

Ms. Garner stated that in accordance with the District's Investment Policy, Ms. Jarmon and Mr. Holland, as the District's Investment Officer and Bookkeeper, are required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. She added that the Disclosure Statements will be filed with the Texas Ethics Commission. After review and discussion, Director Taylor moved to accept the Disclosure Statements pursuant to the District's Investment Policy and the Public Funds Investment Act and direct that the statements be filed appropriately and retained in the District's official records. Director Eckermann seconded the motion, which passed by unanimous vote.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE

Ms. Garner reported on the District's compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time. After discussion, Director Reiter moved to approve the annual report. Director Tasset seconded the motion, which passed by unanimous vote.

ANNUAL CYBERSECURITY TRAINING

Ms. Garner presented a memorandum to the Board regarding Chapter 2054, Texas Government Code annual cybersecurity training requirements for certain local government employees and elected officials, a copy of which is attached. She stated that Board members must select a training program that is certified by the Texas Department of Information Resources. Mr. Garner added that according to the Texas Department of Information Resources, the training should be completed by June 14th of each year.

AMENDED ORDER ESTABLISHING A RECORDS MANAGEMENT PROGRAM AND DESIGNATING A RECORDS MANAGEMENT OFFICER

Ms. Garner stated that the Texas Local Government Records Act provides that all local governments must establish an active and continuing records management program that contains policies and procedures that promote cost-effective and efficient recordkeeping. She stated that the District's current records management program requires that all District records be retained permanently. Ms. Garner reviewed with the Board an Amended Order Establishing a Records Management Program and Designating a Records Management Officer that amends the District's records management program to adopt the recommended retention schedules published by the Texas State Library and Archive Commission ("TSLAC") for municipal utility districts, which will allow the District to periodically dispose of records once the applicable retention period for that specific information has expired. After review and discussion, Director Fawthrop moved to adopt an Amended Order Establishing a Records Management Program and Designating a Records Management Officer, authorize submission of the Amended Order to TSLAC, and direct that the Amended Order be filed appropriately and retained in the District's official records. Director Reiter seconded the motion, which passed by unanimous vote.

The Board requested the District's consultants provide information to the Board on their backup system for permanent records.

RESOLUTION DESIGNATING AGENT FOR ISSUANCE OF NOTICE TO PURCHASERS

Ms. Garner stated that the Board can designate an agent for the issuance of the District's form of notice to purchasers. She reviewed a Resolution Designating Agent for Issuance of Notice to Purchasers reflecting the appointment of ABHR as the District's agent. Following review and discussion, Director Taylor moved to adopt a Resolution Designating Agent for Issuance of Notice to Purchasers and direct that the Resolution be filed appropriately and retained in the District's official records. Director Eckermann 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 177 customers were billed during the month of November.

Mr. Lanham stated that the replacement gasket for the tank manway will be installed at the water treatment plant once the contractor completes the painting project.

Mr. Lanham stated that a small commercial dumpster has been placed at the water treatment plant site. He stated that residents have been placing trash in the dumpster. The Board requested AWR install a sign on the dumpster stating that the dumpster is not for public use and add the same notice to the water bill.

Mr. Lanham stated that the clay valve on pump no. 1 at the water treatment plant has been repaired.

Mr. Lanham reported on the clearing of vegetation on the District's disposal field and stated that the cost will be between \$1,200.00 and \$2,000.00.

Mr. Lanham stated that he sent Mr. Peterka a notice that the cost for the extension of the District's lines to serve his tract on Watercliffe Drive will be \$10,000.00.

Mr. Lanham reported that water loss in District was 5%.

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

Mr. Lanham stated that he did not have a report on delinquent accounts and terminations.

Ms. Hargett reviewed options for depositing customer checks for the payment of water bills received in the mail by AWR. After discussion, Director Fawthrop moved to approve AWR's arrangement for a check scanner for an annual cost of \$885.00 and the purchase of a laptop for the District for a cost of \$1,500.00 to \$2,000.00 for the purpose of depositing checks. Director Reiter seconded the motion, which passed by unanimous vote.

Director Fawthrop discussed various operational matters in the District.

After review and discussion, the Board concurred to accept the operator's report.

REPORT REGARDING DISTRICT WATER QUALITY AND FINANCIAL CONCERNS

There was no discussion on this agenda item.

ENGINEERING MATTERS

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

CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Mitchell stated she is coordinating with AWR on the CIP for 2021. She added she will define the scope of repairs following approval of the budget.

RECOATING OF WATER TREATMENT PLANT

Ms. Mitchell stated that AWR replaced an access hatch gasket seal and she is coordinating with AWR and the contractor on completion of the recoating project.

INSPECTIONS AND REPAIRS

Ms. Mitchell stated that an updated log of action items noted during the annual inspection of the water treatment plant was sent to the Board members.

ZEBRA MUSSEL REMOVAL AND PREVENTION

Ms. Mitchell reviewed a proposal from Chapman Marine for inspection of the barge and procurement and installation of the copper nickel coated screens in the amount of \$11,720.00. After review and discussion, Director Reiter moved to authorize the engineer to arrange for the barge inspection and procurement of copper nickel coated screens by Chapman Marine for a cost of \$11,720.00. Director Taylor seconded the motion, which passed by unanimous vote.

CONTINGENCY PLAN FOR DISTRICT FACILITIES

Ms. Mitchell stated she will continue to work with Directors Taylor and Fawthrop and AWR on a contingency plan.

OTHER ENGINEERING MATTERS

After review and discussion, Director Reiter to accept the engineer's report. Director Fawthrop seconded the motion, which passed by unanimous vote.

FACILITIES SECURITY AND THE STORAGE AREA ADJACENT TO DISTRICT WATER TREATMENT PLANT, SECURITY OF THE DRIP FIELD AND OTHER DISTRICT FACILITIES

Director Fawthrop updated the Board of the cleanup of the storage area adjacent to the District's water treatment plant. He added that owners of trailers are being identified and trees are being hauled away.

DISTRICT AND PROPERTY OWNER ASSOCIATIONS COORDINATION

There was no discussion on this agenda item.

BOARD MEMBER INPUT REGARDING ISSUES FACING THE DISTRICT

Director Tasset stated she will work with AWR on messages for water bills. In response to a question from Director Fawthrop, Director Reiter stated he will be resigning as President in February and the reorganization of the Board will be on the agenda for the February meeting.

Director Taylor updated the Board on development of homes in the District and potential value to the tax roll.

NEXT MEETING DATE AND LOCATION

Following discussion, the Board agreed to hold the next meeting on February 2, 2021, 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

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