

**MINUTES OF SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY**

October 20, 2022

**Board:**

Scott Roberts President  
Jack Creveling, Vice President  
Walt Smith, Secretary/Treasurer  
Clint Garza, Director

**Staff and Consultants:**

Jennifer Riechers, Agency General Manager  
Keli Kirkley, Accounting Supervisor  
Eric Morgan, Agency Operations Manager  
Lauren Kalisek (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel  
Kathrine Thiel (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel  
Jason Baze (Murfee Engineering Company, Inc.), District Engineer  
Blake West (Murfee Engineering Company, Inc.), Project Engineer  
Dennis Lozano (Malone Wheeler), Consultant

**I. CALL TO ORDER**

The meeting was called to order by President Roberts at 1:03 p.m.

**II. ESTABLISH QUORUM**

A quorum was established with the above-referenced Directors, staff, and consultants present.

**III. PUBLIC COMMENT**

No public comments.

**IV. CONSENT AGENDA**

**A. Approve minutes:**

1. June 16, 2022 Regular board meeting;
2. September 1, 2022 Special board meeting.

**B. Approve payment of invoices.**

**C. Approve Quarterly Investment Report**

**D. Approve proposal for:**

1. Austin Armature Works, LP, \$72,394.15, High Service Pump #2.

- E. Ratify payments approved by General Manager:
  - 1. Pumps, Motors & Controls, Inc., \$44,960.00, Falconhead Golf Course Control Panel replacement;
  - 2. Dedicated Controls, LLC, \$44,835.75, Finish the Upper Wireless Backbone.
  
- F. Approve Contractor Pay Requests including:
  - 1. Preload, LLC, Pay Application #9, \$3,782.69, Hamilton Pool Road GST 2;
  - 2. G Creek Construction, Inc., Pay Application #4, \$102,461.50, Permanganate Chemical Feed Relocation;
  - 3. G Creek Construction, Inc., Pay Application #5, \$29,400.81, Permanganate Chemical Feed Relocation;
  - 4. B-5 Construction Co., Inc., Pay Application #3, \$126,469.21, County Line 1420 Pump Station Upgrades;
  - 5. S.J. Louis Construction of Texas Ltd., Pay Application #2, \$637,276.86, 1080 24" Transmission Main-Segment A;
  - 6. S.J. Louis Construction of Texas Ltd., Pay Application #3, \$217,535.70, 1080 24" Transmission Main-Segment A;
  - 7. Qro Mex Construction Co. Inc., Pay Application #4, \$314,812.31, Sawyer Ranch 1340 Water Main Conversion;
  - 8. G Creek Construction, Inc., Pay Application #1, \$178,357.75, Water Treatment Plant Renovation.
  
- G. Approve Change Orders for:
  - 1. S.J. Louis Construction of Texas Ltd., Change Order 2, \$88,357.50, 1080 24" Transmission Main-Segment A.
  
- H. Award Contract Services Agreement to Brenntag Southwest for water and wastewater chemicals through September 30, 2023.
  
- I. Approve Letter of Engagement with Maxwell, Locke & Ritter for 2022 Audit.
  
- J. Approve TCDRS contribution rates for 2023.

**MOTION:** A motion was made by Director Smith to approve the Consent Agenda, presented in items IV. A-J of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

**V. NEW BUSINESS**

- A. Discuss, consider and take action on Wholesale Agreement with City of Dripping Springs for Anarene (Double L Ranch) (J. Riechers).**

President Roberts noted this item was not ready for Board action and that no action would be taken.

- B. Discuss, consider and take action on Service Availability Letter for:**

1. West Cypress Hills, 931 Water LUEs, 71 System;
2. Pearl at Bee Cave, 165 Water and 164 Wastewater LUEs, 71 System;
3. Pearl Townhomes at Bee Cave, 42 Water and 41 Wastewater LUEs, 71 System;
4. Kalterra Dripping Springs Apartments, 177 Water LUEs, 290 System;
5. Huthnance Ranch, 81 Water LUEs, 71 System.

**MOTION:** A motion was made by President Roberts to approve these items as presented in items VI. 1-5 of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: President Roberts and Directors Smith and Garza

Voting Nay:

Abstained: Director Creveling

Absent:

- C. Discuss, consider and take action on Non-Standard Service Agreement for:**

1. The Pearl at Bee Cave;
2. Pearl Townhomes at Bee Cave;
3. Kalterra Dripping Springs Apartments;

Director Garza asked about use of treated effluent for irrigation at The Pearl and staff discussed plans for the project.

**MOTION:** A motion was made by Director Smith to approve these items, as presented in items VI.C 1-3 of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- D. Discuss, consider and take action on Order Amending WTCPUA's Tariff related to Raw Water/Treated Effluent/Reclaimed Water Rate,**

**Reservation Fee charges and Surcharges Related to Wholesale Contract Requirements (J. Riechers)**

Ms. Riechers presented this item and explained the proposed changes to the tariff.

**MOTION:** A motion was made by Director Creveling to approve this item as presented in item VI.D of the Board Packet. The motion was seconded by Director Garza.

**The vote was taken with the following result:**

**Voting Aye: Unanimous**

**Voting Nay:**

**Abstained:**

**Absent:**

**E. Discuss, consider and take action on annual review of General Manager contract (L. Kalisek).**  
*(This item may be taken into Executive Session under the personnel exception.)*

At 1:52 p.m., President Roberts announced the Board would convene in Executive Session under the personnel exception to discuss item V.E and under the consultation with attorney exception to discuss item V.N.

At 2:25 p.m., the Board reconvened in open session with no action taken on either item.

Board Members expressed appreciation to Ms. Riechers for her excellent work as a General Manager.

**F. Discuss, consider and take action on Dripping Springs Tower Lease Agreement with LCRA (J. Riechers).**

This item was presented by Ms. Riechers who explained the agreement would allow the LCRA to provide a communications antenna for emergency services and a backup generator.

**MOTION:** A motion was made by Director Creveling to approve this item as presented in item VI.F of the Board Packet. The motion was seconded by President Roberts.

**The vote was taken with the following result:**

**Voting Aye: Unanimous**

**Voting Nay:**

**Abstained:**

**Absent:**

- G. Discuss, consider and take action on Amendment to the Engineering Services Agreement with Murfee Engineering Company (J. Riechers).**

Ms. Riechers presented this item and discussed the proposed increase rates for engineering services.

**MOTION:** A motion was made by Director Smith to approve this item as presented in item VI.G of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- H. Discuss, consider and take action on Request from Murfee Engineering to amend the project budget for Trautwein Road Water Main Relocation. (G. Murfee).**

Mr. Baze presented this item which reflects additional services related to the need to use TXDOT right-of-way and secure a related permit. Director Smith asked if there was ability to obtain access through a neighboring development. Director Smith asked that the District contact Hays County regarding possible discussions.

**MOTION:** A motion was made by President Roberts to approve this item as presented in item VI.H of the Board Packet. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- I. Discuss, consider and take action on memo regarding Alternate Project Delivery Methods for the Uplands Water Treatment Plant Expansion (G. Murfee).**

Mr. Murfee presented this item and discussed options for accelerating the timeline for the Upland Wastewater Treatment Plant expansion. Board Members indicated their desire to move as fast as possible and would be supportive of alternative delivery approaches. After the discussion, Board Members requested the item be postponed and brought back to the next regular meeting.

- J. Discuss, consider and take action on memo regarding building size options for the Uplands Water Treatment Plant Expansion (G. Murfee).**

Mr. Murfee and Mr. West presented this item. Operators want more room inside the building in the event they need to add more membranes. Mr. Murfee and Mr. West recommended to expand the building size to allow for rehabilitation during peak demand, making it unnecessary to have a second building in the future and will speed up the approval process.

**MOTION:** A motion was made by President Roberts to approve this item as presented in item VI.J and VI.K of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- K. Discuss, consider and take action on additional water supply from Travis County WCID 20 (L Kalisek).**

Ms. Kalisek and Mr. Murfee present this item regarding possible path forward on an interim water supply from Travis County WCID No. 20. Travis County WCID No. 20 has requested funding to cover legal and engineering and feasibility expenses to move forward.

**MOTION:** A motion was made by Director Smith to authorize \$20,000.00 to fund WCID 20 feasibility review and authorize related execution of memorandum of agreement. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- L. Discuss, consider and take action on award of bid to T. Morales Company Electric & Controls, Ltd, \$331,700.00 for generator at County Line 1420 Pump Station (J. Riechers).**

Ms. Riechers presented this item. Bid process coordinated by Malone Wheeler to provide a generator for the County Line 1420 Pump Station. Mr. Lozano recommended approving lowest conforming bidder.

**MOTION:** A motion was made by President Roberts to approve this item as presented in item VI. M of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

**M.** Discuss, consider and take action on proposal from Malone Wheeler, Inc for Emergency Power Generator at Southwest Parkway Pump Station (J. Riechers).

Ms. Riechers and Mr. Lozano presented this item and answered questions from the Board regarding fuel source, servicing, and installation timeframe.

**MOTION:** A motion was made by Director Smith to approve this item as presented in item VI. N of the Board Packet. The motion was seconded by President Roberts.

The vote was taken with the following result:

Voting Aye: Directors Smith, Creveling and President Roberts

Voting Nay:

Abstained:

Absent: Director Garza

**N.** Discuss, consider and take action on consideration of termination of MUD 12 Wholesale Agreement (J. Riechers).

*(This item may be taken into Executive Session under the consultation with attorney exception.)*

The item was discussed in Executive Session as noted above and no action was taken.

**O.** Discuss, consider and take action to adopt an order amending the West Travis County Public Utility Agency's Water Conservation Plan (D. Klein).

Ms. Riechers presented this item and discussed the update needed for the plan.

**MOTION:** A motion was made by Director Smith to approve this item as presented in item VI.P of the Board Packet. The motion was seconded by President Roberts.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- P. Discuss, consider and take action on proposal from Murfee Engineering Company, Inc. for Southwest Parkway Pump Station Expansion Project (G. Murfee).

Mr. West presented this item.

**MOTION:** A motion was made by Director Garza to approve this item as presented in item VI.Q of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- Q. Discuss, consider and take action of future meeting schedule (J. Riechers).

The Board directed staff to set the next regular meeting for December 8, 2022.

## VI. STAFF REPORTS

- A. General Manager's Report (J. Riechers).

Board Members discussed the peak day water use, and Ms. Riechers noted recent staff changes.

- B. Controller's Report (J. Smith).

No questions.

- C. Operation's Report (C. Jeffrey).

No questions.

- D. Engineering Report (G. Murfee) including:  
1. Capital Improvements Plan Update.

Board Members discussed whether the agency is close to committing the full 33 MGD planned peak capacity of the Uplands Water Treatment Plant and requested an agenda item and report be brought back at a future meeting confirming total commitments in relation to peak capacity.



**VII. ADJOURNMENT**

**MOTION:** A motion was made by Director Smith to adjourn the meeting. The motion was seconded by Director Roberts.

The vote was taken with the following result:

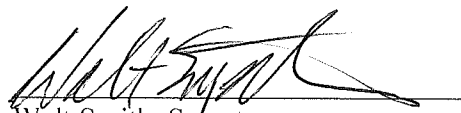
Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

PASSED AND APPROVED this 8th day of December 2022.



Walt Smith, Secretary  
Board of Directors