

MINUTES  
TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 10

March 2, 2021

The Board of Directors (the "Board") of Travis County Municipal Utility District No. 10 (the "District") met on the 2nd day of March, 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:

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

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

Also attending the teleconference were Brett Lanham of Lanham Consulting; 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 Taylor stated that in connection with the February winter storm, the focus of discussion regarding District facilities should be current operations. He added that the topic of sustainable water supply can be discussed at the next meeting.

Director Taylor offered any members of the public attending the meeting by telephone the opportunity to make public comment. There were 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 February 2, 2021, regular meeting. After review and discussion, Director Fawthrop moved to approve the minutes of the

February 2, 2021, regular meeting. Director Tasset 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 Taylor seconded the motion, which passed by unanimous vote.

Director Taylor stated that, in connection with the budget, Mr. Lanham plans to provide the Board with information on the amount of funds the District has collected for tap fees compared to the District's cost to make the new taps.

#### 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.

#### FEBRUARY 2021 WINTER STORM STATUS REPORT ON FACILITIES AND RECEIVE REPORTS FROM CONSULTANTS ON REPAIRS

Mr. Lanham discussed the winter storm and outages at the District's facilities due to the freeze. He stated that notices were sent to customers by the IRIS system regarding the water system and damage to the raw water line. Mr. Lanham discussed the damage to the raw water line caused by the freeze and the installation of a temporary line and added that the temporary raw water line enabled the water plant to function normally. Mr. Lanham stated that currently the control system is not turning off on the raw water pump and the pump is being operated manually. Mr. Lanham stated that information has been sent to the District's insurance agent on damages to the District's facilities due to the winter storm and added that AWR will submit records on time and materials used to repair the District's facilities to the insurance company. Director Fawthrop discussed communications with District customers on current water service. Director Taylor stated that the District could inform customers that water service is fully restored once the automatic controller at the plant has been repaired.

Ms. Mitchell discussed options for permanent repairs to the District's facilities including (1) repair of the original raw water line by a contractor; (2) the District maintaining the temporary raw water line as a backup line; (3) replacement of the raw water line with a new line; and (4) replacement of the raw water line and underground installation. Mr. Baze stated that costs for these options will be presented to the Board. Mr. Lanham stated that the raw water line was drained prior to the winter storm and it will be evaluated to determine if water was in the line during the freeze. Mr. Baze stated he is also reviewing possible insulation alternatives for use on the line. After discussion, Director Reiter moved to authorize Directors Fawthrop and Eckermann to serve on a committee to work with the District's engineer to evaluate the repair or replacement of District facilities damaged in the winter storm. Director Tasset seconded the motion, which passed by unanimous vote.

#### RESOLUTION ADOPTING POLICY AND PROCEDURES FOR FEBRUARY 2021 FREEZE EVENT LEAK ADJUSTMENT CREDITS

Ms. Garner discussed a Resolution Adopting Policy and Procedures for February 2021 Freeze Event Leak Adjustment Credits with the Board. The Board tabled adoption of the Resolution.

#### OPERATION OF DISTRICT FACILITIES

Mr. Lanham reviewed the operator's report, a copy of which is attached. He stated that 178 customers were billed during the month of January.

Mr. Lanham stated that AWR performed annual water meter calibrations.

Mr. Lanham stated that "No Dumping" signs were installed at the Wastewater Treatment Plant site.

In response to a question from Director Taylor, Mr. Lanham stated he will check on odor issue reported at the intersection of Osprey Ridge and Kingfisher.

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. Garner noted that ABHR is reviewing a Resolution requested by BBVA Compass Bank in connection with the check scanner to be used to deposit customer checks for payment of water bills.

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

## CONDUCT ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

Ms. Garner reported that the District is required to review the District's Drought Contingency Plan ("Plan") annually. The Board reviewed the District's Plan and determined that no changes are necessary. Mr. Lanham confirmed that no changes need to be made to the Plan at this time. After review and discussion, Director Reiter moved to approve the review of the Plan and continue with the current Plan. Director Eckermann seconded the motion, which passed by unanimous vote.

## APPROVE AND AUTHORIZE OPERATOR TO FILE WATER LOSS AUDIT

Ms. Garner stated that all retail public water suppliers are required to submit to the Texas Water Development Board a water loss audit once every five years. She added that the next scheduled audit is for the year 2020 and is due by May 1, 2021. Mr. Lanham stated that the water loss audit will be presented to the Board for approval next month. The Board tabled action on the water loss audit.

## APPROVE ANNUAL REPORT ON IMPLEMENTATION OF WATER CONSERVATION PLAN

Mr. Lanham stated AWR will present the Water Conservation Plan Annual Report at the next Board meeting. The Board deferred action on the Annual 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. She stated that J&C coordinated with AWR and JBS Underground on temporary measures to restore water service following damage to the aboveground raw water line during the winter storm. She recommended performing an assessment of the damages and repairs needed to the permanent line.

## CAPITAL IMPROVEMENT PLAN ("CIP")

Ms. Mitchell stated she met with a representative of AWR on the CIP projects for 2021. She added that the projects will be evaluated based on repairs being made to district facilities due to the winter storm. Director Taylor requested that plans for the projects in the CIP move forward.

### INSPECTIONS AND REPAIRS

Ms. Mitchell stated that there is no update to the log of action items noted during the annual inspection of the water treatment plant,

### ZEBRA MUSSEL REMOVAL AND PREVENTION

Ms. Mitchell stated that Chapman Marine, Inc., has recommended the installation of an insert around the top of the screen for the raw water pump and the cost will be \$1,315.

### CONTINGENCY PLAN FOR DISTRICT FACILITIES

Ms. Mitchell stated that she will be circulating an updated plan to Director Fawthrop and AWR.

### OTHER ENGINEERING MATTERS

Ms. Mitchell discussed inquiries from BWB Holdings on development matters in the District. She stated a meeting was held with BWB Holdings, Mr. Rathmann, Ms. Garner, and Directors Reiter and Taylor to discuss the potential development in the District.

After review and discussion, Director Taylor moved to (1) accept the engineer's report; and (2) approve the installation of the insert around the top of the screen for the raw water pump for a cost of \$1,315 by Chapman Marine, Inc. 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.

### DISTRICT AND PROPERTY OWNER ASSOCIATIONS COORDINATION

There was no discussion on this agenda item.

### BOARD MEMBER INPUT REGARDING ISSUES FACING THE DISTRICT

Director Reiter stated that Director Tasset is updating the District's list of property owners for future communications. Ms. Hargett stated she is working with Director Tasset on the enrollment of customers and updating of customer information for the IRIS communications system.

NEXT MEETING DATE AND LOCATION

Following discussion, the Board agreed to hold the next meeting on April 6, 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/ Harvey Reiter  
Secretary, Board of Directors

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