

MINUTES
TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 10

February 2, 2021

The Board of Directors (the "Board") of Travis County Municipal Utility District No. 10 (the "District") met on the 2nd day of February, 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 Kevin Monteith, a resident of the District; Cathy Mitchell and Jason Baze of Jones & Carter, Inc. ("J&C"); Hal Lanham and Tammy Hargett of AWR Services, Inc. ("AWR"); Nancy Olson of McCall Gibson Swedlund Barfoot PLLC ("McCall"); Brittany Keeswood of Assessments of the Southwest, Inc.; and Kathryn Garner and Janet Swartz of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Taylor offered any members of the public attending the meeting by telephone the opportunity to make public comment. Mr. Monteith requested the Board discuss a solution to the odor issue at the intersection of Osprey Ridge and Kingfisher.

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.

ACCEPT RESIGNATION OF DIRECTOR REITER IN HIS ROLE AS PRESIDENT OF
THE BOARD, REORGANIZE THE BOARD AND APPROVE DISTRICT
REGISTRATION FORM

Director Reiter stated that he is resigning from his role as President of the Board effective immediately. After discussion, Director Taylor moved to accept the

resignation of Director Reiter from his role as President of the Board. Director Tasset seconded the motion, which passed by unanimous vote.

The Board considered reorganizing the Board of Directors. Director Fawthrop moved to nominate Director Taylor to serve as President. Director Reiter seconded the motion, which passed by unanimous vote.

Director Reiter moved to reorganize the Board and approve that Director Taylor serve as President. Director Eckermann seconded the motion, which passed by unanimous vote.

Director Taylor moved that Director Reiter serve as Secretary of the Board, the remaining directors serve in their current positions, and the Board be reorganized as follows:

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

Director Fawthrop seconded the motion, which passed by unanimous vote.

Ms. Garner stated that an updated District Registration Form will be filed with the Texas Commission on Environmental Quality (“TCEQ”), to reflect the reorganization of the Board. After discussion, Director Reiter moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the Form be filed appropriately and retained in the District’s official records. Director Taylor seconded the motion, which passed by unanimous vote.

ADOPT RESOLUTION DESIGNATING DIRECTOR AS TREASURER DURING COVID 19 DECLARED DISASTER AND AUTHORIZING DISBURSEMENTS

Ms. Garner reviewed a Resolution Designating Director as Treasurer During COVID 19 Declared Disaster and Authorizing Disbursements, reflecting the designation of a certain Board member as the Treasurer to sign approved, authorized checks from the District’s tax account in accordance with Section 49.151 of the Texas Water Code. She added that the prior designation of Director Reiter as Treasurer would end upon the Board’s adoption of the Resolution Designating Director as Treasurer During COVID 19 Declared Disaster and Authorizing Disbursements being presented today. After review and discussion, Director Reiter moved to adopt the Resolution Designating Director as Treasurer During COVID 19 Declared Disaster and Authorizing Disbursements, reflecting the designation of Director Taylor as Treasurer for the purposes stated therein and direct that the Resolution be filed appropriately and

retained in the District's official records. Director Fawthrop seconded the motion, which passed by unanimous vote.

APPROVE MINUTES

The Board considered approving the minutes of January 5, 2021, regular meeting. After review and discussion, Director Taylor moved to approve the minutes of the January 5, 2021, regular meeting. Director Eckermann 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. In response to a question from Director Reiter about the AWR invoice, Mr. Lanham reviewed the repairs made by AWR to the District's facilities, including repairs to fire hydrants, clay valves, the blower at the wastewater treatment plant ("WWTP"), the pump at the lift station, raw water line, and chemical expenses. Director Reiter recommended that the Board discuss the budget later in the year once the values on the District's tax roll are determined by the Travis Central Appraisal District.

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 Taylor 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 Eckermann seconded the motion, which passed by unanimous vote.

ADOPT BUDGET FOR FISCAL YEAR END FEBRUARY 28, 2022

Director Taylor stated that the bookkeeper has prepared a proposed budget for the fiscal year end February 28, 2022, a copy of which is attached to the bookkeeper's report. Director Fawthrop discussed the upcoming maintenance that may be required on the District's facilities in three to four years and recommended that the Board plan ahead for these expenses. Director Reiter recommended the Board adopt the proposed budget. Following review and discussion, Director Reiter moved to adopt the budget for the fiscal year end February 28, 2022. Director Eckermann seconded the motion, which passed by unanimous vote.

ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adoption of a Resolution Concerning Exemptions from Taxation. After review and discussion, Director Taylor moved to adopt a Resolution Concerning Exemptions from Taxation, reflecting a \$10,000 exemption for persons over 65 years of age or for disabled persons and a general residential homestead exemption of fifteen percent (15%) of the appraised value (but not less than \$5,000) of the residence homestead, and direct that the Resolution be filed appropriately and retained in the

District's official records. Director Reiter seconded the motion, which passed by unanimous vote.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR THE FISCAL YEAR END FEBRUARY 28, 2021

Ms. Olson reviewed an engagement letter from McCall to perform the District's audit for the fiscal year end February 28, 2021, reflecting the anticipated fee will be an amount not to exceed \$7,500. Following review and discussion, Director Fawthrop moved to approve and authorize execution of the engagement letter with McCall to conduct the audit for the District's fiscal year end February 28, 2021, and direct that the letter from McCall be filed appropriately and retained in the District's official records. Director Reiter seconded the motion, which passed by unanimous vote.

REPORT FROM CONSULTANTS ON RECORDS RETENTION MANAGEMENT

Ms. Garner stated that the Board requested the District's consultants provide information to the Board on their backup system for permanent records. Ms. Garner reviewed ABHR's policy for retention of records.

Ms. Hargett discussed information on AWR's retention of records. She proposed that all records held by AWR dated prior to 2004 be destroyed and the cost will be \$400.00. The Board requested AWR review the Amended Order Establishing a Records Management Program and Designating a Records Management Officer (the "Order") prior to the destruction of the records dated prior to 2004. Mr. Lanham stated AWR will review the Order in connection with the records dated prior to 2004. Ms. Garner recommended Mr. Lanham provide a list of the records proposed for destruction to the Board.

Ms. Olson discussed information on McCall's retention of records.

Director Reiter reported on information he received on Rathmann & Associates retention of records. Ms. Mitchell discussed information on J&C retention of records.

CYBERSECURITY TRAINING REMINDER

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 reminded the Board members that they must select a training program that is certified by the Texas Department of Information Resources. Ms. Garner added that according to the Texas Department of Information Resources, the training should be completed by June 14th of each year.

DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE AND APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES

There was no discussion on this agenda item, as no Board members attended the Association of Water Board Directors Winter Conference.

AMENDED ENGAGEMENT LETTER WITH ABHR

Ms. Garner reviewed an amendment to the engagement letter with ABHR. After review and discussion, Director Taylor moved to approve the amendment to engagement letter with ABHR and direct that the letter 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 179 customers were billed during the month of December.

Mr. Lanham reported on the cleanup of the water treatment plant site.

Mr. Lanham stated that AWR is not able to calculate the water loss because the LCRA meter is out of calibration.

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 stated AWR is working to secure a check scanner for depositing customer checks for the payment of water bills received in the mail by AWR. She added that she is working on a Resolution requested by BBVA Compass Bank in connection with the check scanner. Ms. Hargett added that the laptop to be used with the check scanner has been ordered.

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

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 will be meeting with a representative of AWR on the CIP for 2021. Director Taylor requested that the projects be listed in order of priority.

RECOATING OF WATER TREATMENT PLANT

Ms. Mitchell stated that the recoating of the water treatment plant is complete. She reviewed a Certificate of Substantial Completion and recommended approval of Pay Estimate No. 3 and Final in the amount of \$7,460.00 and approval of the Certificate of Acceptance.

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 stated J&C authorized Chapman Marine to order the copper nickel coated screens for the raw water pumps. Ms. Garner reviewed a Services Agreement between Chapman Marine, Inc., and the District for barge inspection and repair and replacement services.

CONTINGENCY PLAN FOR DISTRICT FACILITIES

Ms. Mitchell stated a representative of J&C met with Director Fawthrop on a contingency plan. She added that she will be circulating an updated plan to Director Fawthrop and AWR.

OTHER ENGINEERING MATTERS

Ms. Mitchell discussed the odor issue at the intersection of Osprey Ridge and Kingfisher and recommends the installation of a charcoal filter. Mr. Lanham stated he will coordinate with Ms. Mitchell on the installation of the filter.

After review and discussion, Director Taylor to (1) accept the engineer’s report; (2) approve Pay Estimate No. 3 and Final in the amount of \$7,460.00 to Travis Industries, LLC, and approval of the Certificate of Acceptance, based upon the engineer’s recommendation; and (3) approve the Services Agreement between Chapman Marine, Inc., and the District, subject to receipt of an insurance certificate, and direct that the Agreement be filed appropriately and retained in the District’s official records. 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. Director Taylor discussed the cleanup of the area around the WWTP.

DISTRICT AND PROPERTY OWNER ASSOCIATIONS COORDINATION

There was no discussion on this agenda item.

BOARD MEMBER INPUT REGARDING ISSUES FACING THE DISTRICT

Director Reiter discussed growth in the District and meeting again with homebuilders.

NEXT MEETING DATE AND LOCATION

Following discussion, the Board agreed to hold the next meeting on March 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.

Director Taylor talked about Director Reiter's contributions to the Board during his tenure as President and thanked him for his services to the community.

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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