

**WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY
NOTICE OF MEETING**

TO: THE BOARD OF DIRECTORS OF THE WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of the West Travis County Public Utility Agency (“WTCPUA”) will hold its regular meeting at 10:00 a.m. on Wednesday, March 25, 2020. This meeting will be held via conference call in accordance with the Governor’s March 16, 2020 proclamation suspending certain open meetings statutes in response to the current COVID-19 pandemic and statewide disaster declaration. No physical meeting space will be available.

Members of the public may listen to and participate in the meeting via conference call. To participate in the meeting, please dial toll-free 866-899-4679 and enter access code 644-979-165 when prompted.

The following matters will be considered and may be acted upon at the meeting.

The Consent Agenda allows the Board of Directors to approve all routine, non-controversial items with a single motion, without the need for discussion by the full Board. Any item may be removed from the Consent Agenda and considered individually upon request of a Board member.

Public comments will be accepted only during designated portions of the Board meeting. Citizens wishing to address the Board should email Jennifer Riechers at jriechers@wtcpua.org prior to the meeting. Speakers will be limited to three minutes to facilitate the opportunity to comment by all those so interested and to support the orderly flow of the meeting.

- I. CALL TO ORDER**
- II. ESTABLISH QUORUM**
- III. PUBLIC COMMENT**
- IV. CONSENT AGENDA (J. Riechers)**
 - A. Approve minutes of February 20, 2020 regular Board Meeting.**
 - B. Approve payment of invoices and other related bookkeeping matters.**
 - C. Approve Contractor Pay Requests including:**
 - 1. Cash Construction Company, Inc., Pay Application No. 4, \$157,878.00 Raw Water Line No. 2 CIP Project**
 - 2. DN Tanks, Inc., Pay Application No. 6, \$202,783.68 West Bee Cave Pump Station GST No. 2 CIP Project**

- D. Approve Utility Conveyance Agreements to convey facilities to the WTCPUA from the following:**
 - 1. Extra Space Storage**
- E. Approve 2019 annual Developer Reimbursement in the amount of \$330,351.50 to NASH Sweetwater, LLC per Wholesale Water Services Agreement between WTCPUA and Lazy Nine MUD 1A.**
- F. Approve total reimbursable costs for High Pointe Phase 2, Section 2B as determined by Maxwell, Locke & Ritter report.**
- G. Approve replacement of Pump #5 at Raw Water Intake from Pump Solutions, Inc. for \$84,464.00.**

V. OLD BUSINESS

- A. Discuss, consider and take action regarding pending and/or anticipated litigation, including (S. Albright/D. Klein):**
 - 1. John Hatchett, Sandra Hatchett and JPH Capital, LLP v. West Travis County Public Utility Agency; in the 201st Judicial District Court, Travis County, Texas; Cause No. D-1-GN-18-001654.*
 - 2. John Hatchett, Sandra Hatchett and JPH Capital, LLP v. West Travis County Public Utility Agency, No. 03-18-00668-CV in the Court of Appeals for the Third District of Texas at Austin.*
 - 3. John Hatchett, Sandra Hatchett and JPH Capital, LLP v. West Travis County Public Utility Agency, Civil Action No. 1:19-CV-00260 in the United States District Court for the Western District of Texas, Austin Division.*

(These items under V.A may be taken into Executive Session under the consultation with attorney exception).

VI. NEW BUSINESS

- A. Discuss, consider and take action on FY 2019 Audit by Maxwell, Locke and Ritter, LLP (J. Smith).**
- B. Discuss, consider and take action on update to Employee Personnel Policies (J. Riechers), including:**
 - 1. Emergency Leave Policy;**
 - 2. Telecommuting Policy.**


- C. **Discuss, consider and take action on Notice of Default from Masonwood HP, Ltd. regarding Agreement for Nonstandard Service for the Provence Subdivision (Phase 1).**
(This item may be taken into Executive Session under the consultation with attorney exception).
- D. **Discuss, consider and take action on a request for transfer of mitigation bank credits from the LCRA (D. Walden).**
- E. **Discuss, consider and take action on options related to early retirement or refinancing of \$19,730,000 Series 2015 outstanding bonds (J. Smith).**
- F. **Discuss, consider and take action regarding a proposal from Murfee Engineering Company, Inc. for engineering services for the Southwest Parkway Pump Station Ground Storage Tank No. 2 CIP Project, \$145,480 (D. Lozano)**
- G. **Discuss, consider and take action regarding a proposal from Murfee Engineering Company, Inc. for engineering services for the West Bee Cave 1280 Pump Station Expansion CIP Project, \$82,200 (D. Lozano)**
- H. **Discuss, consider and take action regarding a proposal from Murfee Engineering Company, Inc. for engineering services for the County Line 1420 Pump Station Expansion CIP Project, \$92,090 (D. Lozano)**
- I. **Discuss, consider and take action regarding a request for budget amendment for the Southwest Parkway Pump Station Expansion CIP Project, \$80,020 (D. Lozano)**
- J. **Discuss, consider and take action regarding suspension of customer disconnects and late fees during the COVID-19 pandemic emergency.**

VII. STAFF REPORTS

- A. **General Manager's Report (J. Riechers).**
- B. **Controller's Report (J. Smith), including:**
 - 1. **Portfolio Status Review (Adnan Virani).**
- C. **Engineer's Report (D. Lozano) including:**
 - 1. **Capital Improvements Plan Update.**
- D. **Operations Report**

VIII. ADJOURNMENT

Dated: March 20, 2020



Jennifer Riechers
WTCPUA General Manager

The Board of Directors may go into Executive Session, if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the above matters under the following sections: Texas Government Code Ann. 551.071 – Consultation with Attorney; Texas Government Code Ann. 551.072 – Real and Personal Property; Texas Government Code Ann. 551.074 – Personnel Matters. No final action, decision, or vote will be taken on any subject or matter in Executive Session.

The West Travis County Public Utility Agency is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Jennifer Riechers, General Manager at (512) 263-0100 for information.

IV. CONSENT AGENDA

ITEM A

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

February 20, 2020

Present:

Scott Roberts, President
Don Walden, Vice President
Walt Smith, Secretary
Bill Goodwin, Assistant Secretary

Staff and Consultants:

Jennifer Riechers, Agency General Manager
Jennifer Smith, Agency Controller
Keli Kirkley, Agency Accounting Supervisor
Reuben Ramirez, Agency Engineer Technician
Curtis Jeffrey, Agency Water Operations Supervisor
Stefanie Albright, (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
Dennis Lozano, (Murfee Engineering Company, Inc.), District Engineer

I. CALL TO ORDER

Director Roberts called the meeting to order at 10:07 a.m.

Director Walt Smith was sworn in as a WTCPUA Director following the Call to Order.

II. ESTABLISH QUORUM

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

III. ELECTION OF OFFICERS

Director Roberts stated that the office of Secretary is vacant and recommended that Director Smith be appointed to fill this vacancy with the current slate remaining the same.

MOTION: A motion was made by Director Walden to keep current slate and appoint Walt Smith as Secretary. The motion was seconded by Director Roberts.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

IV. PUBLIC COMMENT

Mr. Ray Whisenant spoke to the Board and stated that over the time he served on the PUA Board that this group of individuals has always had consistent and laudable reasons for serving. He stated that this utility has grown to a stable entity to provide important resources of water and wastewater to the people it serves. He stated that the challenges are still there, but that the utility is ready to answer these challenges. He is proud that this utility is a ratepayer utility, and the responsibility is not only providing service but doing so responsibly. He thanked the administrators, consultants, and employees of the entity and said that he thinks this is the best opportunity to move forward for the utility. Director Roberts thanked Mr. Whisenant on behalf of the Board for his service and hoped that he would stay involved in the utility.

V. CONSENT AGENDA

- A. Approve minutes of January 16, 2020 regular Board Meeting.**
- B. Approve payment of invoices and other related bookkeeping matters.**
- C. Approve Contractor Pay Requests including:**
 - 1. Cash Construction Company, Inc., Pay Application No. 3, \$362,970.00 Raw Water Line No. 2 CIP Project**
 - 2. DN Tanks, Inc., Pay Application No. 5, \$92,175.65 West Bee Cave Pump Station GST No. 2 CIP Project**
 - 3. SJ Louis Construction of Texas., Ltd. Pay Request No. 13 & Final, \$121,070.14, 1340 Transmission Main CIP Project**
- D. Approve Consent to Assignment for Forbes Tract**

MOTION: A motion was made by Director Walden to approve the Consent Agenda Items A-D, provided as **Exhibits A-D**. The motion was seconded by Director Roberts.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

VI. OLD BUSINESS

At 11:35 a.m., Director Roberts announced that the Board would convene in executive session to consult with its attorney under Texas Government Code § 551.071 regarding Items VI.A, VII. A, B, C, D, H.

At 12:35 p.m., Director Roberts announced that the Board would reconvene in open session and that no action had been taken in executive session.

A. Discuss, consider and take action regarding pending and/or anticipated litigation, including:

1. *John Hatchett, Sandra Hatchett and JPH Capital, LLP v. West Travis County Public Utility Agency; in the 201st Judicial District Court, Travis County, Texas; Cause No. D-1-GN-18-001654.*
2. *John Hatchett, Sandra Hatchett and JPH Capital, LLP v. West Travis County Public Utility Agency, No. 03-18-00668-CV in the Court of Appeals for the Third District of Texas at Austin.*
3. *John Hatchett, Sandra Hatchett and JPH Capital, LLP v. West Travis County Public Utility Agency, Civil Action No. 1:19-CV-00260 in the United States District Court for the Western District of Texas, Austin Division.*

This item was discussed in executive session.

VII. NEW BUSINESS

A. Discuss, consider, and take action on Resolution Regarding Request by the WTCPUA to the Participating Entities to Use Eminent Domain Authority.

This item was discussed in executive session.

MOTION: A motion was made by Director Roberts to approve the Resolution Regarding Request by the WTCPUA to the Participating Entities to Use Eminent Domain Authority, provided as **Exhibit E**. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

B. Discuss, consider, and take action on Memorandum of Understanding between the WTCPUA and Participating Entities regarding use of eminent domain authority for necessary WTCPUA facilities.

This item was discussed in executive session.

MOTION: A motion was made by Director Roberts to approve the Memorandum of Understanding between the WTCPUA and Participating Entities regarding use of eminent domain authority for necessary WTCPUA facilities provided as Exhibits F-H. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

C. Discuss, consider, and take action on draft Resolution Regarding Request by the WTCPUA to the City of Bee Cave to use Eminent Domain Authority for easement rights.

This item was discussed in executive session.

MOTION: A motion was made by Director Roberts to approve the Resolution Regarding Request by the WTCPUA to the City of Bee Cave to use Eminent Domain Authority for easement rights. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

D. Discuss, consider and take action on amendment to Wholesale Agreement with Travis County MUD No. 12 related to Bee Creek Sports Complex.

This item was discussed in executive session.

MOTION: A motion was made by Director Roberts to approve to expand the service area as discussed to allow the District to serve the Bee Creek Sports Complex, and approve an amendment to the existing wholesale water agreement with Travis County MUD No. 12 to accomplish this direction. The motion was seconded by Director Walden.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

E. Discuss, consider and take action regarding a proposal from Murfee Engineering Company, Inc. for engineering services for the Water Treatment Plant Solids Management Master Plan CIP Project, \$57,000.

Mr. Lozano presented this item, provided as Exhibit I. He stated that Murfee Engineering had worked with the General Manager and operations staff to find savings and efficiencies in the solids management operations. Director Walden asked if there was an estimate of savings when completed, to which Mr. Lozano stated this would be part of the deliverables, but potentially estimated at \$150,000 to \$200,000 per year.

MOTION: A motion was made by Director Walden to approve the engineering services proposal provided by Murfee Engineering Company for the Water Treatment Plant Solids Management Master Plan CIP Project in the amount of \$57,000. The motion was seconded by Director Roberts.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

F. Discuss, consider and take action regarding a request for budget amendment for the Raw Water Line 2 CIP Project, \$75,000.

Mr. Lozano presented on this item, provided as Exhibit J. He stated that there have been some difficulties getting the project off the ground. He stated that there had been a lot of additional coordination with the contractor, and additional efforts with coordinating with the community and obtaining the easements for the project. He stated that he is confident that the budget as amended will be sufficient for the remainder of the project.

Director Walden asked if this revised amount would get the project to completion, to which Mr. Lozano stated that the restoration effort was taken into account in the budget and he thinks it will be sufficient.

Director Goodwin confirmed that this project was delayed by a year by Lake Pointe MUD in the past, and that there were a combination of issues in this situation with Travis County, Cash Construction, and the Texas Department of Transportation (“TxDOT”). Mr. Lozano stated that

Bee Cave's engineer was instrumental in helping the PUA with coordination with TxDOT. Mr. Lozano stated that if the contractor will stay within the bounds of the agreements with the community then he anticipates that the project will move forward with less issues.

Director Roberts asked when the project would be operational, to which Mr. Lozano replied that they plan to start testing in October, which will mean another summer before the line is complete.

MOTION: A motion was made by Director Roberts to approve the budget amendment for the Raw Water Line 2 CIP Project in the amount of \$75,000. The motion was seconded by Director Walden.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

G. Discuss, consider and take action regarding TxDOT 620 widening project as it impacts WTCPUA facilities.

Mr. Lozano presented on this item, identifying TxDOT's plan to widen FM 620 and the impact to PUA facilities. He stated that near Falconhead West there are a great deal of facilities that could be impacted by the current plan. Such facilities include a proposed detention pond at the Falconhead West entryway that will conflict with the PUA's effluent irrigation disposal area that is subject to the PUA's TLAP permit. Mr. Lozano flagged that there is a February 20 public meeting, and that the PUA was working to flag the impact with TxDOT as well as identify potential alternatives.

Director Walden stated that he had met with representatives of the design engineering firm hired by TxDOT that prepared the plans for this project, and that at the time it was flagged for TxDOT that this land was permitted effluent disposal area. He stated that he is concerned that this plan creates a conflict with the PUA's permit compliance, the PUA needs to get engaged with this project and transmit its concern. Director Walden confirmed that the alternative site recommendations have been previously provided to TxDOT. Discussion ensued regarding TCEQ's potential involvement on this project, and the potential alternatives. Director Walden stated that the deadline for comments on the plan is March 7.

Director Goodwin flagged how critical this tract of land was for effluent disposal and the PUA's TLAP permit.

MOTION: A motion was made by Director Roberts to authorize a resolution stating the PUA's concern and urge TxDOT to look into alternatives and authorize Director Walden to finalize the resolution. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Walden, Smith, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

H. Discuss, consider, and take action regarding appeal of Weekly Homes, LLC concerning the assessment of impact fees for the Burba Ranch Subdivision, pursuant to WTCPUA Tariff Section 2.16.

This item was discussed in executive session.

Directors Roberts stated that the Board would take no action on the appeal and the determination made by the General Manager is upheld.

VII. STAFF REPORTS

A. General Manager's Report.

Ms. Riechers presented this item, provided as **Exhibit K**. Director Goodwin flagged the correspondence sent by the attorney for Hays County WCID No. 1 and the memo to Adrian Overstreet regarding pressure issues in the Galleria Oaks.

Director Roberts stated that he expressed concerns to the Belterra representative regarding the allocation concerns the PUA has. Ms. Riechers stated that this letter only came in last week accompanied by 300 pages of exhibits. She stated that the biggest issue is the treatment of the irrigation meters, and that staff is still looking at this information. She stated that the District feels like they should not have to pay impact fees on irrigation meters that were in place before the PUA took over the system. Ms. Riechers confirmed that this is the heads up for a future agenda item. In response to a question from Director Roberts, Ms. Albright confirmed that she had reviewed the letter and backup documentation, but that as the letter was only recently received, she had not met with the General Manager and engineer regarding an analysis and response.

Director Goodwin next addressed the memo regarding Galleria Oaks pressure issues. He stated that he thought that the 1080 Transmission Line project would alleviate the pressure issues, but that it seems that these issues may not be improved by the pressure plane project. He stated that the memo included in the report addresses the pressure issues flagged and potential options for resolution. Director Goodwin confirmed that a proposed booster pump for the Galleria Oaks would be more scaled down than the booster pump at the Sonesta Hotel. Director Goodwin stated that the PUA is required to deliver at least 35 psi of water pressure, and that at this time this pressure is not consistently being met.

Director Roberts asked whether any operational high pressure issues had been identified on the 1826 area, to which Mr. Lozano stated that he wasn't aware of any issues.

Director Goodwin asked about the leak detection program item and asked how the leak detection program picks up meters not detecting low flows. Mr. Jeffrey stated that there is a program to find not only leaks but lost water through meters.

B. Controller's Report.

Ms. Smith presented on this item, provided as Exhibit L. She stated that revenue through January is tracking with the budget and that staff is looking into some electrical usage increases. She stated that investment returns have been at 3.78% on an average of \$83 million in funds consistent with the PUA's investment policy and the Public Funds Investment Act. Director Roberts confirmed that staff could track impact fee funds paid, and what is available for current projects.

C. Engineer's Report including:

1. Capital Improvements Plan Update.

Mr. Lozano presented this report, provided as Exhibit M. He stated that the TCEQ responded regarding the beneficial water recycling project regarding the source water characterization, and overall, the letter lays out the process and steps for moving forward. In response to a question from Director Roberts, Mr. Lozano stated that the beneficial recycling project will help with the disposal issues posed by the TxDOT 620 project, but that disposal needs will increase over time so that this disposal area is still necessary.

Mr. Lozano flagged a memo from the City of Bee Cave regarding the possibility of a partnership around effluent management. He stated that this may also include a potential ASR facility. Director Goodwin stated that he has concerns about this potential project and the realities of effluent irrigation. He asked about the surface infrastructure relating to the ASR project, to which Mr. Lozano replied that it is minimal. Discussion ensued regarding the potential aspects of such a partnership and the needs of the parties. Director Smith stated that he is familiar with ASR projects that are interested in supply, and the migration of this water is a concern to be addressed as this is a resource the PUA wants to know is available.

Director Walden stated that he has experience with median irrigation and that without a good under-draining system, the water will migrate to the base of the roadway.

Mr. Lozano highlighted in his report a ground storage tank in disrepair at the Southwest Parkway Pump Station. He stated that this project has been held up for some time with the Nature Conservancy, LCRA, and City of Austin. He stated that there are structural concerns with the tank, and that next month is a compliance deadline with TCEQ that will not be met. He stated that he wanted to flag this as a vulnerability. Director Roberts confirmed that the water was within treated drinking water standards.

D. Operations Report.

Mr. Jeffrey presented this report, provided as Exhibit N. He stated that operations are running within permitted limits.

E. Customer Service Report.

Ms. Riechers presented this report, provided as **Exhibit O**.

VIII. 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: Directors Walden, Whisenant, Goodwin, and Roberts
Voting Nay: None
Abstained: None
Absent: Director Brzoska

The meeting adjourned at 12:37 p.m.

PASSED AND APPROVED this 19th day of March, 2020.

Scott Roberts, President
Board of Directors

ATTEST:

Walt Smith, Secretary/Treasurer
Board of Directors

ITEM B

West Travis County Public Utility Agency
Check Detail
February 2020

Type	Date	Name	Memo	Account	Paid Amount	Class
Bill Pmt -Check	02/05/2020	Abraham de Leon.	Check 15435	11118 · Manager Ckg 8314		
Bill	01/09/2020		Mileage Reimbursement - Picked Up Drinks for Office	17880 · Travel Expense	\$ (12.76)	1 General Fund
					\$ (12.76)	
Bill Pmt -Check	02/19/2020	Ace Contractor Supply	https://app.bill.com/BillPay?id=blp01PLWXPTRBY4qs	11002 · Bill.com Money Out Clearing		
Bill	01/15/2020		Shop Supplies	16101 · Maintenance-W	\$ (171.78)	1 General Fund
					\$ (171.78)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01IUMNHBPCE4qs	11002 · Bill.com Money Out Clearing		
Bill	01/20/2020		December 2019 Analysis - Elle's Cafe	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01SMMOSBNYK4qs	11002 · Bill.com Money Out Clearing		
Bill	01/20/2020		December 2019 Analysis - Pho House	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01XWPWEODCQ4q	11002 · Bill.com Money Out Clearing		
Bill	01/20/2020		December 2019 Analysis - Service ONE	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01FHRAHZESY4qs	11002 · Bill.com Money Out Clearing		
Bill	01/20/2020		December 2019 Analysis - Chili's	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01VEUNEJZWC4qs	11002 · Bill.com Money Out Clearing		
Bill	01/20/2020		December 2019 Analysis - Hill Country Indoor	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01HRWKAFDLC4qs	11002 · Bill.com Money Out Clearing		
Bill	01/20/2020		December 2019 Analysis	16172 · Laboratory Fees-W	\$ (754.00)	1 General Fund
					\$ (754.00)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01GAKCPAACA4qs	11002 · Bill.com Money Out Clearing		

West Travis County Public Utility Agency
Check Detail
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Bill	01/20/2020		December 2019 Analysis - Bohls WWTP	16272 · Laboratory Fees-WW	\$ (1,136.00)	1 General Fund
					\$ (1,136.00)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01TFVOKQWXV4qs 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020		December 2019 Analysis - Lakepointe WWTP	16272 · Laboratory Fees-WW	\$ (1,172.00)	1 General Fund
					\$ (1,172.00)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01ZMBVFNUQM4qs 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020		December 2019 Analysis - Baguette et Chocolat	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01SUAVOCKWR4qs 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020		December 2019 Analysis - Silverado	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01NTVAUGRZE4qs 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020		December 2019 Analysis - WTP	16172 · Laboratory Fees-W	\$ (168.00)	1 General Fund
					\$ (168.00)	
Bill Pmt -Check	02/19/2020	Aqua-Tech Laboratories, Inc	https://app.bill.com/BillPay?id=blp01LQFIXMZZZ4qsar 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020		December 2019 Analysis - Mandola's	16286 · Pre-Treatment Lab Testing-WW	\$ (172.60)	1 General Fund
					\$ (172.60)	
Bill Pmt -Check	02/19/2020	Arbor Car Wash	https://app.bill.com/BillPay?id=blp01PFCPHNKOQ4qs 11002 · Bill.com Money Out Clearing			
Bill	01/31/2020		Truck #702- Car Wash, Oil Change, 5 Point Inspection	17702 · Vehicle Maint & Repair	\$ (182.87)	1 General Fund
					\$ (182.87)	
Bill Pmt -Check	02/19/2020	ARC Document Solutions	https://app.bill.com/BillPay?id=blp01OHCOESKSA4qs 11002 · Bill.com Money Out Clearing			
Bill	01/14/2020		Board Packet Printing - January 2020	17810 · Board Meeting Expense	\$ (416.60)	1 General Fund
					\$ (416.60)	
Bill Pmt -Check	02/07/2020	AT&T - Mobility CC	https://app.bill.com/BillPay?id=blp01LJRJDNLi4p5cet 11002 · Bill.com Money Out Clearing			
Bill	01/24/2020		SCADA System Cellular Network - 12/19/2019 - 1/18/2020	16162 · Telephone-W	\$ (427.50)	1 General Fund
			SCADA System Cellular Network - 12/19/2019 - 1/18/2020	16262 · Telephone-WW	\$ (427.50)	1 General Fund

West Travis County Public Utility Agency
Check Detail
February 2020

				\$	(855.00)	
Bill Pmt -Check	02/06/2020	AT&T - Mobility CC	https://app.bill.com/BillPay?id=blp01ZTXPRJDWR4p5r11002 - Bill.com Money Out Clearing			
Bill	12/24/2019		SCADA System Cellular Network - 11/19/2019 - 12/18/2019 16162 - Telephone-W	\$	(427.50)	1 General Fund
			SCADA System Cellular Network - 11/19/2019 - 12/18/2019 16262 - Telephone-WW	\$	(427.50)	1 General Fund
				<u>\$</u>	<u>(855.00)</u>	
Bill Pmt -Check	02/06/2020	AT&T - Mobility CC	https://app.bill.com/BillPay?id=blp01MZEVPGNP4p5r11002 - Bill.com Money Out Clearing			
Bill	11/24/2019		SCADA System Cellular Network - 10/19/2019 - 11/18/2019 16162 - Telephone-W	\$	(427.50)	1 General Fund
			SCADA System Cellular Network - 10/19/2019 - 11/18/2019 16262 - Telephone-WW	\$	(427.50)	1 General Fund
				<u>\$</u>	<u>(855.00)</u>	
Bill Pmt -Check	02/06/2020	AT&T Wireless	https://app.bill.com/BillPay?id=blp01LRQBTSBFB4p5r11002 - Bill.com Money Out Clearing			
Bill	01/04/2020		Staff Wireless Expense - 12/5/2019 - 1/4/2019 16162 - Telephone-W	\$	(681.40)	1 General Fund
			Staff Wireless Expense - 12/5/2019 - 1/4/2019 16262 - Telephone-WW	\$	(681.41)	1 General Fund
				<u>\$</u>	<u>(1,362.81)</u>	
Bill Pmt -Check	02/19/2020	AVR Inc.	https://app.bill.com/BillPay?id=blp01TJXEJDAZD4qsa11002 - Bill.com Money Out Clearing			
Bill	01/17/2020		U Receivables - December 2019 17105 - Billing System & Support	\$	(173.97)	1 General Fund
				<u>\$</u>	<u>(173.97)</u>	
Bill Pmt -Check	02/19/2020	BLX Group, LLC	https://app.bill.com/BillPay?id=blp01ZZNTGNEHP4qsa11002 - Bill.com Money Out Clearing			
Bill	01/15/2020		Arbitrage Services- SR 2012 17509 - Other	\$	(1,000.00)	1 General Fund
				<u>\$</u>	<u>(1,000.00)</u>	
Bill Pmt -Check	02/19/2020	BLX Group, LLC	https://app.bill.com/BillPay?id=blp01XDCVWXHTA4qsa11002 - Bill.com Money Out Clearing			
Bill	01/15/2020		Arbitrage Review Revenue and Refunding Bonds, Series 2013 17509 - Other	\$	(1,000.00)	1 General Fund
				<u>\$</u>	<u>(1,000.00)</u>	
Bill Pmt -Check	02/19/2020	Brenntag Southwest Inc.	https://app.bill.com/BillPay?id=blp01PRWKDQCGS4qsa11002 - Bill.com Money Out Clearing			
Bill	01/20/2020		Chemicals - Bohls WWTP 16230 - Chemicals-WW	\$	(695.50)	1 General Fund
				<u>\$</u>	<u>(695.50)</u>	
Bill Pmt -Check	02/19/2020	Brenntag Southwest Inc.	https://app.bill.com/BillPay?id=blp01IBNIHZUQI4qsci611002 - Bill.com Money Out Clearing			
Bill	01/20/2020		Chemicals - Lakepointe WWTP 16230 - Chemicals-WW	\$	(695.50)	1 General Fund
				<u>\$</u>	<u>(695.50)</u>	

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					\$	(695.50)	
Bill Pmt -Check	02/20/2020	Brenntag Southwest Inc.	https://app.bill.com/BillPay?id=blp01GOMNUXGJY4qs 11002 · Bill.com Money Out Clearing				
Bill	02/04/2020		Chemicals - Lakepointe WWTP	16230 · Chemicals-WW	\$	(425.50)	1 General Fund
					\$	(425.50)	
Bill Pmt -Check	02/19/2020	Brenntag Southwest Inc.	https://app.bill.com/BillPay?id=blp01XYVGFGOIZ4qsc 11002 · Bill.com Money Out Clearing				
Bill	01/23/2020		Chemicals - WTP	16130 · Chemicals-W	\$	(3,890.50)	1 General Fund
					\$	(3,890.50)	
Bill Pmt -Check	02/20/2020	Brenntag Southwest Inc.	https://app.bill.com/BillPay?id=blp01GIYCKCUGN4qsc 11002 · Bill.com Money Out Clearing				
Bill	02/04/2020		Chemicals - Bohls WWTP	16230 · Chemicals-WW	\$	(538.76)	1 General Fund
					\$	(538.76)	
Bill Pmt -Check	02/20/2020	Brenntag Southwest Inc.	https://app.bill.com/BillPay?id=blp01QULUMWRJY4qs 11002 · Bill.com Money Out Clearing				
Bill	02/04/2020		Chemicals - WTP	16130 · Chemicals-W	\$	(5,241.07)	1 General Fund
					\$	(5,241.07)	
Bill Pmt -Check	02/19/2020	BrickHouse Security	https://app.bill.com/BillPay?id=blp01TYQNSAMXQ4qs 11002 · Bill.com Money Out Clearing				
Bill	01/24/2020		Service 1/24/2020 - 2/24/2020	17703 · Vehicle GPS	\$	(455.81)	1 General Fund
					\$	(455.81)	
Bill Pmt -Check	02/11/2020	Bryson Bertelson.	Check 15438	11118 · Manager Ckg 8314			
Bill	01/27/2020		Mileage Reimbursement - United Rental Safety Class	17880 · Travel Expense	\$	(55.20)	1 General Fund
					\$	(55.20)	
Bill Pmt -Check	02/06/2020	City of Austin 04065 16047	https://app.bill.com/BillPay?id=blp01TIGWTMNS4p5c 11002 · Bill.com Money Out Clearing				
Bill	01/30/2020		Utility Expense	16261 · Electric-WW	\$	(238.84)	1 General Fund
					\$	(238.84)	
Bill Pmt -Check	02/07/2020	City of Austin 22455 82422	ACH	11118 · Manager Ckg 8314			
Bill	01/16/2020		Utility Expense	16261 · Electric-WW	\$	(90.47)	1 General Fund
					\$	(90.47)	
Bill Pmt -Check	02/07/2020	City of Austin 39975 21324	ACH	11118 · Manager Ckg 8314			

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Bill	01/14/2020		Utility Expense	16161 · Electric-W	\$ (62.48)	1 General Fund
					<u>\$ (62.48)</u>	
Bill Pmt -Check	02/19/2020	City of Austin 44118 09855	https://app.bill.com/BillPay?id=blp01BSWWBECWL4q 11002 · Bill.com Money Out Clearing			
Bill	02/05/2020		Utility Expense - WW	16261 · Electric-WW	\$ (8,367.43)	1 General Fund
			Utility Expense - W	16161 · Electric-W	\$ (7,308.49)	1 General Fund
					<u>\$ (15,675.92)</u>	
Bill Pmt -Check	02/07/2020	City of Austin 54002 73163	ACH	11118 · Manager Ckg 8314		
Bill	01/21/2020		Utility Expense	16261 · Electric-WW	\$ (184.87)	1 General Fund
					<u>\$ (184.87)</u>	
Bill Pmt -Check	02/07/2020	City of Austin 71822 19829	ACH	11118 · Manager Ckg 8314		
Bill	01/15/2020		Utility Expense	16161 · Electric-W	\$ (12,116.52)	1 General Fund
			Utility Expense	16261 · Electric-WW	\$ (336.23)	1 General Fund
					<u>\$ (12,452.75)</u>	
Bill Pmt -Check	02/11/2020	Clayton Chapel.	Check 15436	11118 · Manager Ckg 8314		
Bill	02/05/2020		Meal Reimbursement TWUA Class C WW Renewal	17820 · Meals & Entertainment	\$ (46.16)	1 General Fund
			Stripes - Gas	17880 · Travel Expense	\$ (40.53)	1 General Fund
					<u>\$ (86.69)</u>	
Bill Pmt -Check	02/07/2020	Comdata Universal Mastercard	ACH	11118 · Manager Ckg 8314		
Bill	02/01/2020		Fuel 1/2/2019 - 2/1/2020	17701 · Vehicle Fuel	\$ (4,756.13)	1 General Fund
					<u>\$ (4,756.13)</u>	
Bill Pmt -Check	02/19/2020	Concretex	https://app.bill.com/BillPay?id=blp01KDQQLVIJ4qsc 11002 · Bill.com Money Out Clearing			
Bill	12/17/2019		Repairs - Replaced 18 Panels & 15 Posts	16101 · Maintenance-W	\$ (6,750.00)	1 General Fund
					<u>\$ (6,750.00)</u>	
Bill Pmt -Check	02/20/2020	Core & Main LP	https://app.bill.com/BillPay?id=blp01UKGOKLQOO4q 11002 · Bill.com Money Out Clearing			
Bill	02/04/2020		Stock Supplies	16101 · Maintenance-W	\$ (765.25)	1 General Fund
					<u>\$ (765.25)</u>	
Bill Pmt -Check	02/12/2020	D.A.D.'s Lawn Services, LLC	https://app.bill.com/BillPay?id=blp01CTDEZVAAW4p5 11002 · Bill.com Money Out Clearing			

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Bill	01/13/2020		Monthly Ground Maintenance	16110 · Grounds Maintenance-W	\$ (2,940.00)	1 General Fund
			Monthly Ground Maintenance	16210 · Grounds Maintenance-WW	\$ (2,880.00)	1 General Fund
					<u>\$ (5,820.00)</u>	
Bill Pmt -Check	02/19/2020	Dell Financial Services	https://app.bill.com/BillPay?id=blp01GIMLFLFNM4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/02/2020		Computer and Docking Station for IT Administrator	17840 · Office Equipment	\$ (2,092.91)	1 General Fund
					<u>\$ (2,092.91)</u>	
Bill Pmt -Check	02/19/2020	Diligent Delivery Systems	https://app.bill.com/BillPay?id=blp01RZAWPXXMI4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/31/2020		Courier Service - 1/1/2020 - 1/31/2020	17855 · Postage & Delivery	\$ (33.88)	1 General Fund
					<u>\$ (33.88)</u>	
Bill Pmt -Check	02/19/2020	Don Gardner, Consulting Arborist	https://app.bill.com/BillPay?id=blp01HKBLVWOIN4qsc 11002 · Bill.com Money Out Clearing			
Bill	12/13/2019		Pre-Con Meeting for 30 Inch Waterline Tree Clearance	26025 · RW TM #2-D&A	\$ (250.00)	5 Capital Projects Fund
					<u>\$ (250.00)</u>	
Bill Pmt -Check	02/20/2020	EcoCare	https://app.bill.com/BillPay?id=blp01ODGKWQDYQ4p 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020		Monthly Contract Billing - February 2020	16182 · Janitorial-W	\$ (265.00)	1 General Fund
					<u>\$ (265.00)</u>	
Bill Pmt -Check	02/19/2020	Elite Pumps & Mechanical Services, LLC	https://app.bill.com/BillPay?id=blp01DUKSOGYZ4qs 11002 · Bill.com Money Out Clearing			
Bill	12/06/2019		4709 Malaquita Branch - Replaced Grinder Pump	16201 · Maintenance-WW	\$ (720.00)	1 General Fund
					<u>\$ (720.00)</u>	
Bill Pmt -Check	02/19/2020	Fastest Labs of Central Austin	https://app.bill.com/BillPay?id=blp01VXUAAJZS4qscj 11002 · Bill.com Money Out Clearing			
Bill	01/31/2020		Urine Analysis - M. Garcia	17825 · Medical & Testing	\$ (60.00)	1 General Fund
					<u>\$ (60.00)</u>	
Bill Pmt -Check	02/19/2020	GB Auto Service, Inc	https://app.bill.com/BillPay?id=blp01TINAJUMBA4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/06/2020		Oil Change & Inspection - Truck #704	17702 · Vehicle Maint & Repair	\$ (111.41)	1 General Fund
					<u>\$ (111.41)</u>	
Bill Pmt -Check	02/19/2020	Green Oasis Landscapes	https://app.bill.com/BillPay?id=blp01KCDIBGHLU4qsc 11002 · Bill.com Money Out Clearing			
Bill	02/01/2020		Plant Maintenance - February, March & April	17835 · Miscellaneous Expense	\$ (545.76)	1 General Fund

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					\$	(545.76)	
Bill Pmt -Check	02/20/2020	Guardian Industrial Supply LLC	https://app.bill.com/BillPay?id=blp01ILDZSFODL4qscj11002 - Bill.com Money Out Clearing				
Bill	02/04/2020	Stock Supplies	16101 - Maintenance-W		\$	(487.00)	1 General Fund
					\$	(487.00)	
Bill Pmt -Check	02/19/2020	Half Associates, Inc.	https://app.bill.com/BillPay?id=blp01JMLHJGMDC4qs11002 - Bill.com Money Out Clearing				
Bill	01/23/2020	Forbes Tract - Engineering Review	16175 - SER Legal & Engineer Fees		\$	(907.50)	1 General Fund
					\$	(907.50)	
Bill Pmt -Check	02/19/2020	Half Associates, Inc.	https://app.bill.com/BillPay?id=blp01CMXLSGDBG4qs11002 - Bill.com Money Out Clearing				
Bill	01/23/2020	Parten Ranch Amenity Center - Engineering Review	16175 - SER Legal & Engineer Fees		\$	(1,782.50)	1 General Fund
					\$	(1,782.50)	
Bill Pmt -Check	02/06/2020	Hays County MUD No 4	https://app.bill.com/BillPay?id=blp01WCVRIRSA4p5c11002 - Bill.com Money Out Clearing				
Bill	11/30/2019	Wastewater Billing Collections - November 2019	12411 - Hays Co MUD 4 WW Collections		\$	(6,382.28)	1 General Fund
		Deposits/Transfers - November 2019	12411 - Hays Co MUD 4 WW Collections		\$	(321.50)	1 General Fund
		Assessment Fee - November 2019	12452 - Bee Cave So-237		\$	(31.91)	1 General Fund
					\$	(6,735.69)	
Bill Pmt -Check	02/19/2020	Hill Country Texas Galleria, LLC	https://app.bill.com/BillPay?id=blp01LMXRYQEUG4qs11002 - Bill.com Money Out Clearing				
Bill	03/01/2020	Lease Expense	17125 - Occupancy		\$	(10,485.64)	1 General Fund
		Operating Costs	17125 - Occupancy		\$	(4,951.01)	1 General Fund
		January Meter Read #1	17125 - Occupancy		\$	(8.24)	1 General Fund
		January Meter Read #2	17125 - Occupancy		\$	(2.82)	1 General Fund
		December Meter Read #1	17125 - Occupancy		\$	(7.90)	1 General Fund
		December Meter Read #2	17125 - Occupancy		\$	(2.63)	1 General Fund
					\$	(15,458.24)	
Bill Pmt -Check	02/19/2020	HydroPro Solutions, LLC	https://app.bill.com/BillPay?id=blp01MWUTTDQLH4qs11002 - Bill.com Money Out Clearing				
Bill	01/09/2020	5/8" 3GDS Enhanced Register BL	45125 - Meter Purchases		\$	(3,942.96)	2 Facilities Fund
					\$	(3,942.96)	
Bill Pmt -Check	02/11/2020	Jesus Ibarra.	Check 15440				
			11118 - Manager Ckg 8314				
Bill	01/27/2020	Mileage Reimbursement - Safety Class	17880 - Travel Expense		\$	(57.50)	1 General Fund
					\$	(57.50)	

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Bill Pmt -Check	02/11/2020	Joe Cruz.	Check 15441	11118 · Manager Ckg 8314		
Bill	01/27/2020		Mileage Reimbursement - United Rental Safety Class	17880 · Travel Expense	\$ (55.20)	1 General Fund
					\$ (55.20)	
Bill Pmt -Check	02/06/2020	Keli Kirkley.	Check 15434	11118 · Manager Ckg 8314		
Bill	01/29/2020		Reimbursement - Lunch at HR Seminar- 2 days	17820 · Meals & Entertainment	\$ (38.39)	1 General Fund
					\$ (38.39)	
Bill Pmt -Check	02/11/2020	Lazarus Gonzalez.	Check 15442	11118 · Manager Ckg 8314		
Bill	01/27/2020		Mileage Reimbursement - United Rental Safety Class	17880 · Travel Expense	\$ (55.20)	1 General Fund
					\$ (55.20)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01HABKDMLRX4qs 11002 · Bill.com Money Out Clearing				
Bill	01/17/2020		General Counsel	17501 · General Counsel	\$ (7,500.00)	1 General Fund
			Photocopying	17501 · General Counsel	\$ (27.80)	1 General Fund
					\$ (7,527.80)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01CIDXGGBFW4qs 11002 · Bill.com Money Out Clearing				
Bill	01/17/2020		Anarene Tract Hill Tract SER	16175 · SER Legal & Engineer Fees	\$ (742.00)	1 General Fund
					\$ (742.00)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01KIUQMSINK4qsci 11002 · Bill.com Money Out Clearing				
Bill	01/17/2020		2019 Series Bond Issuance	17501 · General Counsel	\$ (1,920.00)	1 General Fund
					\$ (1,920.00)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01SKJJBFBVZL4qsci 11002 · Bill.com Money Out Clearing				
Bill	01/17/2020		Spillman Townhomes NSSA	16175 · SER Legal & Engineer Fees	\$ (438.50)	1 General Fund
					\$ (438.50)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01QESKOKXWM4q 11002 · Bill.com Money Out Clearing				
Bill	10/01/2019		General Counsel- Hays County 1 Belterra	17501 · General Counsel	\$ (845.00)	1 General Fund
					\$ (845.00)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01GNBITLTSB4qsci 11002 · Bill.com Money Out Clearing				

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Bill	10/01/2019	General Counsel- Morningside Development	17501 · General Counsel	\$ (122.50)	1 General Fund
				\$ (122.50)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01DXSYCOCW4qs 11002 · Bill.com Money Out Clearing			
Bill	10/01/2019	General Counsel- Lake Travis ISD SER	17501 · General Counsel	\$ (97.50)	1 General Fund
				\$ (97.50)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01NUVTDTIKU4qsc 11002 · Bill.com Money Out Clearing			
Bill	10/01/2019	SER Review	16175 · SER Legal & Engineer Fees	\$ (768.75)	1 General Fund
				\$ (768.75)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01PZNPJCOQ4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	Rough Hollow	17501 · General Counsel	\$ (318.00)	1 General Fund
				\$ (318.00)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01HEZKBGVEY4qs 11002 · Bill.com Money Out Clearing			
Bill	10/01/2019	General Counsel- Summit 56 SER	17501 · General Counsel	\$ (202.76)	1 General Fund
				\$ (202.76)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01NRQYNDVP4qs 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	Sweetwater Wholesale Service Lazy Nine MUD 1A	17501 · General Counsel	\$ (53.00)	1 General Fund
				\$ (53.00)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01WLTJJFRSB4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	Seven Oaks	17501 · General Counsel	\$ (34.26)	1 General Fund
				\$ (34.26)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01OAZQKZZOD4qs 11002 · Bill.com Money Out Clearing			
Bill	10/01/2019	General Counsel- Fitzhugh 83 SER	17501 · General Counsel	\$ (97.50)	1 General Fund
				\$ (97.50)	
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F https://app.bill.com/BillPay?id=blp01ATDTTOVPM4qs 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	TLAP Major Amendment	26310 · TLAP Major Amend Application	\$ (130.00)	5 Capital Projects Fund
				\$ (130.00)	

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Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F		https://app.bill.com/BillPay?id=blp01MJHOGPSRU4qs 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	Hatchett & JPH Capital Litigation	17502 · Litigation	\$	(2,625.50)	1	General Fund
				\$	<u>(2,625.50)</u>		
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F		https://app.bill.com/BillPay?id=blp01JCTNAMHKQ4qs 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	2018 LUA/CIP/IF Update	17501 · General Counsel	\$	(216.00)	1	General Fund
				\$	<u>(216.00)</u>		
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F		https://app.bill.com/BillPay?id=blp01NTHEWLVTX4qs 11002 · Bill.com Money Out Clearing			
Bill	01/17/2020	2019 Rate Amendments	17501 · General Counsel	\$	(412.50)	1	General Fund
				\$	<u>(412.50)</u>		
Bill Pmt -Check	02/19/2020	Lloyd Gosselink Rochelle & Townsend, F		https://app.bill.com/BillPay?id=blp01BSUZLUPWA4qs 11002 · Bill.com Money Out Clearing			
Bill	10/01/2019	General Counsel	17501 · General Counsel	\$	(324.76)	1	General Fund
				\$	<u>(324.76)</u>		
Bill Pmt -Check	02/19/2020	Lower Colorado River Authority	https://app.bill.com/BillPay?id=blp01ACMWUARLU4qs 11002 · Bill.com Money Out Clearing				
Bill	01/31/2020	Municipal - Reservation Fee	16120 · Raw Water-W	\$	(54,375.00)	1	General Fund
		Municipal-Raw Water	16120 · Raw Water-W	\$	(23,633.20)	1	General Fund
				\$	<u>(78,008.20)</u>		
Bill Pmt -Check	02/19/2020	Lower Colorado River Authority	https://app.bill.com/BillPay?id=blp01SWGPPZJJ4qs 11002 · Bill.com Money Out Clearing				
Bill	01/31/2020	Municipal - Reservation Fee	16120 · Raw Water-W	\$	(2,718.75)	1	General Fund
		Municipal-Raw Water	16120 · Raw Water-W	\$	(634.46)	1	General Fund
				\$	<u>(3,353.21)</u>		
Bill Pmt -Check	02/19/2020	Maxwell Locke & Ritter LLP	https://app.bill.com/BillPay?id=blp01UJCJFEOND4qs 11002 · Bill.com Money Out Clearing				
Bill	01/31/2020	Audit Fees - Interim Billing - September 30, 2019	17508 · Auditor	\$	(25,000.00)	1	General Fund
				\$	<u>(25,000.00)</u>		
Bill Pmt -Check	02/19/2020	McCoy's Building Supply	https://app.bill.com/BillPay?id=blp01BSUIAYUBW4qs 11002 · Bill.com Money Out Clearing				
Bill	01/23/2020	Stock Supplies	16101 · Maintenance-W	\$	(128.96)	1	General Fund
				\$	<u>(128.96)</u>		

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Bill Pmt -Check	02/19/2020	McCoy's Building Supply	https://app.bill.com/BillPay?id=blp01EZUXAUAYH4qs 11002 · Bill.com Money Out Clearing			
Bill	01/14/2020	Paint Supplies	16101 · Maintenance-W		\$ (77.47)	1 General Fund
					<u>\$ (77.47)</u>	
Bill Pmt -Check	02/19/2020	McCoy's Building Supply	https://app.bill.com/BillPay?id=blp01XRQJWCKKU4qs 11002 · Bill.com Money Out Clearing			
Bill	01/15/2020	Rough Surface Push Brooms-3	16101 · Maintenance-W		\$ (95.97)	1 General Fund
					<u>\$ (95.97)</u>	
Bill Pmt -Check	02/11/2020	Michael Garcia.	Check 15437	11118 · Manager Ckg 8314		
Bill	01/27/2020	Mileage Reimbursement - Safety Class	17880 · Travel Expense		\$ (57.50)	1 General Fund
					<u>\$ (57.50)</u>	
Bill Pmt -Check	02/06/2020	Mission Controls and Automation	https://app.bill.com/BillPay?id=blp01ESCGYAIPE4p5c 11002 · Bill.com Money Out Clearing			
Bill	01/20/2020	Wastewater Level Pro Submersible TransmitterFor Frac tank at water plant	16101 · Maintenance-W		\$ (794.37)	1 General Fund
					<u>\$ (794.37)</u>	
Bill Pmt -Check	02/19/2020	Mission Controls and Automation	https://app.bill.com/BillPay?id=blp01EGKKECWJF4qs 11002 · Bill.com Money Out Clearing			
Bill	01/28/2020	Lift Station #22 - Replacement Starters for Pumps #1 & #2	16201 · Maintenance-WW		\$ (720.72)	1 General Fund
					<u>\$ (720.72)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01KWXRHCY4qsc: 11002 · Bill.com Money Out Clearing			
Bill	01/10/2020	Sawyer Ranch Phase 2 SER	16175 · SER Legal & Engineer Fees		\$ (160.00)	1 General Fund
					<u>\$ (160.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01CFAQNBMOB4qs 11002 · Bill.com Money Out Clearing			
Bill	01/10/2020	1080 Transmission Main Esmts Design, Approval & Const Admin	26225 · 1080 Bee Cave TM-D&A		\$ (4,312.50)	5 Capital Projects Fund
					<u>\$ (4,312.50)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01QLMNEUHJH4qs 11002 · Bill.com Money Out Clearing			
Bill	01/13/2020	Sawyer Ranch 1340 Conversion Water Line	26135 · 1340 PS Upgrade-D&A		\$ (1,125.00)	5 Capital Projects Fund
					<u>\$ (1,125.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01FHBWVDKJD4qs 11002 · Bill.com Money Out Clearing			

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Bill	01/10/2020		Beneficial Water Recycling Facility Design and TCEQ Permitting	26326 · Beneficial Recycling Fac-D&A	\$ (375.00)	5 Capital Projects Fund
					\$ (375.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01HHJICTHSA4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		BCP 23 Lot 1 Block B NPS Office SER Application	16175 · SER Legal & Engineer Fees	\$ (2,570.00)	1 General Fund
					\$ (2,570.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01UMYLIPHZK4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/13/2020		WBCPS Ground Storage Tank #2 Design, Approval & CA	26215 · WBCPS GST 2 Upgrade Ph 2&3-D&	\$ (10,791.69)	5 Capital Projects Fund
					\$ (10,791.69)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01DWBAQLKR4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		RWL #2 - Reimbursables & Easement Negotiation	26025 · RW TM #2-D&A	\$ (10.72)	5 Capital Projects Fund
					\$ (10.72)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01HYPKSEYOD4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/13/2020		County Line 1340 Pump Station Design, Approval and Const Admin	26135 · 1340 PS Upgrade-D&A	\$ (7,828.75)	5 Capital Projects Fund
					\$ (7,828.75)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01TPWLIBBXH4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		Appaloosa Run Storage SER Application	16175 · SER Legal & Engineer Fees	\$ (1,030.00)	1 General Fund
					\$ (1,030.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01EMUAVKJCR4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		SW Pkwy Exp Ground Storage Tank Design, Approval & Const Admin	26105 · SWPPS Upgrade Ph 1-D&A	\$ (18,187.50)	5 Capital Projects Fund
					\$ (18,187.50)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01APNIKPIDO4qsc:11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		Headwaters MUD SER	16175 · SER Legal & Engineer Fees	\$ (450.00)	1 General Fund
					\$ (450.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01UIVCLDPIT4qscs:11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		Parten Ranch Amenity Center SER Application	16175 · SER Legal & Engineer Fees	\$ (400.00)	1 General Fund

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					\$	(400.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01NNVFACNDC4qs 11002 · Bill.com Money Out Clearing				
Bill	01/13/2020		Wastewater Solids Management Master Plan	45140 · WW Solids Mgmt Master Plan	\$	(2,854.56)	2 Facilities Fund
					\$	(2,854.56)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01VXILIEHMB4qsct 11002 · Bill.com Money Out Clearing				
Bill	01/13/2020		Lift Station 9 Rehabilitation Design & Construction Admin	45120 · Misc 1280 Press Plane Imp-Other	\$	(322.50)	2 Facilities Fund
					\$	(322.50)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01QXEFIBGIH4qscs 11002 · Bill.com Money Out Clearing				
Bill	01/10/2020		RWL #2 Design, Permitting & Const Admin	26025 · RW TM #2-D&A	\$	(7,992.50)	5 Capital Projects Fund
					\$	(7,992.50)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01VIMHIWDEF4qscs 11002 · Bill.com Money Out Clearing				
Bill	01/13/2020		Zebra Mussels Control System	17503 · Engineering	\$	(3,597.50)	1 General Fund
					\$	(3,597.50)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01MZJHTILV4qscs 11002 · Bill.com Money Out Clearing				
Bill	01/10/2020		Double L Ranch SER	16175 · SER Legal & Engineer Fees	\$	(250.00)	1 General Fund
					\$	(250.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01TQRVUPWHI4qsc 11002 · Bill.com Money Out Clearing				
Bill	01/10/2020		Bohls WWTP Exp Design, Approval & Const Admin	26315 · Bohls WWTP Expansion-D&A	\$	(2,857.50)	5 Capital Projects Fund
					\$	(2,857.50)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01FBTKVDEUT4qsc 11002 · Bill.com Money Out Clearing				
Bill	01/13/2020		Hamilton Pool Road Pump Station Conversion and Upgrade	26205 · HPR Conv & Upgrade to 1500-D&A	\$	(940.00)	5 Capital Projects Fund
					\$	(940.00)	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01QWLSWQINF4qs 11002 · Bill.com Money Out Clearing				
Bill	01/10/2020		Longleaf Senior Living SER Application	16175 · SER Legal & Engineer Fees	\$	(800.00)	1 General Fund
					\$	(800.00)	

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Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01KJNLAVJLV4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/10/2020	Piazza Center SER Application	16175 · SER Legal & Engineer Fees	\$ (80.00)	1 General Fund
				<u>\$ (80.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01NMKGWGHJPJ4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/10/2020	Mantra Medical SER Application	16175 · SER Legal & Engineer Fees	\$ (1,040.00)	1 General Fund
				<u>\$ (1,040.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01DPPFSVXTI4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/10/2020	Spillman Towns/Ridge SER Application	16175 · SER Legal & Engineer Fees	\$ (300.00)	1 General Fund
				<u>\$ (300.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01UROEOAZXJ4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/13/2020	General Eng Services FYE 9/30/2020	17503 · Engineering	\$ (21,627.34)	1 General Fund
				<u>\$ (21,627.34)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01JSAXGDEMZ4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/10/2020	Provence Phase 1 Section 5A SER Application	16175 · SER Legal & Engineer Fees	\$ (1,200.00)	1 General Fund
				<u>\$ (1,200.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01ERTASJKFB4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/13/2020	Mapping Services FYE 9/30/2020	17503 · Engineering	\$ (500.00)	1 General Fund
				<u>\$ (500.00)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01AEVGBPAIZ4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/13/2020	Prelim Feasibility of Aquifer Storage & Recovery	17503 · Engineering	\$ (5,411.25)	1 General Fund
				<u>\$ (5,411.25)</u>	
Bill Pmt -Check	02/19/2020	Murfee Engineering Company Inc.	https://app.bill.com/BillPay?id=blp01RJCGHYWOR4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/10/2020	Ledgestone Commercial SER Application	16175 · SER Legal & Engineer Fees	\$ (125.00)	1 General Fund
				<u>\$ (125.00)</u>	
Bill Pmt -Check	02/06/2020	Odessa Pumps & Equipment Inc,	https://app.bill.com/BillPay?id=blp01CUTQPFAAG4p5 11002 · Bill.com Money Out Clearing		
Bill	12/27/2019	Lift Station #11 Repairs	16201 · Maintenance-WW	\$ (2,633.23)	1 General Fund
				<u>\$ (2,633.23)</u>	

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					\$	(2,633.23)	
Bill Pmt -Check	02/24/2020	Odessa Pumps & Equipment Inc,	https://app.bill.com/BillPay?id=blp01DWNVFPYUW4qs 11002 · Bill.com Money Out Clearing				
Bill	02/06/2020	Lift station #11 Pump #1 repair parts	16201 · Maintenance-WW		\$	(183.10)	1 General Fund
					\$	(183.10)	
Bill Pmt -Check	02/19/2020	PostNet TX144	https://app.bill.com/BillPay?id=blp01EIKAINYFF4qsctj 11002 · Bill.com Money Out Clearing				
Bill	01/29/2020	Postage - Flash Drive for Scan Job	17855 · Postage & Delivery		\$	(6.00)	1 General Fund
					\$	(6.00)	
Bill Pmt -Check	02/19/2020	PostNet TX144	https://app.bill.com/BillPay?id=blp01SMXYAUALU4qs 11002 · Bill.com Money Out Clearing				
Bill	01/29/2020	Scans-Historical Infrastructure Plans	17855 · Postage & Delivery		\$	(142.50)	1 General Fund
					\$	(142.50)	
Bill Pmt -Check	02/24/2020	Protech Systems	https://app.bill.com/BillPay?id=blp01QJFVYCOFK4qsr 11002 · Bill.com Money Out Clearing				
Bill	02/07/2020	December IT Services	17507 · IT Support Services		\$	(1,940.00)	1 General Fund
					\$	(1,940.00)	
Bill Pmt -Check	02/19/2020	QualTech Automotive	https://app.bill.com/BillPay?id=blp01MWZNWOEXR4q 11002 · Bill.com Money Out Clearing				
Bill	01/21/2020	Oil Change - Truck #1505	17702 · Vehicle Maint & Repair		\$	(43.65)	1 General Fund
		Replaced Front Brake Pads - Truck #1505	17702 · Vehicle Maint & Repair		\$	(403.43)	1 General Fund
					\$	(447.08)	
Bill Pmt -Check	02/19/2020	Rawson Inc	https://app.bill.com/BillPay?id=blp01MRVCKKBBX4qs 11002 · Bill.com Money Out Clearing				
Bill	01/21/2020	Inventory Supplies- 4- Way Solenoid	16101 · Maintenance-W		\$	(736.76)	1 General Fund
					\$	(736.76)	
Bill Pmt -Check	02/19/2020	Ready Refresh	https://app.bill.com/BillPay?id=blp01ABJCMQUAU4qs 11002 · Bill.com Money Out Clearing				
Bill	01/18/2020	Water Delivery & Rental Fees	17845 · Office Supplies		\$	(42.70)	1 General Fund
					\$	(42.70)	
Bill Pmt -Check	02/19/2020	Rent Equip, LLC	https://app.bill.com/BillPay?id=blp01VLZPHPPSZ4qsc 11002 · Bill.com Money Out Clearing				
Bill	01/07/2020	John Deere Excavator & 16' Trailer	16101 · Maintenance-W		\$	(287.52)	1 General Fund
					\$	(287.52)	

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Bill Pmt -Check	02/19/2020	Rent Equip, LLC	https://app.bill.com/BillPay?id=blp01CXWTVTSDJ4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/31/2020	John Deere Excavator & 16' Trailer	16101 · Maintenance-W	\$ (601.30)	1 General Fund
				<u>\$ (601.30)</u>	
Bill Pmt -Check	02/19/2020	Rent Equip, LLC	https://app.bill.com/BillPay?id=blp01EBZUGOSHD4qs 11002 · Bill.com Money Out Clearing		
Bill	01/06/2020	John Deere Excavator & 16' Trailer	16101 · Maintenance-W	\$ (225.14)	1 General Fund
				<u>\$ (225.14)</u>	
Bill Pmt -Check	02/19/2020	Rent Equip, LLC	https://app.bill.com/BillPay?id=blp01HCQPWSVUS4qs 11002 · Bill.com Money Out Clearing		
Bill	01/10/2020	Kubota Excavator	16101 · Maintenance-W	\$ (542.50)	1 General Fund
				<u>\$ (542.50)</u>	
Bill Pmt -Check	02/19/2020	Skillpath National	https://app.bill.com/BillPay?id=blp01LQCVXDGUN4qs 11002 · Bill.com Money Out Clearing		
Bill	01/30/2020	Book-101 Sample Write-Ups	17875 · Training and Continuing Ed	\$ (41.95)	1 General Fund
				<u>\$ (41.95)</u>	
Bill Pmt -Check	02/11/2020	Skylier Dominguez.	Check 15443	11118 · Manager Ckg 8314	
Bill	12/03/2019	Mileage Reimbursement - United Rental Safety Class	17880 · Travel Expense	\$ (55.20)	1 General Fund
				<u>\$ (55.20)</u>	
Bill Pmt -Check	02/19/2020	Smith Pump Company, Inc.	https://app.bill.com/BillPay?id=blp01YJDHFSQOP4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/23/2020	Disassembly & Inspection of Horizontal Split Case Pump	17900 · Capital Outlay-GOF>\$10K, UL 5+	\$ (1,150.00)	1 General Fund
		Replaced Pump (HSP-205)	17900 · Capital Outlay-GOF>\$10K, UL 5+	\$ (29,650.00)	1 General Fund
		Installed Pump (HSP-205) and Aligned to Motor	17900 · Capital Outlay-GOF>\$10K, UL 5+	\$ (2,800.00)	1 General Fund
				<u>\$ (33,600.00)</u>	
Bill Pmt -Check	02/19/2020	Techline Pipe, LP	https://app.bill.com/BillPay?id=blp01NTQNGQXID4qsc 11002 · Bill.com Money Out Clearing		
Bill	01/28/2020	Stock Supplies	16101 · Maintenance-W	\$ (1,177.44)	1 General Fund
				<u>\$ (1,177.44)</u>	
Bill Pmt -Check	02/19/2020	Techline Pipe, LP	https://app.bill.com/BillPay?id=blp01YVJNRDAWJ4qs 11002 · Bill.com Money Out Clearing		
Bill	01/23/2020	Gaskets	16101 · Maintenance-W	\$ (168.80)	1 General Fund
				<u>\$ (168.80)</u>	
Bill Pmt -Check	02/19/2020	Techline Pipe, LP	https://app.bill.com/BillPay?id=blp01INUOCELEV4qsc 11002 · Bill.com Money Out Clearing		

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Bill	01/22/2020		Gasket	16101 · Maintenance-W	\$ (29.00)	1 General Fund
					\$ (29.00)	
Bill Pmt -Check	02/19/2020	Techline Pipe, LP	https://app.bill.com/BillPay?id=blp01OCZOYZMRF4qs 11002 · Bill.com Money Out Clearing			
Bill	01/15/2020		Water Master - Hydrant Traffic Repair Kit	16101 · Maintenance-W	\$ (662.97)	1 General Fund
					\$ (662.97)	
Bill Pmt -Check	02/11/2020	Texas Community Propane, Ltd	https://app.bill.com/BillPay?id=blp01GYQOQJDCM4n4 11002 · Bill.com Money Out Clearing			
Bill	01/16/2020		Gas Expense 3925 Sugarloaf Dr	16264 · Other-WWW	\$ (16.41)	1 General Fund
					\$ (16.41)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01XTOMXJSVH4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Break Water Subdivision	16178 · Construction Inspection Fees	\$ (1,260.00)	1 General Fund
					\$ (1,260.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01MJTRQLFAP4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Provence Phase 1, Section 2	16178 · Construction Inspection Fees	\$ (980.00)	1 General Fund
					\$ (980.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01FVGUUCHSG4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Highpointe Phase 2, Section 2B	16178 · Construction Inspection Fees	\$ (490.00)	1 General Fund
					\$ (490.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01ZEPNLMYML4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Seven Oaks Office Complex	16178 · Construction Inspection Fees	\$ (490.00)	1 General Fund
					\$ (490.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01FPJKZPGAD4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - McGuire Events Center	16178 · Construction Inspection Fees	\$ (770.00)	1 General Fund
					\$ (770.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01VANTKCPGN4qs 11002 · Bill.com Money Out Clearing			

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Bill	01/07/2020		Construction Inspection Fees - Sawyer Ranch Ph 1	16178 · Construction Inspection Fees	\$ (280.00)	1 General Fund
					\$ (280.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01FCWGRPENG4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Bee Cave Self Storage	16178 · Construction Inspection Fees	\$ (210.00)	1 General Fund
					\$ (210.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01ZDNQDHZTI4qsd 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Rutherford West Sec 5	16178 · Construction Inspection Fees	\$ (1,190.00)	1 General Fund
					\$ (1,190.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01ACXJELCPS4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Key Ranch Section 3	16178 · Construction Inspection Fees	\$ (140.00)	1 General Fund
					\$ (140.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01BWSTNKPOA4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Signal Hill Commercial	16178 · Construction Inspection Fees	\$ (420.00)	1 General Fund
					\$ (420.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01XPZGKCGFG4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Highpointe Phase 1, Section 3B	16178 · Construction Inspection Fees	\$ (490.00)	1 General Fund
					\$ (490.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01TWFAVAEJQ4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Extra Space Storage	16178 · Construction Inspection Fees	\$ (140.00)	1 General Fund
					\$ (140.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01EZGFUAUDX4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - WTCPUA General Administration	16178 · Construction Inspection Fees	\$ (280.00)	1 General Fund
					\$ (280.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01IGTGDAQQG4qs 11002 · Bill.com Money Out Clearing			
Bill	01/07/2020		Construction Inspection Fees - Ledgestone Commercial	16178 · Construction Inspection Fees	\$ (490.00)	1 General Fund

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					\$	(490.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01JFRJDMFPV4qsd 11002 · Bill.com Money Out Clearing				
Bill	01/07/2020		Construction Inspection Fees - Lake Travis Fire ESD No. 606	16178 · Construction Inspection Fees	\$	(560.00)	1 General Fund
					\$	(560.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01PHDRZEXSO4qsd 11002 · Bill.com Money Out Clearing				
Bill	01/07/2020		Construction Inspection Fees - Ledgestone Retirement	16178 · Construction Inspection Fees	\$	(1,050.00)	1 General Fund
					\$	(1,050.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01VIJAFJJK4qsd6c 11002 · Bill.com Money Out Clearing				
Bill	01/07/2020		Construction Inspection Fees - Bee Cave Professional Office Park	16178 · Construction Inspection Fees	\$	(350.00)	1 General Fund
					\$	(350.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01BRHANPOSI4qsd 11002 · Bill.com Money Out Clearing				
Bill	01/07/2020		Construction Inspection Fees - Hillside at Spanish Oaks	16178 · Construction Inspection Fees	\$	(420.00)	1 General Fund
					\$	(420.00)	
Bill Pmt -Check	02/19/2020	The Bridge Group	https://app.bill.com/BillPay?id=blp01UGUTBXIOD4qsd 11002 · Bill.com Money Out Clearing				
Bill	01/07/2020		Construction Inspection Fees - Anthem at Ledgestone	16178 · Construction Inspection Fees	\$	(910.00)	1 General Fund
					\$	(910.00)	
Bill Pmt -Check	02/19/2020	The Print Shoppe	https://app.bill.com/BillPay?id=blp01ZVGFKNMRA4qsd 11002 · Bill.com Money Out Clearing				
Bill	01/29/2020		Business Cards - C. Rodriguez	17850 · Outside Printing	\$	(105.50)	1 General Fund
					\$	(105.50)	
Bill Pmt -Check	02/19/2020	Time Warner 27088	https://app.bill.com/BillPay?id=blp01KPGRYFOD4qsd 11002 · Bill.com Money Out Clearing				
Bill	01/20/2020		Internet Service - LakePointe WWTP	16263 · Internet-WW	\$	(145.74)	1 General Fund
					\$	(145.74)	
Bill Pmt -Check	02/19/2020	Time Warner 39409	https://app.bill.com/BillPay?id=blp01QDFIPXUUU4qsd 11002 · Bill.com Money Out Clearing				
Bill	02/04/2020		Phone Service- LS #20	16262 · Telephone-WW	\$	(119.74)	1 General Fund
					\$	(119.74)	

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Bill Pmt -Check	02/19/2020	Time Warner 70172	https://app.bill.com/BillPay?id=blp01TWKIRKXYA4qsc 11002 - Bill.com Money Out Clearing		
Bill	01/13/2020	Internet - Water Plant	16163 - Internet-W	\$ (239.99)	1 General Fund
				<u>\$ (239.99)</u>	
Bill Pmt -Check	02/19/2020	TML MultiState Intergovernmental EBP	https://app.bill.com/BillPay?id=blp01KZZWWXEHM4qsc 11002 - Bill.com Money Out Clearing		
Bill	01/16/2020	Employee Medical Benefits - February 2020	12307-1 - Medical	\$ (22,889.04)	1 General Fund
		Employee Dental Benefits - February 2020	12307-3 - Dental	\$ (1,402.98)	1 General Fund
		Employee Vision Benefits - February 2020	12307-2 - Vision	\$ (524.56)	1 General Fund
		Group Life Benefit-Life/AD&D - February 2020	12308 - Group Life/ADD	\$ (1,085.38)	1 General Fund
		Group Life Benefit- LTD/STD - February 2020	12309 - LTD/STD	<u>\$ (1,953.91)</u>	1 General Fund
				<u>\$ (27,855.87)</u>	
Bill Pmt -Check	02/19/2020	Travis County MUD No 16	https://app.bill.com/BillPay?id=blp01NGTUQDHWI4qsc 11002 - Bill.com Money Out Clearing		
Bill	11/30/2019	Sewer Collections - December 2019	12410 - TC MUD No 16 WW Collections	\$ (26,684.58)	1 General Fund
		Drainage Fees - December 2019	12410 - TC MUD No 16 WW Collections	\$ (4,023.06)	1 General Fund
		Tap Fee Collections - December 2019	12410 - TC MUD No 16 WW Collections	\$ (814.07)	1 General Fund
		Assessment Fees - December 2019	12454 - 290/HPR-477	<u>\$ (133.42)</u>	1 General Fund
				<u>\$ (31,655.13)</u>	
Bill Pmt -Check	02/19/2020	Travis County MUD No 16	https://app.bill.com/BillPay?id=blp01UHSJWNNZ4qsd 11002 - Bill.com Money Out Clearing		
Bill	01/31/2020	Sewer Collections - January 2020	12410 - TC MUD No 16 WW Collections	\$ (24,724.91)	1 General Fund
		Drainage Fees - January 2020	12410 - TC MUD No 16 WW Collections	\$ (3,904.27)	1 General Fund
		Tap Fee Collections - January 2020	12410 - TC MUD No 16 WW Collections	\$ (501.01)	1 General Fund
		Assessment Fees - January 2020	12454 - 290/HPR-477	<u>\$ (123.63)</u>	1 General Fund
				<u>\$ (29,253.82)</u>	
Bill Pmt -Check	02/19/2020	Tyler Technologies, Inc	https://app.bill.com/BillPay?id=blp01VKS GFYBJ4qsc 11002 - Bill.com Money Out Clearing		
Bill	01/15/2020	A/P, GL & Payroll - Conversion 50%	17105 - Billing System & Support	\$ (3,625.00)	1 General Fund
				<u>\$ (3,625.00)</u>	
Bill Pmt -Check	02/24/2020	Tyler Technologies, Inc	https://app.bill.com/BillPay?id=blp01QBKVM TGUI4qsc 11002 - Bill.com Money Out Clearing		
Bill	01/22/2020	Utility Billing and Finance Conversion	17105 - Billing System & Support	\$ (7,451.46)	1 General Fund
				<u>\$ (7,451.46)</u>	
Bill Pmt -Check	02/19/2020	United Rentals, Inc.	https://app.bill.com/BillPay?id=blp01EDNVPNCL4qsc 11002 - Bill.com Money Out Clearing		
Bill	01/27/2020	Excavation Safety CPT English & Confined Space Constr. CSEC English	17875 - Training and Continuing Ed	\$ (900.00)	1 General Fund

West Travis County Public Utility Agency
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					\$	(900.00)	
Bill Pmt -Check	02/19/2020	United Site Services of Texas, Inc.	https://app.bill.com/BillPay?id=blp01AMSJZXKY4qsc 11002 - Bill.com Money Out Clearing				
Bill	01/31/2020		County Line Pump Station	16190 - Other Expenses-W	\$	(114.33)	1 General Fund
					\$	(114.33)	
Bill Pmt -Check	02/19/2020	Universal Background Screening	https://app.bill.com/BillPay?id=blp01SYETRIJB4qsd 11002 - Bill.com Money Out Clearing				
Bill	01/31/2020		MVR/Driving Record - Michael Garcia	17865 - Recruiting	\$	(35.36)	1 General Fund
					\$	(35.36)	
Bill Pmt -Check	02/11/2020	Uriel Hernandez.	Check 15439				
				11118 - Manager Ckg 8314			
Bill	01/27/2020		Mileage Reimbursement - Safety Class	17880 - Travel Expense	\$	(57.50)	1 General Fund
					\$	(57.50)	
Bill Pmt -Check	02/19/2020	USA BlueBook	https://app.bill.com/BillPay?id=blp01RHVMODJFM4qs 11002 - Bill.com Money Out Clearing				
Bill	01/27/2020		Stock Supplies	16101 - Maintenance-W	\$	(359.39)	1 General Fund
					\$	(359.39)	
Bill Pmt -Check	02/19/2020	Valve Direction LLC	https://app.bill.com/BillPay?id=blp01AYZWBBPJ4qs 11002 - Bill.com Money Out Clearing				
Bill	01/29/2020		Pump Station #7 - Repair Made to PCV #3	16101 - Maintenance-W	\$	(1,269.00)	1 General Fund
					\$	(1,269.00)	
Bill Pmt -Check	02/07/2020	Waste Management of Texas	https://app.bill.com/BillPay?id=blp01USAIDGGNG4p5 11002 - Bill.com Money Out Clearing				
Bill	01/24/2020		Garbage Expense	16164 - Other-W	\$	(477.34)	1 General Fund
			Garbage Expense	16264 - Other-WWW	\$	(477.35)	1 General Fund
					\$	(954.69)	
Bill Pmt -Check	02/06/2020	Waste Management of Texas	https://app.bill.com/BillPay?id=blp01ZVKOSATAN4p5 11002 - Bill.com Money Out Clearing				
Bill	12/26/2019		Garbage Expense	16164 - Other-W	\$	(477.34)	1 General Fund
			Garbage Expense	16264 - Other-WWW	\$	(477.35)	1 General Fund
					\$	(954.69)	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01AGPLSCXYS4qs 11002 - Bill.com Money Out Clearing				
Bill	01/28/2020		Lift Station Cleaning - Lift Station #2	16240 - Sludge Disposal-WW	\$	(1,080.00)	1 General Fund
					\$	(1,080.00)	

West Travis County Public Utility Agency
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Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01QVIJWARFN4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/10/2020		Roll-Off for Water Treatment Sludge Cake - WTP	16101 · Maintenance-W	\$ (656.00)	1 General Fund
					<u>\$ (656.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01BKNEPKECJ4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/30/2020		Pumping WW - Lift Station #5	16240 · Sludge Disposal-WW	\$ (1,350.00)	1 General Fund
					<u>\$ (1,350.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01IIMMKSSKY4qsd 11002 · Bill.com Money Out Clearing			
Bill	01/28/2020		Lift Station Cleaning - Lift Station #22	16240 · Sludge Disposal-WW	\$ (1,200.00)	1 General Fund
					<u>\$ (1,200.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01JIRQGOAST4qsd 11002 · Bill.com Money Out Clearing			
Bill	01/01/2020		Sludge Disposal - Bohls WWTP	16240 · Sludge Disposal-WW	\$ (21,275.00)	1 General Fund
					<u>\$ (21,275.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01PGZUEMDUL4qs 11002 · Bill.com Money Out Clearing			
Bill	01/28/2020		Lift Station Cleaning - Lakepointe WWTP	16240 · Sludge Disposal-WW	\$ (1,560.00)	1 General Fund
					<u>\$ (1,560.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01ZFQBNYKZY4qsc 11002 · Bill.com Money Out Clearing			
Bill	01/28/2020		Lift Station Cleaning - Lift Station #11	16240 · Sludge Disposal-WW	\$ (1,080.00)	1 General Fund
					<u>\$ (1,080.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01VGQWLMKCY4q 11002 · Bill.com Money Out Clearing			
Bill	01/28/2020		Lift Station Cleaning - Bohls WWTP	16240 · Sludge Disposal-WW	\$ (1,800.00)	1 General Fund
					<u>\$ (1,800.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01OWGTRCKIH4qsi 11002 · Bill.com Money Out Clearing			
Bill	01/01/2020		Sludge Disposal - Lakepointe WWTP	16240 · Sludge Disposal-WW	\$ (23,575.00)	1 General Fund
					<u>\$ (23,575.00)</u>	
Bill Pmt -Check	02/19/2020	Wastewater Transport Services, LLC	https://app.bill.com/BillPay?id=blp01ACHEUGMAB4q 11002 · Bill.com Money Out Clearing			

West Travis County Public Utility Agency
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February 2020

Bill	01/01/2020		Sludge Disposal - WTP	16140 · Sludge Disposal-W	\$ (11,500.00)	1 General Fund
					<u>\$ (11,500.00)</u>	
Bill Pmt -Check	02/19/2020	William Freelon Pitmon II	https://app.bill.com/BillPay?id=blp01YJLIZCQDZ4qsdf11002 · Bill.com Money Out Clearing			
Bill	01/16/2020		Security for Board Meeting 1/16/2020	17810 · Board Meeting Expense	\$ (112.50)	1 General Fund
					<u>\$ (112.50)</u>	
Bill Pmt -Check	02/15/2020	BOK Financial	Wire	31111 · DSF Reserve Checking 8349		
Bill	02/15/2020		SR 2019 Semi Annual Bond Interest	37310 · Bond Interest Expense-DSF	\$ (322,625.00)	4 Debt Service Fund
			SR 2019 Semi Annual Paying Agent Fee	37330 · Fiscal Agent Fees-DSF	\$ (123.21)	4 Debt Service Fund
					<u>\$ (322,748.21)</u>	
Bill Pmt -Check	02/15/2020	BOK Financial	Wire	31111 · DSF Reserve Checking 8349		
Bill	02/15/2020		SR 2019 Semi Annual Bond Interest	37310 · Bond Interest Expense-DSF	\$ (3,198,925.00)	4 Debt Service Fund
			SR 2019 Semi Annual Paying Agent Fee	37330 · Fiscal Agent Fees-DSF	\$ (200.00)	4 Debt Service Fund
					<u>\$ (3,199,125.00)</u>	
Bill Pmt -Check	02/15/2020	BOK Financial	Wire	31111 · DSF Reserve Checking 8349		
Bill	02/15/2020		SR 2019 Semi Annual Bond Interest	37310 · Bond Interest Expense-DSF	\$ (708,631.25)	4 Debt Service Fund
			SR 2019 Semi Annual Paying Agent Fee	37330 · Fiscal Agent Fees-DSF	\$ (200.00)	4 Debt Service Fund
					<u>\$ (708,831.25)</u>	
Bill Pmt -Check	02/15/2020	BOK Financial	Wire	31111 · DSF Reserve Checking 8349		
Bill	02/15/2020		SR 2019 Semi Annual Bond Interest	37310 · Bond Interest Expense-DSF	\$ (131,737.50)	4 Debt Service Fund
			SR 2019 Semi Annual Paying Agent Fee	37330 · Fiscal Agent Fees-DSF	\$ (200.00)	4 Debt Service Fund
					<u>\$ (131,937.50)</u>	
Total					\$ (4,913,616.28)	

ITEM C



Murfee Engineering Company

March 10, 2020

Mr. Scott Roberts, President
and Board of Directors
West Travis County Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, TX 78738

Re: 30" Raw Water Transmission Main No. 2 CIP Project
Pay Application No. 4
MEC File No. 11051-116

President Roberts and Board:

Attached is the fourth application for partial payment from **Cash Construction Company, Inc.** for the above-referenced project. We have reviewed the attached documentation for compliance with the Contract Documents and concur with the items/quantities requested. We, therefore, recommend this application for approval in the amount of **\$157,878.00**. Please call if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen Jones', is written over a light blue circular stamp or watermark.

Stephen Jones, P.E.

cc:
Jennifer Riechers – WTCPUA
Jennifer Smith – WTCPUA
Dennis Lozano, P.E. – MEC

jriechers@wtcpua.org
jsmith@wtcpua.org
dlozano@murfee.com

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Construction Progress Report No. 4

Period: February 1, 2020
to: February 29, 2020

**Construction of 30" Raw Water Transmission Main No. 2
for West Travis County Public Utility Agency**

MEC Project No. 11051-116

Contract

A. Contractor:	Cash Construction Company, Inc.
B. Contract Date:	September 13, 2019
C. Authorization to Proceed:	October 28, 2019
D. Calendar Days to Complete the Project:	210
E. Time Extension (in Calendar Days):	0
F. Completion Date:	May 25, 2020
G. Contract Time Used (in Calendar Days):	124

I. Status of Project:
Trenching operations in progress.

II. Change Orders:
None to Date

III. Completion Report:

A. Construction Cost	
1. Contract Bid Price	\$4,374,565.00
2. Change Orders	0.00
3. Final Quantity Adjustment	0.00
4. Total Estimated Contract Price as of this Report	<u>4,374,565.00</u>

B. Actual Cost as of this Report	765,992.50
C. Total Paid Contractor	531,515.25
D. Amount Retained at: 10%	76,599.25
E. Amount Due	157,878.00
F. Estimated Cost Remaining	3,608,572.50
G. Percent Construction Complete	17.5%

IV. Frequency of Observation:
A. Field Representation - As Needed
B. Engineer Observation - As Needed

V. Remarks:
There are no problems to report at this time.

APPLICATION FOR PAYMENT

CONTRACTOR:
 CASH CONSTRUCTION COMPANY, INC.
 217 KINGSTON LACY BLVD.
 PFLUGERVILLE, TEXAS 78660
 (512) 538-2180
 Fax (512) 990-5609

OWNER:
 West Travis County Public Utility Agency
 13215 Bee Cave Parkway, Building B, Suite 110
 Bee Cave, Texas 78738

PROJECT NAME: 30" Raw Water Transmission Main No. 2
 CASH JOB NO: 901

PROJECT DATE AS OF: 02/29/2020
 BILLED TO PAY REQUEST NO.: 4
 TOTAL WORK COMPLETED TO DATE: \$765,992.50 ~~\$766,242.50~~
 RETAINAGE: \$76,599.25 ~~\$76,624.25~~
 AMOUNT DUE THIS ESTIMATE: \$689,393.25 ~~\$689,618.25~~
 PREVIOUS BILLINGS: \$531,515.25 ~~\$531,740.25~~
 CURRENT AMOUNT DUE: \$157,878.00 ✓

CONTRACT DATE:
 ORIGINAL CONTRACT AMOUNT: \$4,374,565.00
 CHANGE ORDER #1
 CHANGE ORDER #2
 CHANGE ORDER #3
 CHANGE ORDER #4
 CHANGE ORDER #5
REVISED CONTRACT AMOUNT: \$4,374,565.00


 Contractor's Representative Date: 3/9/2020

Name: _____ Date: 3/10/2020
 Murfee Engineering Company as Design Engineer

Name: STEPHEN JONES Date: _____
 West Travis County PUA

Name: _____ Date: _____

West Travis County Public Utility Agency
 13215 Bee Cave Parkway, Building B, Suite 110
 Bee Cave, Texas 78738

CASH CONSTRUCTION COMPANY, INC.
 217 KINGSTON LACY BLVD.
 PFLUGERVILLE, TEXAS 78660

APPLICATION FOR PAYMENT

JOB NAME: 30" Raw Water Transmission Main No. 2

JOB# 901
 ESTIMATE # 4
 DATE 02/29/2020
 ORIG. AMOUNT \$4,374,565.00
 REV. AMOUNT \$4,374,565.00
 RETAINAGE 10%

TOTAL WORK THIS ESTIMATE \$175,420.00
 TOTAL COMPLETED TO DATE \$768,242.50
 LESS RETAINAGE \$889,818.25
 TOTAL DUE TO DATE \$531,740.25
 PREVIOUS BILLINGS \$531,740.25
 AMOUNT DUE THIS ESTIMATE \$157,878.00

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	CONTRACT AMOUNT	UNIT PRICE	PREVIOUS QUANTITY	QTY THIS ESTIMATE	AMOUNT THIS ESTIMATE	QUANTITY TO DATE	AMOUNT TO DATE	PERCENT COMPLETE
EROSION/SEDIMENT CONTROLS											
50	SILT FENCE	LF	16,900.00	\$42,250.00	2.50	12,675.00	0.00	\$0.00	12,675.00	\$31,687.50	75.00%
70	ROCK BERM	LF	120.00	\$3,000.00	25.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
90	STABILIZED CONSTRUCTION ENTRANCE	EA	9.00	\$18,000.00	2,000.00	0.00	0.00	\$0.00	9.00	\$18,000.00	100.00%
110	LOC RESTORATION / HYDROMULCH SEEDING	SY	26,600.00	\$26,600.00	1.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
130	SOIL RETENTION BLANKET (TRM)	SY	500.00	\$1,000.00	2.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
150	TEMPORARY IRRIGATION SYSTEM	SY	10,000.00	\$3,000.00	0.30	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
170	TREE PROTECTION	LF	4,500.00	\$13,500.00	3.00	3,375.00	0.00	\$0.00	3,375.00	\$10,125.00	75.00%
190	REMOVE & REPLACE EXISTING ROCK GABION	LF	20.00	\$18,000.00	800.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
210	DRY STACK ROCK WALL FOR SLOPE STABILIZATION	LF	100.00	\$12,000.00	120.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
230	CRUSHED STONE STABILIZED AREA FOR EROSION CONTROL	SY	500.00	\$10,000.00	20.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
250	SWPPP COMPLIANCE	LS	1.00	\$2,000.00	2,000.00	1.00	0.00	\$0.00	1.00	\$2,000.00	100.00%
WATER											
310	30" DUCTILE IRON WATER MAIN	LF	8,982.00	\$1,985,022.00	221.00	1,800.00	300.00	\$66,300.00	2,100.00	\$464,100.00	23.38%
315	30" DI RESTRAINED JOINT	LF	2,200.00	\$1,144,000.00	520.00	0.00	100.00	\$52,000.00	100.00	\$52,000.00	4.95%
320	48" STEEL CASING BY BORE	LF	164.00	\$157,440.00	960.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
330	42" STEEL ENCASMENT PIPE INSTALLED BY BORING	LF	365.00	\$313,900.00	860.00	0.00	65.00	\$55,900.00	65.00	\$55,900.00	17.81%
350	3 - 3" CPVC CHEMICAL LINES (CHLORINE)	LF	865.00	\$31,140.00	36.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
370	2 - 1" CPVC CHEMICAL LINES (PERMANGANATE)	LF	1,570.00	\$14,130.00	9.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
380	30" GATE VALVE & BOX	EA	4.00	\$140,000.00	35,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
410	DRAIN VALVE ASSEMBLY	EA	5.00	\$50,000.00	10,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
430	4" AIR RELEASE/VACUUM VALVE & VAULT	EA	6.00	\$78,000.00	13,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
450	FLOW METER ASSEMBLY & VAULT	EA	1.00	\$45,000.00	45,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
470	30" WET CONN AT PUMP HOUSE	LS	1.00	\$7,000.00	7,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
490	TIE INTO EXISTING 30" RAW WATER MAIN	EA	40.00	\$10,000.00	10,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
530	CONCRETE RETARD BLOCKS	EA	2.00	\$28,000.00	700.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
550	CHEMICAL INJECTION MANHOLE	EA	2.00	\$14,000.00	7,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
570	DISINFECTION AND TESTING	LF	8,982.00	\$8,982.00	1.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
580	TRENCH SAFETY	LF	8,982.00	\$4,491.00	0.50	0.00	140.00	\$70.00	140.00	\$70.00	1.56%
MISC											
650	BONDS & INSURANCE	LS	1.00	\$40,000.00	40,000.00	1.00	0.00	\$0.00	1.00	\$40,000.00	100.00%
670	ORANGE CONSTRUCTION FENCE	LF	18,900.00	\$47,250.00	2.50	18,900.00	0.00	\$0.00	18,900.00	\$47,250.00	100.00%
690	TEMPORARY CHAIN LINK FENCE	LF	4,020.00	\$12,060.00	3.00	4,020.00	0.00	\$0.00	4,020.00	\$12,060.00	100.00%
710	REMOVE & REPLACE CONCRETE SIDEWALK	SY	20.00	\$1,600.00	80.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
730	TEMPORARY BYPASS TRAIL AT SCHOOL SITE	SY	80.00	\$1,600.00	20.00	80.00	0.00	\$0.00	80.00	\$1,600.00	100.00%
750	REMOVE & REPLACE METAL FENCING AT SCHOOL SITE	LS	1.00	\$2,300.00	2,300.00	0.00	0.50	\$1,150.00	0.50	\$1,150.00	50.00%
760	REMOVE & REPLACE STONE WALL	LS	1.00	\$5,000.00	5,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
810	RESTORATION OF HIKE & BIKE TRAIL (CRUSHED GRANITE)	SY	2,000.00	\$10,000.00	5.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
830	TRAIL STAIRWAY (5" WIDE REINFORCED CONCRETE)	LS	1.00	\$29,000.00	29,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
850	TREE PRUNING BY CERTIFIED ARBORIST	EA	1.00	\$5,000.00	5,000.00	1.00	0.00	\$0.00	1.00	\$5,000.00	100.00%
870	TREE REMOVAL	EA	23.00	\$25,300.00	1,100.00	23.00	0.00	\$0.00	23.00	\$25,300.00	100.00%
890	SEAL AND STRIPE HOA PARKING LOT	LS	1.00	\$12,000.00	12,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
910	COORDINATION WITH POWER COMPANY	LS	1.00	\$1,000.00	1,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
930	TRAFFIC CONTROL	LS	1.00	\$13,000.00	13,000.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00%
SUBTOTAL											
				\$4,374,565.00				\$175,420.00			
				\$4,374,565.00				\$175,420.00			

~~\$765,992.50~~
 \$765,992.50

① - \$250 Certified arborist paid for by the WTPUA.

TOTAL CONTRACT

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

Project 30" Raw Water Transmission Main No. 2
Job No. 901

On receipt by the signer of this document of a check from West Travis County Public Utility Agency in the sum of \$157,878.00 payable to Cash Construction Company, Inc. and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, any claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the signer's position that the signer has on the property of West Travis County Public Utility Agency located at 30" Raw Water Transmission Main No. 2 to the following extent: Water Transmission Improvements.

This release covers a progress payment for all labor, services, equipment, or materials furnished to the property or to West Travis County Public Utility Agency as indicated in the attached statement(s) or progress payment request(s), except for unpaid retention, pending modifications and changes, or other items furnished.

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the signer.

The signer warrants that the signer has already paid or will use the funds received from this progress payment to promptly pay in full all of the signer's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or services provided for or to the above referenced project in regard to the attached statement(s) or progress payment request(s).

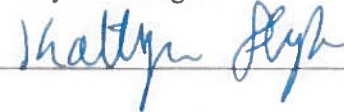
Date 3/9/2020

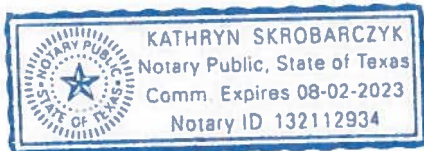
Cash Construction Company, Inc.

By 
Shawn Ziegler, CFO

SWORN TO AND SUBSCRIBED BEFORE ME by Shawn Ziegler, Chief Financial Officer of Cash Construction Company, Inc., on this 9th day of March, 2020.

Notary Public Signature







Murfee Engineering Company

March 2nd, 2020

Mr. Scott Roberts, President and Board of Directors
West Travis County Public Utility Agency
13215 Bee Cave Parkway, Building B, Suite 110
Bee Cave, Texas 78738

**Re: WTCPUA WBCPS GST No. 2
Contractor's Application for Payment No. 6**

Mr. Roberts and Board:

Enclosed is Application for Payment No. 6 from DN Tanks, Inc. for the period ending February 25th, 2020. We have reviewed this application for payment, conducted site observations, concur with the items and quantities, and recommend approval and payment in the amount of two hundred two thousand, seven hundred eighty-three dollars, and sixty-eight cents (\$202,783.68). This application for payment is broken down as follows:

Original Contract Price:	\$1,274,452.00
Total Completed and Stored to Date:	\$1,208,627.50
Retainage (5%):	\$60,431.38
Amount Due this Application:	\$202,783.68
Balance to Finish, Plus Retainage:	\$126,255.88

If you have any questions, please do not hesitate to contact me.

Sincerely,

Eelhard Meneses, P.E.
Project Manager

cc: Jennifer Riechers – WTCPUA
Dennis Lozano, P.E. – MEC
MEC File No. 11051.123

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

<p>TO OWNER: WEST TRAVIS COUNTY PUA 13215 Bee Cave Pkwy Bldg. B, Suite 110 Bee Cave, TX 78738</p> <p>FROM: CONTRACTOR: DN Tanks, Inc PO BOX 670690 DALLAS, TX 75267-0690</p> <p>Phone: 781-246-1133</p>	<p>PROJECT: AUSTIN, TX (BEE CAVE) 394 A vispa Bonita Bee Cave, TX 78738</p> <p>Contractor Job Number: 20T30006</p> <p>VIA ENGINEER: Murfee Engineering Co., Inc.</p>	<p>APPLICATION NO: 5 DATE: 2/20/2020</p> <p>PERIOD TO: 2/25/2020</p> <p>Engineer's Project No. 11051.123</p> <p>CONTRACT DATE: 06-20-19</p>
<p>CONTRACT FOR: WTCPUA West Bee Cave Pump Station GST #2</p>		

CONTRACTOR'S APPLICATION FOR PAYMENT

CONTRACTOR'S CERTIFICATION

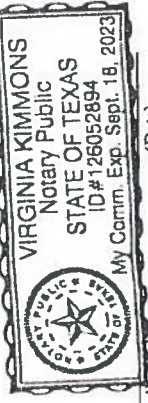
The undersigned Contractor certifies that: (1) all previous progress payment received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

1. ORIGINAL CONTRACT SUM \$ 1,274,452.00
 2. Net change by Change Orders \$ 0.00
 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,274,452.00
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,208,627.50

5. RETAINAGE: a. % of Completed Work \$ 560,431.38
 (Column D + E on G703)
 b. % of Stored Material \$
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 560,431.38

6. TOTAL EARNED LESS RETAINAGE \$ 60,431.38
 (Line 4 Less Line 5 Total) \$ 1,148,196.13
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 945,412.45
 8. CURRENT PAYMENT DUE \$ 202,783.68
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 126,252.88
 (Line 3 less Line 6)

By: [Signature] Date: 02-27-20
 (Project Manager)
 State of: Dallas County of: Dallas
 Texas
 Subscribed and sworn to before me this 27th day of February 2020
 Notary Public: Vuyadkin
 My Commission expires 9-18-23



Payment is recommended by: _____ (Construction Inspector (if applicable))
 Payment is recommended by: [Signature] (Engineer)
 Payment is Approved by: _____ (Owner)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS		\$0.00
NET CHANGES by Change Order		\$0.00

(Date) 3/02/2020
 (Date) _____
 (Date) _____

To Owner: WEST TRAVIS COUNTY PUA
 From (Contractor): DN Tanks, Inc.
 Project: AUSTIN, TX (BEE CAVE)

Application No: 5
 Contractor's Job Number: 20T30006
 Engineer's Project No: 11051.123

Date: 2/20/2020

Period To: 2/25/2020

Item Number	Description	Unit Price	Contract Quantity / UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date		Retention	
					Quantity	Amount	Quantity	Amount	Quantity	Amount		Quantity
AL 0.1	In-Tank Hydrodynamic Mixer, complete and in place, per EA	98,900.0000	1,000 EA	98,900.00	50.00%	49,450.00	50%	49,450.00	100.00%	98,900.00	100%	4945.00
Total				98,900.00		49,450.00		49,450.00		98,900.00		4945.00
E. 1	LOC Restoration, complete and in place per yard	10.0000	3,920,000 SY	39,200.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0%	0.00
2	Silt Fence, complete and in place, per Linear foot	8.0000	602,000 LF	4,816.00	481.00%	3,848.00	0.00%	0.00	481.00%	3,848.00	80%	192.40
3	Stabilized Construction Entrance, complete and in place, per each	3,000.0000	1,000 LS	3,000.00	80%	2,400.00	0%	0.00	80%	2,400.00	80%	120.00
Total				47,016.00		6,248.00		0.00		6,248.00		312.40
EL 0.1	Electrical Work, complete and in place, per LS	68,000.0000	1,000 LS	68,000.00	0.00%	0.00	100%	68,000.00	100%	68,000.00	0%	3400.00
Total				68,000.00		0.00		68,000.00		68,000.00		3,400.00
S. 1	Concrete Entrance Pad, complete and in place, per LS	6,000.0000	1,000 LS	6,000.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0%	0.00
2	Grading for Quality Control, complete and in place, per LS	1,500.0000	1,000 LS	1,500.00	1	1500.00	0	0.00	100%	1,500.00	100%	75.00
Total				7,500.00		1,500.00		0.00		1,500.00		75.00
T5 0.1	Trench Safety, complete and in place, per LF	3.0000	354,000 LF	1,062.00	0.00%	0.00	354,000	1,062.00	354,000%	1,062.00	100%	53.10
Total				1,062.00		0.00		1,062.00		1,062.00		53.10

To Owner: WEST TRAVIS COUNTY PUA
 From (Contractor): DN Tanks, Inc.
 Project: AUSTIN, TX (BEE CAVE)

Application No: 5
 Contractor's Job Number: 20T30006
 Engineer's Project No: 11051.123

Date: 2/20/2020

Period To: 2/25/2020

Item Number	Description	Unit Price	Contract Quantity / UM	Scheduled Value	Work Completed		Work Completed This Period		Completed and Stored To Date		Retention
					Previous Application Quantity	Previous Application Amount	Quantity	Amount	Quantity	Amount	
1a	SW - Mobilization and Demobilization	22,485.0000	1,000 LS	22,485.00	50%	11,242.50	0%	0.00	50%	11,242.50	562.13
1b	SW - Layout and Survey	3,710.0000	1,000 LS	3,710.00	100%	3,710.00	0%	0.00	100%	3,710.00	185.50
1c	SW - Temporary Access Road	11,970.0000	1,000 LS	11,970.00	80%	9,576.00	0%	0.00	80%	9,576.00	478.80
1d	SW - Tank Excavation	192,730.0000	1,000 LS	192,730.00	100%	192,730.00	0%	0.00	100%	192,730.00	9,636.50
1e	SW - Leveling Base Material	30,515.0000	1,000 LS	30,515.00	100%	30,515.00	0%	0.00	100%	30,515.00	1,525.75
1f	SW - Soils Testing	2,500.0000	1,000 LS	2,500.00	0.00%	0.00	0.00%	0.00	0%	0.00	0.00
1g	SW - Stabilize Work Areas	21,100.0000	1,000 LS	21,100.00	100%	21,100.00	0%	0.00	100%	21,100.00	1,055.00
1h	Engineering Design Drawings, Calculation, and Insurance	13,400.0000	1,000 LS	13,400.00	80%	10,720.00	0%	0.00	80%	10,720.00	536.00
1i	Footing and Floor complete	77,060.0000	1,000 LS	77,060.00	100%	77,060.00	0%	0.00	100%	77,060.00	3,853.00
1j	16" Inlet, 20" Outlet, 12" in Drain & 16" Overflow	26,805.0000	1,000 LS	26,805.00	90%	24,124.50	10%	2,680.50	100%	26,805.00	1,340.25
1k	Castling Wall Panels	73,710.0000	1,000 LS	73,710.00	100%	73,710.00	0%	0.00	100%	73,710.00	3,685.50
1l	Castling Dome Panels	70,360.0000	1,000 LS	70,360.00	100%	70,360.00	0%	0.00	100%	70,360.00	3,518.00
1m	Erect Dome Shoring and Forms	50,260.0000	1,000 LS	50,260.00	100%	50,260.00	0%	0.00	100%	50,260.00	2,513.00
1n	Erect Wall Panels	53,610.0000	1,000 LS	53,610.00	100%	53,610.00	0%	0.00	100%	53,610.00	2,680.50
1o	Erect Dome Panels	43,555.0000	1,000 LS	43,555.00	100%	43,555.00	0%	0.00	100%	43,555.00	2,177.75
1p	Form and Pour Wall Slots	33,505.0000	1,000 LS	33,505.00	100%	33,505.00	0%	0.00	100%	33,505.00	1,675.25
1q	Form Reinforce and Pour Dome Ring and Slots	26,805.0000	1,000 LS	26,805.00	100%	26,805.00	0%	0.00	100%	26,805.00	1,340.25
1r	Core Wall Shotcrete	43,560.0000	1,000 LS	43,560.00	100%	43,560.00	0%	0.00	100%	43,560.00	2,178.00
1s	Prestrressing	47,575.0000	1,000 LS	47,575.00	100%	47,575.00	0%	0.00	100%	47,575.00	2,378.75
1t	Covercoat	30,155.0000	1,000 LS	30,155.00	100%	30,155.00	0%	0.00	100%	30,155.00	1,507.75
1u	Coaling system	13,405.0000	1,000 LS	13,405.00	100%	13,405.00	0%	0.00	100%	13,405.00	670.25
1v	Strip and Remove Dome Shoring and Forms	26,130.0000	1,000 LS	26,130.00	100%	26,130.00	0%	0.00	100%	26,130.00	1,306.50
1w	Tank Appurtenances	40,205.0000	1,000 LS	40,205.00	100%	40,205.00	0%	0.00	100%	40,205.00	2,010.25

To Owner: WEST TRAVIS COUNTY PUA
 From (Contractor): DN Tanks, Inc.
 Project: AUSTIN, TX (BEE CAVE)

Application No: 5
 Contractor's Job Number: 20T30006
 Engineer's Project No: 11051.123

Date: 2/20/2020

Period To: 2/25/2020

Item Number	Description	Unit Price	Contract Quantity / UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date		Retention	
					Quantity	Amount	Quantity	Amount	Quantity	Amount		%
2	16" Water Line, complete and in place, per LF	1,127.0000	16.000 LF	18,032.00	0%	0.00	16.000	18,032.00	16	18,032.00	100%	901.60
3	20" Water Line, complete and in place, per LF	726.0000	32.000 LF	23,232.00	0%	0.00	32.000	23,232.00	32	23,232.00	100%	1,161.60
4	20" Tie-in infrastructure, complete and in place, per LS	47,200.0000	1.000 LS	47,200.00	0.00 %	0.00	100.00%	47,200.00	100%	47,200.00	100%	2,360.00
5	16" Tie-in Infrastructure, complete and in place, per LS	3,800.0000	1.000 LS	3,800.00	0.00 %	0.00	100.00%	3,800.00	100%	3,800.00	100%	190.00
6	Tree Removal, complete and in place, per LS	3,400.0000	1.000 LS	3,400.00	100%	3,400.00	0%	0.00	100%	3,400.00	100%	170.00
7	Tree Protection, complete and in place, per LS	1,200.0000	1.000 LS	1,200.00	80%	960.00	0%	0.00	80%	960.00	80%	48.00
Total				1,051,974.00		937,973.00		94,944.50		1,032,917.50		51,645.88

Application Total 1,274,452.00

213,456.50

995,171.00

1,208,627.50

60,431.38

Bidding Requirements, Contract Forms & Conditions of the Contract
Supplemental General Conditions – Section 00810

AFFIDAVIT OF BILLS PAID, PARTIAL LIEN WAIVER AND INDEMNITY
[FOR USE BY CONTRACTOR ONLY]

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, on this day personally came and appeared Matt Nedella, known to me to be a credible person, and a Project Manager of DN Tanks (hereinafter called "Contractor"), and who, being first duly sworn, upon his oath declares and acknowledges as follows:

2. I am the duly authorized agent for the said Contractor which has authorized me to make this affidavit, to enter into the agreements and to grant the lien waivers herein set forth, on its behalf and as its acts and deeds, and all of the facts and recitations herein are true and correct.

3. Contractor has supplied materials and/or performed labor in connection with the construction of facilities known as WTCPUA WBCPS Ground Storage Tank #2 (the "Facilities") as more particularly described in that one certain Standard Form of Agreement by and between WTCPUA (the "Owner"), and DN Tanks (the "Contractor") dated June 20, 2019.

4. Contractor has received payment of all sums due Contractor for materials supplied and labor performed in connection with the construction of the Facilities up to and including \$202,783.68 (the "Release Date").

5. In consideration of the payment by Owner of all said sums and other good and valuable consideration, the receipt of all of which is hereby acknowledged, Contractor has waived and released and, acting herein by and through me, does hereby waive and release, any and all liens, rights and interests (whether choate or inchoate and including, without limitation, all mechanic's and materialman's liens under the Constitution, statutes and laws of the State of Texas) owned, claimed or held, or to be owned, claimed or held by Contractor in and to the Facilities and on any property on which the Facilities are located (such property is referred to herein as the "Land"), or any part thereof, whether real or personal property and whether or not affixed to or severed or severable from the Land, for any materials supplied and labor performed in connection with construction of the Facilities up to and including the Release Date; and the Contractor for itself, its representatives and assigns does release, acquit and forever discharge Owner and his respective successors and assigns, from any and all such claims, debts, demands and causes of action that Contractor has or may have as a result of the same.

6. A full and complete list of all persons and entities which Contractor has engaged or with which Contractor has entered into any contractual arrangement to furnish materials or to perform any labor in connection with any construction or work on the Land or the Facilities up to and including the Release Date is set forth on Exhibit A, attached hereto and incorporated herein for all purposes. Contractor has actual knowledge that all bills owed by Contractor to others for materials furnished and labor performed in connection with any construction or work on the Land or the Facilities up to and including the Release

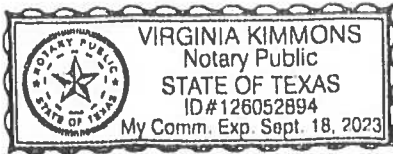
Bidding Requirements, Contract Forms & Conditions of the Contract
Supplemental General Conditions – Section 00810

Date have been fully paid and satisfied and Contractor does further warrant, represent and guarantee that if for any reason a claim or claims of a lien or liens are filed for materials furnished or labor performed, or both, by virtue of Contractor's participation in the erection or construction of the Facilities or the participation therein of any individual or entity with whom or with which Contractor has entered into any contractual arrangement, Contractor will immediately furnish a bond pursuant to Sections 53.171 - 53.175 of the Texas Property Code for release of each such lien, and obtain a settlement of all such claims and obtain and furnish to Owner written full releases of all liens in respect of such claims in form and substance satisfactory to Owner all at Contractor's expense; OR IF CONTRACTOR CANNOT OBTAIN SUCH A RELEASE OR RELEASES, CONTRACTOR AGREES TO WHOLLY INDEMNIFY OWNER FOR ANY AND ALL COSTS OWNER MAY INCUR IN SATISFYING SUCH CLAIMS OR REMOVING SUCH LIENS, OR BOTH.

EXECUTED on this the 27th day of February, 2020

CONTRACTOR DN Tanks
11 Teal Rd, Wakefield, MA 01880
By: *[Signature]*
Print Name: Matt Nedella
Title: Project Manager

SWORN TO AND SUBSCRIBED BEFORE ME on this 27th day of February, 2020



[Signature]
Notary Public in and for the State of Texas
Printed Name: _____
My Commission Expires: 9.18.23

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on the _____ day of _____,
_____ by _____ of
_____, a _____, on behalf of said
_____.

Notary Public in and for the State of Texas
Printed Name: _____
My Commission Expires: _____

ATTACH:
Exhibit A - List of Subcontractors

ITEM D

**UTILITY CONVEYANCE AGREEMENT BETWEEN
WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY
AND
14101 W. 290, LLC
(Extra Space Storage)**

This Agreement is made and entered into as of the ____ day of _____, 2020, by and between **WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY**, a public utility agency operating pursuant to Chapter 572, Texas Local Government Code, whose address is 13215 Bee Cave Parkway, Building B, Suite 110, Bee Cave, Texas 78738 (herein the “**Agency**”), and **14101 W. 290, LLC**, a Texas limited liability company whose address is 1701 Nueces Street, Austin, Texas 78701 (herein the “**Seller**”).

RECITALS

1. The Agency furnishes water service to the land within its service area, and particularly, 14001 West US Highway 290 in Hays County, Texas, Seller is presently developing land within the Agency’s service area, and, in connection therewith, Seller has acquired or caused to be constructed water facilities.

2. Seller wishes to convey and Agency wishes to take title to such facilities so that the Agency can provide water service to 14001 West US Highway 290 in Hays County, Texas.

AGREEMENT

For and in consideration of the premises and of the mutual obligations, covenants, and benefits hereinafter set forth, Agency and Seller contract and agree as follows:

1. **Definitions.**

- (a) Construction Contracts: Contracts pursuant to which the Facilities were installed by the contractor as follows:

Standard Form of Agreement Between Owner and Construction Manager as Contractor (AIA Document A133-2009) between Dripping Springs Storage and Joe-Brown Construction, LLC, dated June 12, 2018.

(b) Facilities: All water facilities constructed to serve 14001 West US Highway 290, located in Hays County, Texas, , and constructed pursuant to the Construction Contracts. The Facilities are more particularly described and depicted on Exhibit “A”, attached hereto and incorporated herein for all purposes.

2. Sale and Purchase. Seller hereby sells, conveys, transfers, and delivers to Agency all of the Facilities free and clear of all liens, claims, encumbrances, options, charges, assessments, reservations, or restrictions. The Facilities being conveyed hereby are more completely described in the plans and specifications described in Section 5 herein, which are incorporated herein by reference.

3. Assignment. Seller hereby assigns all of its rights under the Construction Contracts, if any, to Agency and all of its rights, if any, under any performance and payment bonds and guarantees and warranties executed by the contractor and all other rights of Seller pursuant to the provisions of the Construction Contracts, if any.

4. Representations by Seller. Seller represents to Agency that:

(a) Title. All the properties of Seller covered by this Agreement are hereby conveyed to the Agency, free and clear of all liens, claims, encumbrances, options, charges, assessments, reservations, and restrictions.

(b) Rights-of-Way, Easements, etc. Seller represents, warrants, and guarantees that the Facilities are located in public utility easements or in road rights-of-way as shown on recorded plats. Seller represents that said plats provide easements and rights-of-way that are adequate and sufficient to permit Agency to operate the Facilities, and any easements and rights-of-way held by Seller in connection therewith are hereby transferred to Agency whether or not expressly described herein.

(c) Additional Easement(s). All of the Facilities that are not located in public utility easements or road rights-of-way as shown on recorded plats are within easements granted to the Agency.

(d) Possession. Seller is in possession of the Facilities and no objection to the location or use of the Facilities or adverse claims of title to the lands, easements, rights-of-way, licenses, permits, or leases on which the Facilities are situated is presently being asserted by any person or persons.

(e) Legal Proceedings. There are no actions, suits, or proceedings pending or, to the knowledge of Seller, threatened or affecting the properties to be sold hereunder and there are no pending condemnation proceedings of which Seller is aware connected with the Facilities or other properties to be conveyed hereunder.

(f) Known Defects. Seller represents and warrants that the Facilities, including any easements or rights-of-way or other properties to be conveyed hereunder are free of known defects, either legal or technical, that would prohibit Agency's use of the Facilities or other properties to be conveyed hereunder.

(g) Authorization. This Agreement, the transactions contemplated herein, and the execution and delivery of this Agreement have been duly authorized by Seller.

(h) No Violation of Other Contracts. This Agreement, and the warranties, representations, and covenants contained herein, and the consummation of the transactions contemplated herein will not violate or constitute a breach of any contract or other agreement to which Seller is a party.

(i) "Record" or "As-Built" Drawings and Engineer's Certificate. Seller or its predecessors in interest have provided Agency with 3 complete sets of "record or as-built" drawings, autocad plans, GPS files noting the location of meter boxes, meters, water services, valves, pump stations, lift stations and storage facilities, together with a certificate by a registered professional engineer that the Facilities were constructed as indicated on the drawings.

5. Plans and Specifications. Seller warrants and represents that the Facilities are constructed in accordance with the plans and specifications previously approved by the Agency.

6. Indemnification. SELLER HEREBY INDEMNIFIES AND HOLDS HARMLESS AGENCY, ITS REPRESENTATIVES, EMPLOYEES, AND OFFICERS FROM AND AGAINST ANY AND ALL LIENS, CLAIMS, DEBTS, CHARGES, INDEMNITIES, LOSSES, PENALTIES, ATTORNEY FEES AND ANY OTHER KIND OF EXPENSES THAT MAY BE INCURRED BY OR ASSERTED AGAINST AGENCY BY REASON OF CONSTRUCTION OF THE FACILITIES.

7. Expenses. Except as specifically set forth herein, each party shall pay its own expenses incident to carrying this Agreement into effect and consummating all transactions contemplated hereby.

8. Further Assurances. Seller agrees that from time to time and upon the request of Agency, Seller will execute and deliver such other instruments of conveyance and transfer and take such other action as may be reasonably required to more effectively convey, transfer to, and vest in Agency and to put Agency in possession of all of the Facilities conveyed, transferred, and delivered hereunder, and, in the case of contracts and rights, if any, which cannot be transferred effectively without the consent of other parties, to obtain such consents and take such other action as may be reasonably necessary to assure to Agency the rights and benefits thereof.

9. Authority to Execute. By their execution, each of the individuals executing this Agreement on behalf of a party represents and warrants to the other party that he or she has the authority to execute the document in the capacity shown on this document

10. Representations Survive Conveyance. The agreements and representations made by the parties to this Agreement shall survive the conveyance of the Facilities.

11. Miscellaneous. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Texas and can be changed or terminated only by an agreement in writing signed by the parties hereto. This Agreement embodies the entire

understanding between the parties and there are no prior effective representations, warranties, or agreements between the parties.

WITNESS the execution of this Agreement in multiple counterparts, each of equal dignity, effective as of the Effective Date. The Effective Date of this Agreement shall be the date on which it has been signed by both Parties.

{Signature pages to follow}

**WEST TRAVIS COUNTY PUBLIC UTILITY
AGENCY**

By: _____
Scott Roberts, President
Board of Directors

Date: _____

ATTEST:

Walt Smith, Secretary
Board of Directors

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on the ____ day of _____, 2020,
by Scott Roberts, President of the Board of Directors of West Travis County Public Utility
Agency, on behalf of said Agency.

Notary Public Signature

(Seal)

14101 W. 290, LLC,
a Texas limited liability company
By its sole manager:
NSDS, LLC
A Texas limited liability company

By: _____
Brian Haley
Manager

STATE OF TEXAS §
 §
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 2020, by Brian Haley, Manager of NSDS, LLC, sole manager of 14101 W 290 LLC, on behalf of said corporation.

Notary Public, State of Texas

Printed Name: _____
My Commission expires:

EXHIBIT A – The Facilities

Doucet & Associates, Inc. 7401 B Hwy 71 W., Suite 160 Austin, Texas 78735 (512) 583-2600	Date: 3/5/2020 Client Name: CBTX Capital Project Name: Extra Space Storage D&A #: 1626-003 TBPE Firm #3937
WTCPUA FINAL QUANTITIES LIST Extra Space Storage - 14001 W US 290	
UTILITIES	
8" D.I Fire Line (excavation and backfill)	110 LF
20"x8" Cut in tee	1 EACH
Fire Hydrant Assembly	1 EACH
8" DCDA Backflow Preventer	1 EACH
8"x1" Service Clamp	1 EACH
3/4" Flow Meter	1 EACH
8" Gate Valve	1 EACH
20" Gate Valve	2 EACH



2020, by Brian Haley, Manager of NSDS, LLC, sole manager of 14101 W 290 LLC, on behalf of said corporation.

Notary Public, State of Texas

Printed Name: _____
My Commission expires:

ITEM E

Developer Reimbursement Payment Request
3/25/2020

Developer: NASH Sweetwater, LLC

For: Hwy 71 Water Line

Amount Due: \$ 330,351.50

WTCPUA Procedures: Reviewed the 2nd Amendment to the Water Utility Facilities Acquisition Construction and Service Agreement with Lazy Nine MUD No. 1A which substantiates total reimbursable costs.
Reviewed the requirements for reimbursement listed therein.
Recalculated the reimbursable cost per LUE.
Confirmed connection counts and fees received by the WTCPUA and agreed to connections reported by developer.
Confirmed prior developer reimbursement payments.

Agreed Upon Reimbursable Costs	Total LUEs	Cost per LUE	Total Connections through 12/31/2019	Connections Previously Reimbursed	Unreimbursed Connections	Total Amount Due by 03/31/2020	Remaining Liability
\$ 3,713,295.22	2057	\$ 1,805.20	971	788	183	\$ 330,351.50	\$ 1,960,446.58



February 13, 2020

Ms. Jennifer Riechers
General Manager
West Travis County PUA
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738

RE: Lazy Nine MUD – LCRA/PUA 24" Water Line Annual Reimbursement Request

Dear Ms. Reichers,

We are writing to request the annual reimbursement for new water connections in Lazy Nine MUD through year end 2019. Attached is a correspondence from Mike Morin with Crossroads Utility Services showing the total number of permanent meters connected in Lazy Nine MUDs 1A and 1B. We have also prepared and attached our spreadsheet to track the annual increase in water LUEs within Lazy Nine, and the reimbursement amount due under the Utility Construction Agreement.

The total amount due for year end 2019 is \$330,351.50. Please make payment to NASH Sweetwater, LLC as assignee from Lazy Nine MUD 1A. Lazy Nine MUD 1A previously assigned the reimbursement right under this Utility Construction Agreement to WS-COS Investments, who subsequently assigned those rights to NASH Sweetwater, LLC with the Sweetwater residential sale in late March 2015.

Please let me know if you have any questions, or need any additional information from me in order to complete this annual reimbursement. I can be reached on my mobile at 512-923-7720 or at my office 512-244-6667 and via email at rficken@newlandco.com.

Sincerely yours,

NASH Sweetwater, LLC

A handwritten signature in blue ink, appearing to read "R. Ficken", written over the typed name.

Rainer Ficken, AICP
Vice President – Land Development
Newland Communities - Sweetwater

cc: Rick Wheeler, P.E., Lazy Nine MUD 1A
Jennifer Smith, CPA, WTCPUA

Lazy Nine MUD - WTC PUA Hwy 71 Water Line
Schedule of Annual Reimbursements to NASH Sweetwater, LLC (assignee from WS - COS Investments, LLC)
as of 12/31/2018

Total Waterline Cost: \$3,713,295.22
Total LUEs: 2,057
Reimbursement Per LUE: \$1,805.20

Year End	Lazy Nine 1A		Lazy Nine 1B		Total Lazy Nine LUEs	New LUEs Current Year	Current Year		PUA Reimburse Date
	Total LUEs	Total LUEs	Total LUEs	Total LUEs			Reimburse Amount	PUA Reimburse Date	
2013	5	88	93	93	93	\$167,883.55	10/28/2014		
2014	5	294	299	206	206	\$371,871.08	3/31/2015		
2015	5	380	385	86	86	\$155,247.15	3/30/2016		
2016	1	516	517	132	132	\$238,286.32	4/10/2017		
2017	5	639	644	127	127	\$229,260.33	3/26/2018		
2018	10	778	788	144	144	\$259,948.72	3/22/2019		
2019	16	955	971	183	183	\$330,351.50	2020		
2020			0	0	0	\$0.00			
2021			0	0	0	\$0.00			
2022			0	0	0	\$0.00			
Total To Date:						\$1,752,848.64			

Balance To Be Reimbursed: \$1,960,446.58

OPERATIONS REPORT

DISTRICT LN1B

FOR THE MONTH OF DEC 19

READ DATE 12/19

GENERAL INFORMATION

Occupied Single Family Connections	846
Vacant Single Family Connections	5
Residential Builder	78
Builder New Tap	0
Multi Family	0
Commercial	1
School	0
Church	0
Non-Profit (HOA's) IRRG	7
District	8
DISTRICT MTR EFF	3
Temporary (F/H)	7
Builder security Deposit	0

TOTAL CONNECTIONS 955

ESTIMATED POPULATION

EXPLANATION OF CHANGE:

WATER ACCOUNTABILITY

District Connections Consumption 7688

Total

11/22 - 12/23

OPERATIONS REPORT

DISTRICT LN1A

FOR THE MONTH OF NOV 19

READ DATE 11/19

GENERAL INFORMATION

Occupied Single Family Connections	0
Vacant Single Family Connections	0
Residential Builder	0
Builder New Tap	0
Multi Family	0
Commercial	0
School	1
Church	0
Non-Profit (HOA's) IRRG	9
District	2
RENTAL METERS	4
Temporary (F/H)	0
Builder security Deposit	0

TOTAL CONNECTIONS 16

ESTIMATED POPULATION

EXPLANATION OF CHANGE:

WATER ACCOUNTABILITY

District Connections Consumption	323,000
Total	

ITEM F

**WEST TRAVIS COUNTY
PUBLIC UTILITY AGENCY**

**Agreed Upon Procedures Report
of Reimbursable Costs for
Highpointe Phase 2, Section 2B**



MAXWELL LOCKE & RITTER LLP

Accountants and Consultants

An Affiliate of CPAmerica International

tel (512) 370 3200 fax (512) 370 3250

www.mlrpc.com

Austin: 401 Congress Avenue, Suite 1100

Austin, TX 78701

Round Rock: 411 West Main Street, Suite 300

Round Rock, TX 78664

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
West Travis County Public Utility Agency

Dear Board Members:

We have performed the procedures enumerated below, which were agreed to by you, solely to assist you with respect to reimbursable costs associated with the internal water facilities installed within Highpointe Phase 2, Section 2B, as set forth in the accompanying Schedule A. The West Travis County Public Utility Agency's ("PUA") management is responsible for the PUA's accounting records. The sufficiency of these procedures is solely the responsibility of the Board of Directors and management of the PUA, the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are as follows:

1. Information for the costs used to construct internal water facilities within Highpointe Phase 2, Section 2B to be reimbursed to the developer was obtained from inspection of reimbursable costs and related supporting documentation.
2. Information for the eligibility of costs to be reimbursed to the developer was evaluated against the Utility Facilities Acquisition Agreement entered into between the Lower Colorado River Authority and the developer and was corroborated with the Texas Commission on Environmental Quality rules governing developer reimbursement.

Affiliated Company

ML&R WEALTH MANAGEMENT LLC

"A Registered Investment Advisor"

This firm is not a CPA firm

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report relates only to the accompanying Schedule A and does not extend to any financial statements of the PUA taken as a whole.

This report is intended solely for the information and use of the specified users listed above and is not intended to be and should not be used by anyone other than those specified parties.

Maxwell Locke + Ritter LLP

Austin, Texas
March 19, 2020

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY
CALCULATION OF REIMBURSABLE COSTS TO BE PAID TO
HM HIGHPOINTE DEVELOPMENT, INC. IN ACCORDANCE WITH THE
UTILITY FACILITIES ACQUISITION AGREEMENT
DATED FEBRUARY 11, 2003, AS AMENDED AND ASSIGNED

DESCRIPTION	REIMBURSABLE COSTS	ALLOWABLE INTEREST (1)
Developer Contribution Items:		
Cash Construction Co.		
Highpointe Phase 2, Section 2B		
Erosion Control, Street Excavation & ROW Clearing, and Water Improvements	\$ 457,294	
Less Ineligible Portion of Costs	(144,039) (2)	
Less Developer Share	(93,977) (3)	
Interest accrued at 3.9403184%	219,278	\$ 4,282
Carlson, Brigance & Doering, Inc.		
Engineering Utility and Design	34,369	
Less Ineligible Portion of Costs	(25,179) (2)	
Less Developer Share	(2,757) (3)	
Interest accrued at 3.9403184%	6,433	407
Capitol Environmental		
SWPPP Inspections	800	
Less Ineligible Portion of Costs	(586) (2)	
Less Developer Share	(64) (3)	
Interest accrued at 3.9403184%	150	5
City of Dripping Springs		
Plat/Plan Fees	24,610	
Less Ineligible Portion of Costs	(18,029) (2)	
Less Developer Share	(1,974) (3)	
Interest accrued at 3.9403184%	4,607	203
MLA Geotechnical		
Soil Testing	13,746	
Less Ineligible Portion of Costs	(10,070) (2)	
Less Developer Share	(1,103) (3)	
Interest accrued at 3.9403184%	2,573	45
Reimbursable Costs Due to HM HIGHPOINTE DEVELOPMENT, INC.	<u>\$ 233,041</u>	
Allowable interest through March 20, 2020		<u>\$ 4,942</u>
Number of LUEs in Highpointe Phase 2, Section 2B	<u>50</u>	
Total Reimbursable Costs per LUE	<u>\$ 4,661</u>	

(1) Interest is calculated through the first annual reimbursement date of March 20, 2020. However, in accordance with the Utility Facilities Acquisition Agreement, allowable developer interest shall not be included in the annual reimbursement amount until all developer interest for the system being reimbursed has been earned (100% connected). Interest amount is limited to a maximum of 2 years in accordance with TAC 30, Rule 293.5(a) and calculated using the interest rate from the \$15,595,000 West Travis County Public Utility Agency Revenue Bonds, Series 2019.

(2) In accordance with the Utility Facilities Acquisition Agreement, certain costs are considered ineligible for reimbursement.

(3) In accordance with the Utility Facilities Acquisition Agreement, the developer is responsible for 30% of all eligible reimbursable costs.

ITEM G

Replacement of the Raw Water Pump #5

All quotes include Pump, Column and Discharge Head.

Installation is not included.

Contractor: Dynamic Pump Systems

Manufacture: Ruhrpumpen

Cost: \$100,396.25

Lead Time: 26-28 Weeks

Contractor: Smith Pump Company

Manufacture: Flowserve

Cost: \$83,940.00

Lead Time: 20 Weeks

Contractor: Pump Solutions Inc.

Manufacture: National

Cost: \$84,464.00

Lead Time: 14-18 Weeks

I recommend proceeding with **Pump Solutions** for this pump.

VI. NEW BUSINESS

ITEM A



MAXWELL LOCKE & RITTER LLP

Accountants and Consultants

An Affiliate of CPAmerica International

tel (512) 370 3200 fax (512) 370 3250
www.mlrpc.com

Austin: 401 Congress Avenue, Suite 1100
Austin, TX 78701

Round Rock: 411 West Main Street, Suite 300
Round Rock, TX 78664

March 20, 2020

To the Board of Directors of
West Travis County Public Utility Agency:

We have audited the financial statements of the governmental activities and each major fund of West Travis County Public Utility Agency (the “PUA”) for the year ended September 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 17, 2019. Professional standards also require that we communicate to you the following information related to our audit.

QUALITATIVE ASPECTS OF ACCOUNTING PRACTICES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the PUA are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2019. We noted no transactions entered into by the PUA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were management’s estimate of the depreciable lives of capital assets based on the expected useful lives of the assets, the amortizable life of consideration in excess of value of assets acquired (formerly known as “goodwill”) and estimates provided by the actuary related to the net pension asset, deferred outflows and inflows related to pension, and pension expense. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Affiliated Company

ML&R WEALTH MANAGEMENT LLC

“A Registered Investment Advisor”

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DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated March 20, 2020.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to PUA's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

ISSUES RELEVANT TO THE OVERSIGHT OF THE FINANCIAL REPORTING PROCESS

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as PUA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to management's discussion and analysis, the schedule of changes in net pension liability (asset) and related ratios, the schedule of agency contributions, and the notes to required supplementary information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplemental information listed in the table of contents ("supplementary information"), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other supplemental information listed in the table of contents, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

RESTRICTION ON USE

This information is intended solely for the information and use of the Board of Directors and management of the PUA and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Maxwell Locke + Ritter LLP

Enclosure 1: Management Representation Letter



WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

13215 Bee Cave Pkwy, Building B, Suite 110, Bee Cave, Texas 78738

Office: (512) 263-0100 Fax: (512) 263-2289

www.wtcpua.org

March 20, 2020

Maxwell Locke & Ritter LLP
401 Congress Avenue, Suite 1100
Austin, Texas 78701

This representation letter is provided in connection with your audit of the financial statements of West Travis County Public Utility Agency (the "PUA"), which comprise the respective financial position of the governmental activities and each major fund as of September 30, 2019, and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of the auditors' report, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 17, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the PUA's accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the PUA is contingently liable, if any, have been properly recorded or disclosed.
- 11) Pension payments made after the PUA's year end are properly disclosed.
- 12) We believe that the actuarial assumptions and methods used to measure pension liabilities (assets) and costs for financial reporting purposes are appropriate in the circumstances.
- 13) We agree with the findings of the actuarial firm (the "specialist") used in evaluating the Texas County and District Retirement System pension liability (asset) and have adequately considered the qualifications of the specialist in determine the amounts and disclosures used in the financial statements and underlying accounting records. We did not give our cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence of objectivity of the specialists.

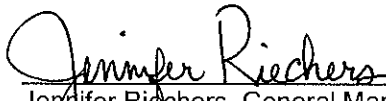
Information Provided

- 14) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the PUA from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 15) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 16) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 17) We have no knowledge of any fraud or suspected fraud that affects the PUA and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 18) We have no knowledge of any allegations of fraud or suspected fraud affecting the PUA's financial statements communicated by employees, former employees, regulators, or others.
- 19) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 20) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 21) We have disclosed to you the identity of the PUA's related parties and all the related party relationships and transactions of which we are aware.

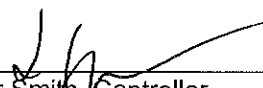
Government-specific

- 22) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 23) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24) The PUA has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 26) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 27) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 28) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 30) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 31) The PUA has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The PUA has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 33) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 34) The financial statements properly classify all funds and activities in accordance with GASBS No. 34.
- 35) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 36) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 37) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 38) Provisions for uncollectible receivables have been properly identified and recorded.
- 39) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 40) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

- 41) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 42) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 43) Capital assets, including conveyances, infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 44) We have appropriately disclosed the PUA's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) With respect to the supplemental schedules:
 - a) We acknowledge our responsibility for presenting the supplemental schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the supplemental schedules, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplemental schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplemental schedules.
 - b) If the supplemental schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplemental schedules no later than the date we issue the supplemental schedules and the auditors' report thereon.



Jennifer Riechers, General Manager
West Travis County Public Utility Agency



Jennifer Smith, Controller
West Travis County Public Utility Agency

**WEST TRAVIS COUNTY
PUBLIC UTILITY AGENCY**

**Financial Statements and
Supplemental Information
as of and for the Year Ended
September 30, 2019 and
Independent Auditors' Report**

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

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ANNUAL FILING AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF TRAVIS

I, _____
(Name of Duly Authorized Agency Representative)

of the WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY,

hereby swear, or affirm, that the Agency named above has reviewed and approved at a meeting of the Board of Directors of the Agency on the ____ day of _____, 20____, its audit report as of September 30, 2019 and for the year then ended and that copies of the annual audit report have been filed in the Agency office, located at 13215 Bee Cave Pkwy, Building B, Suite 110, Bee Cave, Texas 78738.

Date: _____, 20____. By: _____
(Signature of Agency Representative)

Scott Roberts, Board President
(Typed Name and Title of above Agency Representative)

Sworn to and subscribed to before me this ____ day of _____, 20____.

(Signature of Notary)

(SEAL)

(Printed Name of Notary)

My Commission Expires On: _____
Notary Public in and for the State of Texas.



MAXWELL LOCKE & RITTER LLP

Accountants and Consultants

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Round Rock: 411 West Main Street, Suite 300
Round Rock, TX 78664

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
West Travis County Public Utility Agency:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of West Travis County Public Utility Agency (the "PUA"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the PUA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Affiliated Company

ML&R WEALTH MANAGEMENT LLC

"A Registered Investment Advisor"

This firm is not a CPA firm

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the PUA as of September 30, 2019, and the respective changes in financial position, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of changes in net pension liability (asset) and related ratios, the schedule of agency contributions, and the notes to required supplementary information on pages 5 through 10, 35, 36, and 37 through 38, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the PUA's basic financial statements. The supplemental information and other supplemental information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The other supplemental information listed in the table of contents has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Maxwell Locke + Ritter LLP

Austin, Texas
March 20, 2020

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

Management's Discussion and Analysis For the Year Ended September 30, 2019

As management of the West Travis County Public Utility Agency (the "PUA"), we provide readers of the PUA's financial statements this narrative overview and analysis of the financial activities of the PUA for the year ended September 30, 2019. We encourage readers to consider the information presented here in conjunction with the PUA's financial statements that follow.

For purposes of Governmental Accounting Standards Board ("GASB") Statement No. 34, the PUA is considered a special purpose government. This allows the PUA to present the required fund and government-wide statements in a single schedule. The requirement for fund financial statements that are prepared on the modified accrual basis of accounting is met with the "Total Governmental Funds" column. An adjustment column includes those entries needed to convert to the full accrual basis government-wide statements. Government-wide statements are comprised of the Statement of Net Position and the Statement of Activities.

Financial Highlights

- The assets and deferred outflows of resources of the PUA at September 30, 2019 were approximately \$275.5 million while its liabilities and deferred inflows of resources were approximately \$229.6 million. Assets and deferred outflows of resources of the PUA exceeded its liabilities and deferred inflows of resources at September 30, 2019 by approximately \$45.8 million.
- Revenues for the year ended September 30, 2019 totaled approximately \$47.2 million while expenses totaled approximately \$26.4 million, resulting in an increase in net position of approximately \$20.7 million for the year ended September 30, 2019.

Overview of the Basic Financial Statements

The PUA's reporting is comprised of two parts:

- *Management's Discussion and Analysis*
- *Basic Financial Statements*
 - *Statement of Net Position and Governmental Funds Balance Sheet*
 - *Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances*
 - *Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund*
 - *Notes to Basic Financial Statements*

Other supplementary information is also included.

The *Basic Financial Statements* are designed to provide readers with an overview of the PUA's finances, in a manner similar to the private sector business.

The *Statement of Net Position and Governmental Funds Balance Sheet* presents information on all the PUA's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. The statement of net position and governmental funds balance sheet can be found on page 11 of the report which includes a column (titled "Total Governmental Funds") that represents a balance sheet prepared using the modified accrual basis of accounting. The adjustments column converts those balances to a balance sheet that more closely reflects a private-sector business. Over time, increases or decreases in the PUA's net position will indicate financial health.

The *Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances* represents information showing how the PUA's net position changed during the most recent fiscal year which includes a column (titled "Total Governmental Funds") that derives the change in fund balances resulting from current year revenues, expenditures, and other financing sources or uses. These amounts are prepared using the modified accrual basis of accounting. The adjustments column converts those activities to full accrual, a basis that more closely represents the income statement of a private-sector business.

The *Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund* presents a comparison statement between the PUA's adopted budget to its actual results.

The *Notes to Basic Financial Statements* provide additional information that is essential to a full understanding of the information presented in the *Statement of Net Position and Governmental Funds Balance Sheet* and the *Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances*.

Required supplementary information related to the PUA's participation in the Texas County and District Retirement System pension plan, schedules required by the Water Agency Accounting Manual, and other schedules are presented immediately following the *Notes to Basic Financial Statements*.

Financial Analysis

The *Statement of Net Position and Governmental Funds Balance Sheet* as noted earlier shows net position which may serve over time as a useful indicator of the PUA's financial position. In the case of the PUA, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by approximately \$45.8 million at the close of the most recent year ending on September 30, 2019.

The PUA had total cash, cash equivalents, and temporary investments of approximately \$114.0 million at September 30, 2019. Of this, approximately \$17.6 million is specifically set aside for paying debt. Long-term debt related to the outstanding Series 2013 Revenue and Refunding Bonds, Series 2015 Revenue Bonds, Series 2017 Revenue Refunding Bonds, and Series 2019 Revenue Bonds totaled approximately \$221.9 million at September 30, 2019; future water and wastewater revenues collected by the PUA will be used to pay this outstanding long-term debt.

Approximately \$28.5 million and approximately \$43.1 million of cash, cash equivalents, and temporary investments at September 30, 2019 are in the Capital Projects and Impact Fee Funds, respectively. This money is segregated for the construction of new capital projects.

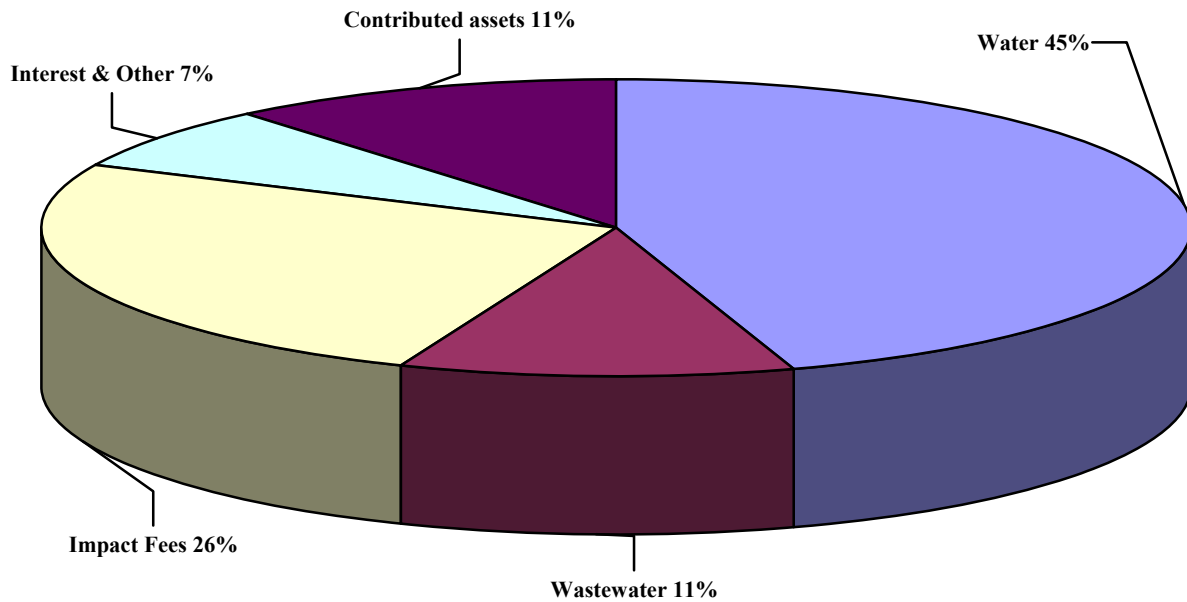
As part of the bond agreement for the previously issued Series 2013 issuance, the PUA agreed to maintain separate and special accounts known as the Rate Stabilization Fund and the Facilities Fund. The Rate Stabilization Fund is an account which holds funds that may be used at the discretion of the PUA for any lawful purpose, including capital additions and improvements to the PUA's water and wastewater system and to enable the PUA to manage rates and charges provided, however, that such funds shall be used in the following order of priority: 1) first for funding of operating and maintenance reserves and payment of principal and interest on debt obligations, 2) redemption or defeasance of outstanding obligations, if economically advantageous, and 3) transfer to the Facilities Fund for payment of costs of any capital additions and improvements. The Facilities Fund is an account which holds transfers from the General Fund for times coverage for payment of capital additions and improvements, including reimbursement of such costs. As funds transferred to either of these accounts are for specific purposes pursuant to approval by formal action by the Board of Directors, they are considered committed fund balance in the General Fund and are shown as such on the Governmental Funds Balance Sheet.

Statement of Net Position

	Governmental Activities	
	2019	2018
Current and other assets	\$ 120,678,187	\$ 103,390,700
Capital and non-current assets	126,930,764	123,306,014
Total assets	\$ 247,608,951	\$ 226,696,714
Deferred outflows of resources	\$ 27,855,495	\$ 32,513,030
Current liabilities	\$ 7,337,324	\$ 7,929,675
Long-term liabilities	222,243,593	226,149,038
Total liabilities	\$ 229,580,917	\$ 234,078,713
Deferred inflows of resources	\$ 40,072	\$ 624
Net investment in capital assets	\$ (56,958,210)	\$ (70,066,589)
Restricted	16,621,096	15,888,991
Unrestricted	86,180,571	79,308,005
Total net position	\$ 45,843,457	\$ 25,130,407

The PUA's total assets were approximately \$247.6 million and \$226.7 million as of September 30, 2019 and 2018, respectively. At September 30, 2019, the PUA had deferred outflows of resources totaling approximately \$27.9 million mainly related to deferred charges on bond refundings and liabilities exceeding assets at the time of purchase of the LCRA West Travis County water and wastewater system (formerly known as "goodwill"). Like goodwill, these deferred outflows of resources are amortized systematically over a period of forty years; amortization expense for the year ending September 30, 2019 was \$360,098. The PUA had outstanding liabilities of approximately \$229.6 million and \$234.1 million as of September 30, 2019 and 2018, respectively, of which approximately \$221.9 million and \$194.9 million represents bonds payable as of September 30, 2019 and 2018, respectively, and approximately \$14.7 million represents liabilities owed to the LCRA as of September 30, 2018.

Sources of Revenue



Statement of Activities

	Governmental Activities	
	2019	2018
Water and wastewater	\$ 26,576,550	\$ 27,894,945
Impact fees	12,039,356	13,595,918
Contributions	5,319,600	-
Interest and other	3,227,223	383,828
Total revenues	47,162,729	41,874,691
Water and wastewater	5,160,292	5,680,860
Professional services	807,230	673,526
Personnel expenses	2,978,565	2,652,999
Other	931,794	932,867
Debt service	9,072,176	7,919,305
Depreciation and amortization	7,499,622	7,043,981
Total expenses	26,449,679	24,903,538
Change in net position	20,713,050	16,971,153
Beginning net position	25,130,407	8,159,254
Ending net position	\$ 45,843,457	\$ 25,130,407

Operating revenues were approximately \$47.2 million and \$41.9 million for the years ended September 30, 2019 and 2018, respectively. Water and wastewater service provided approximately \$26.6 million and \$27.9 million in revenues for the years ended September 30, 2019 and 2018, respectively. Impact fees generated approximately \$12.0 million and \$13.6 million in revenues for the years ended September 30, 2019 and 2018, respectively. Total expenses were approximately \$26.4 million and \$24.9 million for the years ended September 30, 2019 and 2018, respectively. Net position was approximately \$45.8 million and approximately \$25.1 million at September 30, 2019 and 2018, respectively.

Analysis of Governmental Funds

	2019	2018
Cash and cash equivalents	\$ 30,793,120	\$ 19,771,071
Temporary investments	83,218,462	78,810,098
Receivables	6,070,759	4,781,138
Interfund receivable	3,451,473	4,254,828
Deposits	16,087	28,393
Total assets	\$ 123,549,901	\$ 107,645,528
Accounts payable	\$ 1,113,649	\$ 1,625,268
Refundable deposits	676,005	586,775
Other liabilities	532,190	360,017
Interfund payable	3,451,473	4,254,828
Due to developers for connection fee credit	-	508,665
Total liabilities	5,773,317	7,335,553
Restricted fund balance	43,513,518	37,625,279
Committed fund balance	10,541,675	8,517,161
Assigned fund balance	44,052,162	39,206,346
Unassigned fund balance	19,669,229	14,961,189
Total fund balances	117,776,584	100,309,975
Total liabilities and fund balances	\$ 123,549,901	\$ 107,645,528

The *General Fund* pays for daily operating expenditures. For the year ended September 30, 2019, the PUA's budget projected an ending operating fund balance of approximately \$27.3 million. The General Fund reflected positive change in fund balance of approximately \$6.7 million, a positive difference of approximately \$2.9 million compared to the budget. This positive difference is primarily due to less capital outlay expenditures than budgeted.

The *Debt Service Fund* had an ending restricted fund balance of approximately \$17.7 million at September 30, 2019. During the year, the PUA paid approximately \$23.3 million in principal and interest due on the outstanding Series 2013, Series 2015, 2017, 2019 bonds and LCRA debt from the Debt Service Fund and General Fund. More detailed information about the PUA's debt is presented in the *Notes to Basic Financial Statements*.

The *Capital Projects Fund* purchases primarily the PUA's infrastructure.

The *Impact Fee Fund* accounts for charges on new development within the PUA to help fund and pay for the construction or needed expansion of capital improvements.

Capital Assets

	2019	2018
Land	\$ 6,097,409	\$ 6,097,409
Construction in progress	2,644,199	6,062,539
Water and wastewater facilities	167,160,157	152,409,603
Vehicles	967,866	951,306
Leasehold improvements	187,052	187,052
Subtotal	177,056,683	165,707,909
Accumulated depreciation and amortization	(50,206,976)	(43,100,702)
Total	<u>\$ 126,849,707</u>	<u>\$ 122,607,207</u>

More detailed information about the PUA's capital assets is presented in the *Notes to Basic Financial Statements*.

Long-Term Debt Activity

	2019	2018
Bonds payable	\$ 207,060,000	\$ 194,935,000
Premiums on bonds	14,913,862	14,212,672
Discount on bonds	(59,603)	(89,404)
LCRA debt obligation	-	14,739,537
Total	<u>\$ 221,914,259</u>	<u>\$ 223,797,805</u>

The PUA owes approximately \$207.1 million to bond holders from the Series 2013, Series 2015, Series 2017 bonds issued in previous years and from the Series 2019 bonds issued in the current year.

More detailed information about the PUA's long-term debt is presented in the *Notes to Basic Financial Statements*.

Currently Known Facts, Decisions, or Conditions

The currently adopted fiscal year 2020 budget projects a General Fund balance increase of approximately \$3.4 million. Budgeted revenues and other financing sources total approximately \$25.3 million, while expenditures and other financing uses are expected to be approximately \$21.9 million, which includes approximately \$8.7 million reserved to fund future debt service obligations.

Requests for Information

This financial report is designed to provide a general overview of the PUA's finances and to demonstrate the PUA's accountability for the funds it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the PUA at 13215 Bee Cave Pkwy, Building B, Suite 110, Bee Cave, Texas 78738.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET SEPTEMBER 30, 2019

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	IMPACT FEE FUND	TOTAL GOVERNMENTAL FUNDS	ADJUSTMENTS (NOTE 2)	STATEMENT OF NET POSITION
ASSETS							
Cash and cash equivalents	\$ 12,732,582	562,130	3,618,478	13,879,930	30,793,120	-	\$ 30,793,120
Temporary investments	12,077,164	17,074,440	24,839,906	29,226,952	83,218,462	-	83,218,462
Receivables:							
Service accounts	5,676,109	-	-	-	5,676,109	-	5,676,109
Accrued interest	53,494	75,006	109,922	129,145	367,567	-	367,567
Other	27,083	-	-	-	27,083	-	27,083
Due from other funds	2,635,338	-	-	816,135	3,451,473	(3,451,473)	-
Deposits	16,087	-	-	-	16,087	-	16,087
Bond insurance costs	-	-	-	-	-	579,759	579,759
Capital assets (net of accumulated depreciation):							
Land	-	-	-	-	-	6,097,409	6,097,409
Construction in progress	-	-	-	-	-	2,644,199	2,644,199
Vehicles	-	-	-	-	-	396,480	396,480
Leasehold improvements	-	-	-	-	-	145,486	145,486
Water production, transmission, and distribution facilities and wastewater collection and treatment facilities	-	-	-	-	-	117,566,133	117,566,133
Net pension asset	-	-	-	-	-	81,057	81,057
Total assets	<u>\$ 33,217,857</u>	<u>17,711,576</u>	<u>28,568,306</u>	<u>44,052,162</u>	<u>123,549,901</u>	<u>124,059,050</u>	<u>\$ 247,608,951</u>
DEFERRED OUTFLOWS OF RESOURCES							
Consideration in excess of value of assets acquired (net of accumulated amortization)	\$ -	-	-	-	-	11,523,127	\$ 11,523,127
Deferred charges on bond refundings	-	-	-	-	-	15,978,975	15,978,975
Pension contributions after measurement date	-	-	-	-	-	156,597	156,597
Deferred outflows related to pension asset	-	-	-	-	-	196,796	196,796
Total deferred outflows of resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,855,495</u>	<u>27,855,495</u>
LIABILITIES							
Accounts payable	\$ 1,113,649	-	-	-	1,113,649	-	\$ 1,113,649
Refundable deposits	676,005	-	-	-	676,005	-	676,005
Other liabilities	401,164	-	131,026	-	532,190	-	532,190
Due to other funds	816,135	-	2,635,338	-	3,451,473	(3,451,473)	-
Bond interest payable	-	-	-	-	-	1,090,480	1,090,480
Long-term liabilities:							
Due within one year	-	-	-	-	-	3,925,000	3,925,000
Due after one year	-	-	-	-	-	217,989,259	217,989,259
Due to developers for utility facility acquisition	-	-	-	-	-	4,254,334	4,254,334
Total liabilities	<u>3,006,953</u>	<u>-</u>	<u>2,766,364</u>	<u>-</u>	<u>5,773,317</u>	<u>223,807,600</u>	<u>229,580,917</u>
DEFERRED INFLOWS OF RESOURCES							
Deferred inflows related to pension asset	-	-	-	-	-	40,072	40,072
FUND BALANCES / NET POSITION							
Fund balances:							
Restricted for:							
Debt service	-	17,711,576	-	-	17,711,576	(17,711,576)	-
Capital projects	-	-	25,801,942	-	25,801,942	(25,801,942)	-
Committed for:							
Rate Stabilization Fund	3,102,676	-	-	-	3,102,676	(3,102,676)	-
Facilities Fund	7,438,999	-	-	-	7,438,999	(7,438,999)	-
Assigned for-							
Projects funded by impact fees	-	-	-	44,052,162	44,052,162	(44,052,162)	-
Unassigned	19,669,229	-	-	-	19,669,229	(19,669,229)	-
Total fund balances	<u>30,210,904</u>	<u>17,711,576</u>	<u>25,801,942</u>	<u>44,052,162</u>	<u>117,776,584</u>	<u>(117,776,584)</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 33,217,857</u>	<u>17,711,576</u>	<u>28,568,306</u>	<u>44,052,162</u>	<u>123,549,901</u>		
Net position:							
Net investment in capital assets							(56,958,210)
Restricted for debt service							16,621,096
Unrestricted							86,180,571
Total net position							<u>\$ 45,843,457</u>

The notes to financial statements are an integral part of this statement.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES YEAR ENDED SEPTEMBER 30, 2019

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	IMPACT FEE FUND	TOTAL GOVERNMENTAL FUNDS	ADJUSTMENTS (NOTE 2)	STATEMENT OF ACTIVITIES
EXPENDITURES/EXPENSES:							
Service operations:							
LCRA raw water reservation fees	\$ 1,078,678	-	-	-	1,078,678	-	\$ 1,078,678
Repairs and maintenance - water	570,919	-	-	-	570,919	-	570,919
Other water expense	2,055,976	-	-	-	2,055,976	-	2,055,976
Repairs and maintenance - wastewater	270,962	-	-	-	270,962	-	270,962
Other wastewater expense	1,183,757	-	-	-	1,183,757	-	1,183,757
Professional services	807,230	-	-	-	807,230	-	807,230
Personnel expenses	2,984,554	-	-	-	2,984,554	(5,989)	2,978,565
Other	931,329	-	-	465	931,794	-	931,794
Capital outlay	1,111,664	-	6,537,558	-	7,649,222	(7,649,222)	-
Debt service:							
Principal payments	11,027,739	3,470,000	-	-	14,497,739	(14,497,739)	-
Interest payments	398,205	8,379,540	-	-	8,777,745	(109,888)	8,667,857
Bond issuance costs	449,500	-	-	-	449,500	(45,181)	404,319
Depreciation and amortization	-	-	-	-	-	7,499,622	7,499,622
Total expenditures/expenses	<u>22,870,513</u>	<u>11,849,540</u>	<u>6,537,558</u>	<u>465</u>	<u>41,258,076</u>	<u>(14,808,397)</u>	<u>26,449,679</u>
REVENUES:							
Program revenues:							
Water - retail	15,631,969	-	-	-	15,631,969	-	15,631,969
Water - wholesale	4,251,654	-	-	-	4,251,654	-	4,251,654
Water - other	1,367,294	-	-	-	1,367,294	-	1,367,294
Wastewater - retail and wholesale	4,758,432	-	-	-	4,758,432	-	4,758,432
Wastewater - other	567,201	-	-	-	567,201	-	567,201
Impact fees	-	-	-	12,039,356	12,039,356	-	12,039,356
Total program revenues	<u>26,576,550</u>	<u>-</u>	<u>-</u>	<u>12,039,356</u>	<u>38,615,906</u>	<u>-</u>	<u>38,615,906</u>
Net program revenue							12,166,227
General revenues:							
Contributions	-	-	-	-	-	5,319,600	5,319,600
Other	8,739	-	-	-	8,739	-	8,739
Interest	466,602	657,817	955,000	1,139,065	3,218,484	-	3,218,484
Total general revenues	<u>475,341</u>	<u>657,817</u>	<u>955,000</u>	<u>1,139,065</u>	<u>3,227,223</u>	<u>5,319,600</u>	<u>8,546,823</u>
Total revenues	<u>27,051,891</u>	<u>657,817</u>	<u>955,000</u>	<u>13,178,421</u>	<u>41,843,129</u>	<u>5,319,600</u>	<u>47,162,729</u>
OTHER FINANCING SOURCES (USES):							
Issuance of bonds	10,589,620	5,380	5,000,000	-	15,595,000	(15,595,000)	-
Premium on sale of bonds	1,286,556	-	-	-	1,286,556	(1,286,556)	-
Transfers in	-	11,649,877	6,007,263	-	17,657,140	(17,657,140)	-
Transfers out	(9,325,000)	-	-	(8,332,140)	(17,657,140)	17,657,140	-
Total other financing sources (uses)	<u>2,551,176</u>	<u>11,655,257</u>	<u>11,007,263</u>	<u>(8,332,140)</u>	<u>16,881,556</u>	<u>(16,881,556)</u>	<u>-</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES							
	6,732,554	463,534	5,424,705	4,845,816	17,466,609	(17,466,609)	-
Change in net position	-	-	-	-	-	20,713,050	20,713,050
FUND BALANCES/ NET POSITION:							
Beginning of year	23,478,350	17,248,042	20,377,237	39,206,346	100,309,975	(75,179,568)	25,130,407
End of year	<u>\$ 30,210,904</u>	<u>17,711,576</u>	<u>25,801,942</u>	<u>44,052,162</u>	<u>117,776,584</u>	<u>(71,933,127)</u>	<u>\$ 45,843,457</u>

The notes to financial statements are an integral part of this statement.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND YEAR ENDED SEPTEMBER 30, 2019

	ORIGINAL BUDGET	ACTUAL	VARIANCE
REVENUES:			
Water and wastewater	\$ 27,334,000	26,576,550	(757,450)
Interest and other	188,600	475,341	286,741
TOTAL REVENUES	27,522,600	27,051,891	(470,709)
EXPENDITURES:			
Service operations:			
LCRA raw water reservation fees	1,139,800	1,078,678	61,122
Repairs and maintenance - water	827,800	570,919	256,881
Other water expense	2,167,200	2,055,976	111,224
Repairs and maintenance - wastewater	273,000	270,962	2,038
Other wastewater expense	1,324,000	1,183,757	140,243
Professional services	804,700	807,230	(2,530)
Personnel expenses	2,996,700	2,984,554	12,146
Other	1,093,700	931,329	162,371
Capital outlay	3,897,000	1,111,664	2,785,336
Debt service:			
Principal payments	14,739,537	11,027,739	3,711,798
Interest payments	398,206	398,205	1
Bond issuance costs	193,800	449,500	(255,700)
TOTAL EXPENDITURES	29,855,443	22,870,513	6,984,930
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(2,332,843)	4,181,378	6,514,221
OTHER FINANCING SOURCES (USES):			
Issuance of bonds	15,500,000	10,589,620	(4,910,380)
Premium on sale of bonds	-	1,286,556	1,286,556
Transfers out	(9,325,000)	(9,325,000)	-
Total other financing sources, net	6,175,000	2,551,176	(3,623,824)
CHANGE IN FUND BALANCE	3,842,157	6,732,554	2,890,397
FUND BALANCE:			
Beginning of year	23,478,350	23,478,350	-
End of year	\$ 27,320,507	30,210,904	2,890,397

The notes to financial statements are an integral part of this statement.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

NOTES TO BASIC FINANCIAL STATEMENTS YEAR ENDED SEPTEMBER 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

West Travis County Public Utility Agency (the “PUA”) was created, organized and established on December 21, 2011, pursuant to the provisions of Chapter 572 of the Texas Local Government Code. The PUA is a publicly owned water and wastewater utility, serving western Travis and northern Hays counties, which were formerly serviced by the Lower Colorado River Authority (the “LCRA”). Pursuant to a purchase agreement dated January 17, 2012 entered into with the LCRA (the “Purchase Agreement”), the PUA purchased the LCRA’s West Travis County water and wastewater system. The purchase became effective and operations began on March 19, 2012.

The reporting entity of the PUA encompasses those activities and functions over which the PUA’s appointed officials exercise significant oversight or control. As of September 30, 2019, the PUA was governed by a five member Board of Directors (the “Board”) which were appointed from each of the three entities that formed the PUA: City of Bee Cave, Hays County, and Lake Pointe Municipal Utility District (the “Public Entities”). The PUA is not included in any other governmental “reporting entity” as defined by the Governmental Accounting Standards Board (“GASB”) since Board members are appointed by the Public Entities and have decision making authority, the power to designate management, the responsibility to significantly influence operations and primary accountability for fiscal matters. In addition, there are no component units included in the PUA’s reporting entity.

Government-Wide and Fund Financial Statements

For purposes of GASB Statement No. 34, the PUA is considered a special purpose government. This allows the PUA to present the required fund and government-wide statements in a single schedule. The requirement for fund financial statements that are prepared on the modified accrual basis of accounting is met with the “Total Governmental Funds” column. An adjustment column includes those entries needed to convert to the full accrual basis government-wide statements. Government-wide statements are comprised of the statement of net position and the statement of activities.

The government-wide financial statements report information on all of the activities of the PUA. The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the expenses are offset by program revenues. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by the PUA. Other items not properly included among program revenues are reported instead as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Amounts reported as program revenues include charges to customers or applicants for goods, services, or privileges provided. Internally dedicated resources are reported as general revenues rather than as program revenues. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the PUA considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Major revenue sources considered susceptible to accrual include interest income.

The PUA reports the following major governmental funds:

The General Fund includes financial resources used for general operations. It is a budgeted fund, and any unassigned fund balance is considered resources available for current operations.

The Debt Service Fund includes revenues collected to retire bond principal and to pay interest due.

The Capital Projects Fund is used to account for financial resources restricted for authorized construction and other capital asset acquisitions.

The Impact Fee Fund includes charges on new development within the PUA to help fund and pay for the construction or needed expansion of capital improvements.

Budgets and Budgetary Accounting

Formal budgetary integration is employed as a management control device for the General Fund. The budget is proposed by the PUA Manager for the fiscal year commencing the following October 1, and is adopted on the modified accrual basis, which is consistent with generally accepted accounting principles. Under GASB Statement No. 34, budgetary comparison information is required for the General Fund and each major special revenue fund (the Impact Fee Fund); however, the PUA is not legally required to adopt a budget for the Impact Fee Fund. Therefore, budget comparison information for the Impact Fee Fund is not included in the PUA's financial statements. In addition, formal budgetary integration is not employed for the Debt Service Fund or Capital Projects Fund. For the year ended September 30, 2019, expenditures for the General Fund were below budget by approximately \$6,985,000.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Fund Balances

Cash and cash equivalents - Cash and cash equivalents included cash on deposit as well as investments with maturities of three months or less.

Temporary Investments - The PUA is entitled to invest any and all of its funds in certificates of deposit, direct debt securities of the United States of America or the State of Texas, certain Federal agency securities and other types of municipal bonds, fully collateralized repurchase agreements, commercial paper, corporate bonds, money market and other mutual funds, and local government investment pools. The PUA's investment policies and types of investments are governed by Section 2256 of the Government Code ("Public Funds Investment Act"). The PUA's management believes that it complied with the requirements of the Public Funds Investment Act and the PUA's investment policies. The PUA accrues interest on temporary investments based on the terms and effective interest rates of the specific investments.

Accounts Receivable - The PUA provides for uncollectible accounts receivable using the allowance method of accounting for bad debts. Under this method of accounting, a provision for uncollectible accounts is charged to earnings. The allowance account is increased or decreased based on past collection history and management's evaluation of accounts receivable. All amounts considered uncollectible are charged against the allowance account, and recoveries of previously charged off accounts are added to the allowance. As of September 30, 2019, there was no allowance for uncollectible accounts.

Capital Assets - Capital assets, which include land, construction in progress, vehicles, leasehold improvements, water production, transmission, and distribution facilities and wastewater collection and treatment facilities (purchased, constructed or donated) are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the PUA as assets with an initial, individual cost of at least \$10,000. Such assets are recorded at historical cost if purchased or estimated acquisition value at the date of donation if donated. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized.

Water and wastewater facilities are depreciated using the straight-line method over estimated useful lives ranging from one to sixty years. Vehicles are depreciated using the straight-line method over estimated useful lives ranging from five to fifteen years. Leasehold improvements are amortized over the term of the lease agreement.

Consideration in Excess of Value of Assets Acquired - The PUA complies with GASB Statement No. 69, *Government Combinations and Disposals of Government Operations*, which provides guidance for accounting and financial reporting of government combinations, including mergers, acquisitions, and transfers of operations, and disposals of government operations, and requires, among other things, disclosures to be made about government combinations and disposals of government operations to enable financial statement users to evaluate the nature and financial effects of those transactions. In a government acquisition in which the consideration provided exceeds the net position acquired, the statement requires the excess (formerly known as "goodwill") be recognized as a deferred outflow of resources and those deferred outflows should be attributed to future periods in a systematic and rational manner, based on professional judgment, considering the relevant circumstances at the time of acquisition.

Consideration in excess of value of assets acquired, which resulted from total liabilities assumed exceeding total assets acquired at the time of purchase of the LCRA West Travis County water and wastewater system in fiscal year 2012, is stated at cost and is being amortized systematically over a period of forty years. As of September 30, 2019, consideration in excess of value of assets acquired, net totaled \$11,523,127. For the year ending September 30, 2019, amortization expense was \$360,098. During the year ending September 30, 2019, the liability for the LCRA debt obligation was paid in full and included \$3,711,798 held in reserve by the LCRA that was applied to the final installment debt payment. This reserve amount was initially included in the balance of the consideration in excess of value of assets acquired. Due to this, the consideration in excess of value of assets balance was reduced by the \$3,711,798 reserve amount during the year ending September 30, 2019.

Long-Term Debt - In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts, as well as bond insurance costs, are deferred over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond insurance costs are reported as assets and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, including bond insurance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Pensions - The fiduciary net position of the Texas County and District Retirement System (“TCDRS”) has been determined using the flow of economic resources measurement focus and full accrual basis of accounting. This includes for purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, and information about assets, liabilities and additions to/deductions from TCERS’s fiduciary net position. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows and Inflows of Resources - The PUA complies with GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which provides guidance for reporting the financial statement elements of deferred outflows of resources, which represent the consumption of the PUA’s net position that is applicable to a future reporting period, and deferred inflows of resources, which represent the PUA’s acquisition of net position applicable to a future reporting period.

The PUA complies with GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. See Note 6 and Note 10 for additional information on deferred outflows and inflows of resources.

Fund Balance - The PUA's fund balance classifications are presented in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. See Note 9 for additional information on those fund balance classifications.

Fair Value Measurements - The PUA complies with GASB Statement No. 72, *Fair Value Measurement and Application*, which defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. Fair value accounting requires characterization of the inputs used to measure fair value into a three-level fair value hierarchy as follows:

- Level 1 inputs are based on unadjusted quoted market prices for identical assets or liabilities in an active market the entity has the ability to access.
- Level 2 inputs are observable inputs that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from sources independent from the entity.
- Level 3 inputs are unobservable inputs that reflect the entity's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available.

There are three general valuation techniques that may be used to measure fair value:

- Market approach - uses prices generated by market transactions involving identical or comparable assets or liabilities
- Cost approach - uses the amount that currently would be required to replace the service capacity of an asset (replacement cost)
- Income approach - uses valuation techniques to convert future amounts to present amounts based on current market expectations.

Use of Estimates - The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Recently Issued Accounting Pronouncements

In June 2017, the GASB issued GASB Statement No. 87, *Leases*, effective for fiscal years beginning after December 15, 2019. The objective of GASB Statement No. 87 is to improve accounting and financial reporting for leases by governments by requiring recognition of certain lease assets and liabilities that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. GASB Statement No. 87 establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under GASB Statement No. 87, a lessee is required to recognize a lease liability and an intangible right-to-use asset, and a lessor is required to recognize a lease receivable and deferred inflow of resources. Management is evaluating the effects that the full implementation of GASB Statement No. 87 will have on its financial statements for the year ended September 30, 2021.

In June 2018, the GASB issued GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, effective for fiscal years beginning after December 15, 2019. The objective of GASB Statement No. 89 is to enhance the relevance and comparability of information about capital assets and to simplify accounting for interest cost incurred before the end of a construction period. Under GASB Statement No. 89, interest costs will no longer be capitalized as part of the asset but will be shown as an expenditure in the fund financial statements and as an expense in the government-wide financial statements. Management is evaluating the effects that the full implementation of GASB Statement No. 89 will have on its financial statements for the year ended September 30, 2021.

2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Amounts reported for governmental activities in the statement of net position are different because:

Governmental funds total fund balance	\$ 117,776,584
Prepaid bond insurance costs are recorded as expenditures in the funds, but are amortized over the life of the related bonds in the statement of net position.	579,759
Capital assets, consideration in excess of value of assets acquired, and other noncurrent assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	
Capital assets, net of accumulated depreciation	126,849,707
Consideration in excess of value of assets acquired, net of accumulated amortization	11,523,127
Net pension asset is not receivable in the current period and, therefore, is not reported in the funds.	81,057
The following liabilities and deferred outflows and inflows of resources are not due and payable in the current period and, therefore, are not reported in the funds:	
Pension contributions after measurement date	156,597
Deferred outflows related to pension asset	196,796
Deferred inflows related to pension asset	(40,072)
Bonds payable, including premiums and discounts	(221,914,259)
Less: Deferred charges on bond refundings	15,978,975
Due to developers for utility facility acquisition	(4,254,334)
Bond interest payable	<u>(1,090,480)</u>
Total net position	<u>\$ 45,843,457</u>

Amounts reported for governmental activities in the statement of activities are different because:

Excess of revenues and other financing sources over expenditures and other financing uses	\$ 17,466,609
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation and amortization expense.	
Capital outlay	5,884,603
Contributed assets	5,319,600
Depreciation expense	(7,139,524)
Amortization expense	(360,098)
Bond proceeds and other debt provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of long-term liabilities is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Issuance of bonds, including premium	(16,881,556)
Bond principal payments	3,470,000
Payments on LCRA debt obligation	11,027,739
Payment to developers for utility facility acquisition	1,764,619
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Pension contributions made before the measurement date	62,871
Pension contributions made after the measurement date	156,597
Adjustments for ending deferred outflows and inflows related to net pension asset	(213,479)
Change in bond interest payable	(68,057)
Change in LCRA interest payable	336,628
Amortization of bond discount	(29,801)
Amortization of deferred charges on bond refunding	(608,929)
Bond insurance premium	45,181
Amortization of bond insurance costs	(105,319)
Amortization of bond premium	585,366
Change in net position	<u>\$ 20,713,050</u>

3. CASH, CASH EQUIVALENTS AND TEMPORARY INVESTMENTS

The PUA's deposits are required to be secured in the manner provided by law for the security of the funds. At September 30, 2019, such deposits were entirely covered by Federal Deposit Insurance Corporation ("FDIC") insurance or secured by collateral pledged by the depository.

The Public Funds Investment Act authorizes the PUA to invest in funds under a written investment policy. The PUA's investment policy is approved annually by the Board. The primary objectives of the PUA's investment strategy, in order of priority, are safety, liquidity, and yield.

Investments held at September 30, 2019 consisted of the following:

Type	Fair Value	Weighted Average Maturity (Days)	Standard & Poor's Rating
U.S. Government Notes	\$ 34,892,163	1,047	AA+
Corporate Bonds	10,941,210	397	AA - AAA
Municipal Bonds	18,757,803	903	A - AAA
U.S. Agencies:			
Federal Farm Credit Bank	986,713	52	AA+
Federal Home Loan Mortgage	4,594,568	201	AA+
Federal National Mortgage Assn.	1,728,059	57	AA+
Federal Home Loan Bank	11,317,946	523	AA+
Total	<u>\$ 83,218,462</u>		

The PUA invests excess funds in U.S. government notes, corporate bonds, municipal bonds, and U.S. agency securities and are valued using Level 1 inputs that are based on market data obtained from independent sources. The investments are reported by the PUA at fair value in accordance with GASB Statement No. 72.

Credit Risk - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to give an indication of credit risk. At September 30, 2019, investments had ratings from Standard & Poor's in compliance with the PUA's investment policy.

Custodial Credit Risk - Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the PUA's name. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the PUA, and are held by either the counterparty or the counterparty's trust department or agent but not in the PUA's name. At September 30, 2019, the PUA was not exposed to custodial credit risk.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributable to the magnitude of investments in a single issuer. Information regarding investments in any one issuer that represents five percent or more of the PUA’s total investments must be disclosed under GASB Statement No. 40, excluding investments issued or explicitly guaranteed by the U.S. government. As of September 30, 2019, the PUA’s investments which require disclosure are as follows:

Issuer	Fair Value	Percentage of Portfolio
Federal Home Loan Mortgage	\$ 4,594,568	6%
Federal Home Loan Bank	11,317,946	14%

Interest Rate Risk - As a means of minimizing risk of loss due to interest rate fluctuations, the PUA’s investment policy requires that individual investments have a maximum allowable maturity of five years, unless otherwise stated in the investment policy. The PUA’s investments had weighted-average maturities at September 30, 2019 in compliance with the PUA’s investment policy. At September 30, 2019, the PUA was not exposed to significant interest rate risk.

4. INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “due from other funds” or “due to other funds.” The composition of interfund balances as of September 30, 2019 is as follows:

Receivable Fund	Payable Fund	Amount
Impact Fee Fund	General Fund	\$ 816,135
General Fund	Capital Projects Fund	2,635,338
Total		<u>\$ 3,451,473</u>

During the year, the General Fund and the Impact Fee Fund transferred \$9,325,000 and \$2,324,877, respectively, to the Debt Service Fund to fund principal and interest payments due on the outstanding Series 2013, 2015, 2017, and 2019 bonds. The Impact Fee Fund transferred \$6,007,263 to the Capital Projects Fund to fund the impact fee eligible portion of capital improvement projects.

5. CAPITAL ASSETS

Capital assets activity for the year ended September 30, 2019 was as follows:

	Balance September 30, 2018	Additions	Retirements and Transfers	Balance September 30, 2019
Capital assets not being depreciated:				
Land	\$ 6,097,409	-	-	6,097,409
Construction in progress	6,062,539	5,525,899	(8,944,239)	2,644,199
Total capital assets not being depreciated	<u>12,159,948</u>	<u>5,525,899</u>	<u>(8,944,239)</u>	<u>8,741,608</u>
Capital assets being depreciated/amortized:				
Water production, transmission, and distribution facilities and wastewater collection and treatment facilities	152,409,603	5,806,315	8,944,239	167,160,157
Vehicles	951,306	49,810	(33,250)	967,866
Leasehold improvements	187,052	-	-	187,052
Total capital assets being depreciated/amortized	<u>153,547,961</u>	<u>5,856,125</u>	<u>8,910,989</u>	<u>168,315,075</u>
Less accumulated depreciation and amortization for:				
Water production, transmission, and distribution facilities and wastewater collection and treatment facilities	(42,623,182)	(6,970,842)	-	(49,594,024)
Vehicles	(456,737)	(147,899)	33,250	(571,386)
Leasehold improvements	(20,783)	(20,783)	-	(41,566)
Total accumulated depreciation and amortization	<u>(43,100,702)</u>	<u>(7,139,524)</u>	<u>33,250</u>	<u>(50,206,976)</u>
Total capital assets being depreciated/amortized, net	<u>110,447,259</u>	<u>(1,283,399)</u>	<u>8,944,239</u>	<u>118,108,099</u>
Capital assets, net	<u>\$ 122,607,207</u>	<u>4,242,500</u>	<u>-</u>	<u>126,849,707</u>

6. DEFERRED CHARGES ON BOND REFUNDINGS

The following is a summary of changes in deferred charges on bond refundings for the year ended September 30, 2019:

	Beginning Balance	Additions	Retirements	Ending Balance
Deferred charges on bond refundings	\$ 16,587,904	-	(608,929)	15,978,975

7. LONG-TERM DEBT

The following is a summary of changes in long-term debt for the year ended September 30, 2019:

	Balance September 30, 2018	Additions	Retirements	Balance September 30, 2019
Series 2013 bonds	\$ 9,130,000	-	(2,950,000)	6,180,000
Series 2015 bonds	36,600,000	-	(330,000)	36,270,000
Series 2017 bonds	149,205,000	-	(190,000)	149,015,000
Series 2019 bonds	-	15,595,000	-	15,595,000
Premiums on bonds	14,212,672	1,286,556	(585,366)	14,913,862
Discounts on bonds	(89,404)	-	29,801	(59,603)
LCRA debt obligation	14,739,537	-	(14,739,537)	-
Total	\$ 223,797,805	16,881,556	(18,765,102)	221,914,259

At September 30, 2019, long-term debt was comprised of the following:

Revenue and Refunding Bonds:

\$6,180,000 - Series 2013 Revenue and Refunding Bonds payable serially through the year 2021 at interest rates which range from 2.00% to 5.50%.

\$36,270,000 - Series 2015 Revenue Bonds payable serially through the year 2046 at interest rates which range from 2.00% to 5.00%.

\$149,015,000 - Series 2017 Revenue Refunding Bonds payable serially through the year 2045 at interest rates which range from 2.00% to 5.00%.

\$15,595,000 - Series 2019 Revenue Bonds payable serially through the year 2049 at interest rates which range from 3.00% to 5.00%.

On April 24, 2019, the PUA issued \$15,595,000 Series 2019 Revenue Bonds to make the final installment purchase payment for the LCRA debt obligation, construct improvements, and pay issuance costs related to the bonds. The net proceeds of \$16,425,944 was deposited into the District's Facilities Fund and Capital Projects Fund to fund the final installment purchase payment for the LCRA debt obligation and fund future capital improvements.

Debt service requirements to maturity for PUA's bonds are summarized as follows:

Fiscal Year	Principal	Interest	Total Requirement
2020	\$ 3,925,000	8,723,838	12,648,838
2021	4,130,000	8,594,963	12,724,963
2022	4,410,000	8,398,363	12,808,363
2023	4,695,000	8,190,013	12,885,013
2024	5,015,000	7,958,413	12,973,413
2025-2029	29,575,000	35,952,915	65,527,915
2030-2034	37,420,000	28,418,162	65,838,162
2035-2039	45,615,000	20,256,131	65,871,131
2040-2044	55,505,000	10,391,650	65,896,650
2045-2049	16,770,000	1,175,150	17,945,150
Total	<u>\$ 207,060,000</u>	<u>138,059,598</u>	<u>345,119,598</u>

The PUA defeased outstanding general obligation bonds through the Series 2017 Revenue Refunding Bonds by placing the proceeds of the new bonds and additional payments from the PUA in an irrevocable trust to provide for the future debt service payments on the old bonds. Accordingly, the trust account assets and defeased bonds are not included in the PUA's financial statements. At September 30, 2019, outstanding bonds of \$145,760,000 are considered defeased.

At September 30, 2019, revenue bonds of \$218,215,000 and refunding bonds of \$196,890,000 were authorized by the PUA and all were issued.

LCRA debt obligation:

Pursuant to the Purchase Agreement with the LCRA, the PUA assumed the outstanding debt service obligations of the LCRA related to the development and construction of the West Travis County water and wastewater system. The following bonds were issued by the LCRA and outstanding as of the acquisition date (March 19, 2012). The Purchase Agreement obligates the PUA to pay the LCRA installments sufficient to permit the LCRA to defease and redeem the following outstanding debt service obligations:

\$14,609,352 - Bonds callable May 15, 2019 payable serially through the year 2039 at interest rates which range from 4.00% to 5.625%.

\$130,185 - Bonds not callable payable serially through the year 2019 at interest rates which range from 3.00% to 5.00%.

During the year ending September 30, 2019, the PUA made the final payment on the LCRA debt obligation which consisted of a payment of \$11,027,739 and \$3,711,798 held in reserve by the LCRA that was applied to the final installment debt payment. This reserve amount was initially included in the balance of the liability and was reversed through a reduction of the consideration in excess of value of assets acquired balance during the year ending September 30, 2019.

8. COMMITMENTS AND CONTINGENCIES

The PUA is involved in various legal proceedings which arise from time to time in the normal course of business. While the ultimate results of such matters generally cannot be predicted with certainty, management does not expect any such matters to have a material adverse effect on the financial position of the PUA or its results of operations as of September 30, 2019.

Operating Leases - The PUA leases office space under non-cancellable, operating lease agreements. Total rent expense for all operating leases was \$252,420 for the year ended September 30, 2019. The following is a schedule of future minimum lease payments required under these operating leases as of September 30, 2019:

2020	\$	185,352
2021		189,108
2022		192,876
2023		197,100
2024		201,228
Thereafter		<u>222,638</u>
Total	\$	<u>1,188,302</u>

Due to Developers for Utility Facility Acquisition - As part of the Purchase Agreement entered with the LCRA, the PUA inherited and assumed certain obligations due on utility facility development and construction agreements entered into with various developers. As part of the original agreements, costs incurred by the developers in the creation of water and wastewater utilities were to be reimbursed by the LCRA. Pursuant to the Purchase Agreement, the PUA has taken on the liabilities to these developers under the various utility facility development and construction agreements. These liabilities are based on the allowed water and wastewater facility development and construction expenses incurred by the developers and estimates are subject to change. As of September 30, 2019, the outstanding liability owed to the various developers totaled \$4,254,334 and developer commitments under utility facility development and construction agreements totaled \$4,892,908.

9. FUND BALANCES

For the year ended September 30, 2019, the PUA has presented fund balance classifications with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Those fund balance classifications are described below.

Nonspendable - Amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact.

Restricted - Amounts that can be spent only for specific purposes because of constraints imposed by external providers, or imposed by constitutional provisions or enabling legislation.

Committed - Amounts that can only be used for specific purposes pursuant to approval by formal action by the Board.

Assigned - For the General Fund, the Board may appropriate amounts that are to be used for a specific purpose. For all other governmental funds, any remaining positive amounts not previously classified as nonspendable, restricted or committed.

Unassigned - Amounts that are available for any purpose; these amounts can be reported only in the PUA's General Fund.

The detail of the fund balances is included in the Governmental Funds Balance Sheet on page 11. Fund balance of the PUA may be committed for a specific purpose by formal action of the Board, the PUA's highest level of decision-making authority. Commitments may be established, modified, or rescinded only through a resolution approved by the Board. The Board has the authority to assign fund balance for a specific purpose. As of September 30, 2019, spending and commitments and assignments of fund balance have been executed in accordance with the PUA's GASB 54 policy. Under the policy, in circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

As part of the bond agreement for the Series 2013 issuance, the PUA agreed to maintain separate and special accounts known as the Rate Stabilization Fund and the Facilities Fund. The Rate Stabilization Fund is an account which holds funds that may be used at the discretion of the PUA for any lawful purpose, including capital additions and improvements to the PUA's water and wastewater system and to enable the PUA to manage rates and charges provided, however, that such funds shall be used in the following order of priority: 1) first for funding of operating and maintenance reserves and payment of principal and interest on debt obligations, 2) redemption or defeasance of outstanding obligations, if economically advantageous, and 3) transfer to the Facilities Account for payment of costs of any capital additions and improvements. The Facilities Fund is an account which holds transfers from the General Fund for times coverage for payment of capital additions and improvements, including reimbursement of such costs. As funds transferred to either of these accounts are for specific purposes pursuant to approval by formal action by the Board, they are considered committed fund balance in the General Fund and are shown as such on the governmental funds balance sheet on page 11.

10. DEFINED BENEFIT PENSION PLAN

Plan Description

The PUA provides retirement, disability, and death benefits for all of its non-temporary full-time employees through a nontraditional defined benefit pension plan administered by TCDRS. The Board of Trustees of TCDRS is responsible for the administration of the statewide agent multiple-employer public employee retirement system consisting of 781 active participating counties and districts throughout Texas. TCDRS in the aggregate issues a comprehensive annual financial report ("CAFR") on a calendar year basis. The CAFR is available upon written request from the TCDRS Board of Trustees at P.O. Box 2034, Austin, Texas 78768-2034.

The plan provisions are adopted by the governing body of the employer, within the options available in the Texas State statutes governing TCDRS ("TCDRS Act"). Members can retire at age 60 and above with 8 or more years of service, after 30 years of service, or when service time plus age equals 75 but must leave their accumulated contributions in the plan to receive any employer-finance benefit. Members who withdraw their personal contributions in a lump sum are not entitled to any amounts contributed by their employer.

Benefits Provided

Benefit amounts are determined by the sum of the employee's contributions to the plan, with interest, and the employer-financed monetary credits. The level of these monetary credits is adopted by the governing body of the employer within the actuarial constraints imposed by the TCDRS Act, so that the resulting benefits can be expected to be adequately financed by the employer's commitment to contribute. At retirement, death, or disability, the benefit is calculated by converting the sum of the employee's accumulated contributions and the employer-financed monetary credits to a monthly annuity using annuity purchase rates prescribed by the TCDRS Act.

Employee membership data related to the Plan, as of the valuation date of December 31, 2018 was as follows:

Retirees and beneficiaries currently receiving benefits	-
Terminated employees entitled to but not yet receiving benefits	18
Active plan members	<u>34</u>
Total	<u><u>52</u></u>

Contributions

The PUA has elected the annually determined contribution rate (ADCR) plan provisions of the TCDRS Act. The plan is funded by monthly contributions from both employee members and the employer based on the covered payroll of employee members. Under the TCDRS Act, the contribution rate of the employer is actuarially determined annually. The PUA contributed using the actuarially determined rate of 9.47% for 2019 as adopted by the governing body of the PUA. The employee contribution rate was 7.00%. The employee contribution rate and the employer contribution rate may be changed by the governing body of the PUA within the options available in the TCDRS Act. The required contribution and actual contributions for the year ended September 30, 2019 equaled \$219,468.

Net Pension Asset

Actuarial Assumptions

The PUA's net pension asset was measured as of December 31, 2018, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of that date. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Timing	Actuarially determined contribution rates are calculated as of December 31, two years prior to the end of the fiscal year in which the contributions are reported
Actuarial Cost Method	Individual Entry Age Normal
Amortization method	Level percentage of payroll, closed
Amortization period	0.0 years
Asset Valuation Method	5-year smoothed market
Inflation	2.75%
Salary Increases	Varies by age and service. 4.9% average over career including inflation
Investment Rate of Return	8.10%
Cost-of-Living Adjustments	Cost-of-Living Adjustments for the PUA are not considered to be automatic under GASB 68. Therefore, no assumption for future cost-of-living adjustments is included in the GASB 68 calculations. No assumption for future cost-of-living adjustments is included in the funding valuation.
Retirement Age	Between ages 40 and 74 with various rates of service retirement by gender: low of 4.5% for age 40-44 to high of 25.0% for age 65-66 for males and females
Turnover	New employees are assumed to replace any terminated members and have similar entry ages.
Mortality:	
Depositing members	90% of the RP-2014 Active Employee Mortality Table for males and 90% of the RP-2014 Active Employee Mortality Table for females, projected with 110% of the MP-2014 Ultimate scale after 2014.
Service retirees, beneficiaries and non-depositing members	130% of the RP-2014 Healthy Annuitant Mortality Table for males and 110% of the RP-2014 Healthy Annuitant Mortality Table for females, both projected with 110% of the MP-2014 Ultimate scale after 2014.
Disabled retirees	130% of the RP-2014 Disabled Annuitant Mortality Table for males and 115% of the RP-2014 Disabled Annuitant Mortality Table for females, both projected with 110% of the MP-2014 Ultimate scale after 2014.

The actuarial assumptions that determined the total pension liability as of December 31, 2018 were based on the results of an actuarial experience study for the period January 1, 2013 through December 31, 2016, except where required to be different by GASB 68.

Long-Term Expected Rate of Return

The long-term expected rate of return on TCDRS assets is determined by adding expected inflation to expected long-term real returns, and reflecting expected volatility and correlation. The capital market assumptions and information shown below are provided by TCDRS' investment consultant, Cliffwater LLC. The numbers shown are based on January 2019 information for a 10 year time horizon.

Note that the valuation assumption for long-term expected return is re-assessed at a minimum of every four years, and is set based on a 30-year time horizon; the most recent analysis was performed in 2017.

<u>Asset Class</u>	<u>Benchmark</u>	<u>Target Allocation (a)</u>	<u>Geometric Real Rate of Return (Expected minus Inflation) (b)</u>
US Equities	Dow Jones U.S. Total Stock Market Index	10.50%	5.40%
Private Equity	Cambridge Associates Global Private Equity & Venture Capital Index (c)	18.00%	8.40%
Global Equities	MSCI World (net) Index	2.50%	5.70%
International Equities - Developed	MSCI World Ex USA (net) Index	10.00%	5.40%
International Equities - Emerging	MSCI Emerging Markets (net) Index	7.00%	5.90%
Investment-Grade Bonds	Bloomberg Barclays U.S. Aggregate Bond Index	3.00%	1.60%
Strategic Credit	FTSE High-Yield Cash-Pay Capped Index	12.00%	4.39%
Direct Lending	S&P/LSTA Leveraged Loan Index	11.00%	7.95%
Distressed Debt	Cambridge Associates Distressed Securities Index (d)	2.00%	7.20%
REIT Equities	67% FTSE NAREIT Equity REITs Index + 33% S&P Global REIT (net) Index	2.00%	4.15%
Master Limited Partnerships (MLPs)	Alerian MLP Index	3.00%	5.35%
Private Real Estate Partnerships	Cambridge Associates Real Estate Index (e)	6.00%	6.30%
Hedge Funds	Hedge Fund Research, Inc. (HFRI) Fund of Funds Composite Index	13.00%	3.90%

(a) Target asset allocation adopted at the April 2019 TCDRS Board meeting.

(b) Geometric real rates of return equal the expected return minus the assumed inflation rate of 1.7%, per Cliffwater's 2019 capital market assumptions.

(c) Includes vintage years 2006-present of Quarter Pooled Horizon internal rates of return.

(d) Includes vintage years 2005-present of Quarter Pooled Horizon internal rates of return.

(e) Includes vintage years 2007-present of Quarter Pooled Horizon internal rates of return.

Discount Rate

The discount rate used to measure the total pension liability was 8.10%. This rate reflects the long-term rate of return funding valuation assumption of 8.00%, plus 0.10% adjustment to be gross of administrative expenses as required by GASB 68. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active, inactive, and retired members. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return, and the municipal bond rate does not apply.

Changes in Net Pension Asset

Changes in the PUA's net pension asset for the valuation year ended December 31, 2018 are as follows:

	Total Pension Liability	Increase (Decrease) Fiduciary Net Position	Net Pension Liability (Asset)
	(a)	(b)	(a) - (b)
Balance as of December 31, 2017	\$ 333,111	\$ 392,021	\$ (58,910)
Changes for the year:			
Service cost	348,223	-	348,223
Interest on total pension liability (1)	54,891	-	54,891
Effect of plan changes (2)	-	-	-
Effect of economic/demographic gains or losses	(42,524)	-	(42,524)
Effect of assumptions changes or inputs	-	-	-
Refund of contributions	(7,481)	(7,481)	-
Benefit payments	-	-	-
Administrative expenses	-	(616)	616
Member contributions	-	151,080	(151,080)
Net investment income	-	(3,193)	3,193
Employer contributions	-	224,461	(224,461)
Other (3)	-	11,005	(11,005)
Balance as of December 31, 2018	<u>\$ 686,220</u>	<u>\$ 767,277</u>	<u>\$ (81,057)</u>

- (1) Reflects the change in the liability due to the time value of money. TCDRS does not charge fees or interest.
- (2) No plan changes valued.
- (3) Relates to allocation of system-wide items.

Sensitivity Analysis

The following presents the net pension liability (asset) of the PUA, calculated using the discount rate of 8.10%, as well as what the PUA's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (7.10%) or 1 percentage point higher (9.10%) than the current rate.

	1% Decrease	Current Discount Rate	1% Increase
	7.10%	8.10%	9.10%
Total pension liability	\$ 813,391	\$ 686,220	\$ 582,559
Fiduciary net position	767,277	767,277	767,277
Net pension liability/(asset)	\$ 46,114	\$ (81,057)	\$ (184,718)

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources

For the year ended September 30, 2019, the PUA recognized pension expense of \$213,479. As of September 30, 2019, the deferred outflows and inflows of resources are as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 152,447	\$ 39,487
Net difference between projected and actual earnings	44,349	-
Changes of assumptions	-	585
Contributions made subsequent to measurement date	156,597	-
Total	\$ 353,393	\$ 40,072

The \$156,597 reported as deferred outflows of resources related to pensions resulting from PUA contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended September 30, 2020. The remaining amounts currently reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

	Pension Expense Amount
Year ended September 30:	
2020	\$ 18,616
2021	18,615
2022	18,384
2023	17,082
2024	7,087
Thereafter	76,940
	\$ 156,724

11. RISK MANAGEMENT

The PUA is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The PUA has obtained coverage from the Texas Municipal League Intergovernmental Risk Pool (“TML Pool”) to effectively manage its risk. All risk management activities are accounted for in the General Fund. Expenditures and claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. In determining claims, events that might create claims, but for which none have been reported, are considered.

The TML Pool was established by various political subdivisions in Texas to provide self-insurance for its members and to obtain lower costs for insurance. TML Pool members pay annual contributions to obtain the insurance. Annual contribution rates are determined by the TML Pool board. Rates are estimated to include all claims expected to occur during the policy including claims incurred but not reported. The TML Pool has established claims reserves for each of the types of insurance offered. Although the TML Pool is a self-insured risk pool, members are not contingently liable for claims filed above the amount of the fixed annual contributions. If losses incurred are significantly higher than actuarially estimated, the TML Pool adjusts the contribution rate for subsequent years. Members may receive returns of contributions if actual results are more favorable than estimated.

REQUIRED SUPPLEMENTARY INFORMATION

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SCHEDULE OF CHANGES IN NET PENSION LIABILITY (ASSET) AND RELATED RATIOS SEPTEMBER 30, 2019

	Year Ended December 31, 2018*	Year Ended December 31, 2017*	Year Ended December 31, 2016*
Total Pension Liability			
Service cost	\$ 348,223	\$ 119,674	\$ 28,142
Interest on total pension liability	54,891	12,066	1,118
Effect of plan changes	-	-	-
Effect of assumption changes or inputs	-	(663)	23
Effect on economic/demographic (gains) or losses	(42,524)	172,751	-
Benefit payments/refunds of contributions	(7,481)	-	-
Net change in total pension liability	353,109	303,828	29,283
Total pension liability, beginning	333,111	29,283	-
Total pension liability, ending (a)	<u>\$ 686,220</u>	<u>\$ 333,111</u>	<u>\$ 29,283</u>
Fiduciary Net Position			
Employer contributions	\$ 224,461	\$ 210,021	\$ 17,381
Member contributions	151,080	138,442	11,456
Investment income net of investment expenses	(3,193)	9,878	-
Benefit payments/refunds of contributions	(7,481)	-	-
Administrative expenses	(616)	(262)	-
Other	11,005	4,668	437
Net change in fiduciary net position	375,256	362,747	29,274
Fiduciary net position, beginning	392,021	29,274	-
Fiduciary net position, ending (b)	\$ 767,277	\$ 392,021	\$ 29,274
Net pension liability / (asset), ending = (a) - (b)	\$ (81,057)	\$ (58,910)	\$ 9
Fiduciary net position as a % of total pension liability	111.81%	117.68%	99.97%
Pensionable covered payroll	\$ 2,158,282	\$ 1,977,741	\$ 163,664
Net pension liability (asset) as a % of covered payroll	-3.76%	-2.98%	0.01%

* Schedule is intended to show information for 10 years.
Additional years will be displayed as they become available.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SCHEDULE OF AGENCY CONTRIBUTIONS SEPTEMBER 30, 2019

Year Ending September 30 **	Actuarially Determined Contribution	Actual Employer Contributions	Contribution Deficiency (Excess)	Pensionable Covered Payroll *	Actual Contribution as a % of Covered Payroll
2017	\$ 167,287	167,287	-	1,575,205	10.6%
2018	\$ 221,706	221,706	-	2,119,811	10.5%
2019	\$ 219,468	219,468	-	2,258,133	9.7%

* Payroll is calculated based on contributions as reported to TCDRS.

** Schedule is intended to show information for 10 years.
Additional years will be displayed as they become available.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION YEAR ENDED SEPTEMBER 30, 2019

1. METHODS AND ASSUMPTIONS USED IN CALCULATIONS OF ACTUARIALLY DETERMINED CONTRIBUTIONS

The following methods and assumptions were used to determine the contributions rates:

Valuation Timing	Actuarially determined contribution rates are calculated as of December 31, two years prior to the end of the fiscal year in which the contributions are reported
Actuarial Cost Method	Individual Entry Age Normal
Amortization method	Level percentage of payroll, closed
Amortization period	0.0 years
Asset Valuation Method	5-year smoothed market
Inflation	2.75%
Salary Increases	Varies by age and service. 4.9% average over career including inflation
Investment Rate of Return	8.10%
Cost-of-Living Adjustments	Cost-of-Living Adjustments for the PUA are not considered to be automatic under GASB 68. Therefore, no assumption for future cost-of-living adjustments is included in the GASB 68 calculations. No assumption for future cost-of-living adjustments is included in the funding valuation.
Retirement Age	Between ages 40 and 74 with various rates of service retirement by gender: low of 4.5% for age 40-44 to high of 25.0% for age 65-66 for males and females
Turnover	New employees are assumed to replace any terminated members and have similar entry ages.
Mortality:	
Depositing members	90% of the RP-2014 Active Employee Mortality Table for males and 90% of the RP-2014 Active Employee Mortality Table for females, projected with 110% of the MP-2014 Ultimate scale after 2014.
Service retirees, beneficiaries and non-depositing members	130% of the RP-2014 Healthy Annuitant Mortality Table for males and 110% of the RP-2014 Healthy Annuitant Mortality Table for females, both projected with 110% of the MP-2014 Ultimate scale after 2014.
Disabled retirees	130% of the RP-2014 Disabled Annuitant Mortality Table for males and 115% of the RP-2014 Disabled Annuitant Mortality Table for females, both projected with 110% of the MP-2014 Ultimate scale after 2014.

2. CHANGE IN ASSUMPTIONS

There were no changes to the actuarial assumptions or other inputs that affected measurement of the total pension liability since the prior measurement period.

SUPPLEMENTAL INFORMATION

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

INDEX OF SUPPLEMENTAL SCHEDULES YEAR ENDED SEPTEMBER 30, 2019

- SI-1 Notes Required by the Water Agency Accounting Manual
- SI-2 Schedule of Services and Rates
- SI-3 Schedule of Temporary Investments
- SI-4 Long-Term Debt Service Requirements by Years
- SI-5 Analysis of Changes in Long-Term Debt
- SI-6 Board Members, Key Personnel and Consultants

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SI-1 NOTES REQUIRED BY THE WATER AGENCY ACCOUNTING MANUAL YEAR ENDED SEPTEMBER 30, 2019

The notes which follow are not necessarily required for fair presentation of the audited basic financial statements of the PUA which are contained in the preceding section of this report.

(A) Creation of PUA

See Note 1 to basic financial statements.

(B) Contingent Liabilities

See Note 8 to basic financial statements.

(C) Pension Coverage

See Note 10 to basic financial statements.

(D) Pledge of Revenues

See Note 7 to basic financial statements.

(E) Compliance with Debt Service Requirements

The provisions of the bond resolutions as summarized in Note 7 to basic financial statements relating to debt service requirements have been met.

(F) Redemption of Bonds

See Note 7 to basic financial statements.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

**SI-2 SCHEDULE OF SERVICES AND RATES
YEAR ENDED SEPTEMBER 30, 2019**

1. Services Provided by the Agency:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Retail Water | <input checked="" type="checkbox"/> Wholesale Water | <input type="checkbox"/> Drainage |
| <input checked="" type="checkbox"/> Retail Wastewater | <input checked="" type="checkbox"/> Wholesale Wastewater | <input checked="" type="checkbox"/> Irrigation |
| <input type="checkbox"/> Parks/Recreation | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Security |
| <input type="checkbox"/> Solid Waste/Garbage | <input type="checkbox"/> Flood Control | <input type="checkbox"/> Roads |
| <input type="checkbox"/> Participates in joint venture, regional system and or wastewater service
(other than emergency interconnect) | | |
| <input checked="" type="checkbox"/> Other (specify): | <u>Raw Water and Effluent Water</u> | |

2. Retail Service Providers:

a. Retail Rates for a 5/8" Meter (or equivalent):

	<u>Minimum Charge (1)</u>	<u>Minimum Usage</u>	<u>Flat Rate Y/N</u>	<u>Rate per 1,000 Gallons Over Minimum (1)</u>	<u>Usage Levels</u>
WATER	\$ 41.97	N/A	N	\$ 5.20	0 to 10,000
				6.50	10,001 to 20,000
				9.75	20,001 to 35,000
				14.63	35,001 to 50,000
				16.82	50,001 to 80,000
				19.35	80,001 above
WASTEWATER	\$ 55.12	N/A	N	\$ 6.94	0 to above
SURCHARGE	N/A				

Agency employs winter averaging for wastewater usage? Yes (2) No

Total charges per 10,000 gallons usage: Water: \$ 93.97 (1) Wastewater: \$ 124.52 (1)

(1) Rates indicated above are for Retail Residential customers. See Other Supplemental Schedules for rates for non-residential customers.

(2) Agency employs winter averaging for residential customers only. Winter averaging is not employed for commercial customers.

(continued)

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

**SI-2 SCHEDULE OF SERVICES AND RATES (continued)
YEAR ENDED SEPTEMBER 30, 2019**

b. Water and Wastewater Retail Connections:

Meter Size	Total Connections
≤3/4"	7,810
1"	168
1 1/2"	109
2"	119
3"	10
4"	1
6"	1
8"	1
10"	-
Total Water	8,219
Total Wastewater	2,375

3. Total Water Consumption during the Fiscal Year (rounded to the nearest thousand):

Gallons pumped into system: <u>2,627,061,000</u>	Water Accountability Ratio: (Gallons billed/Gallons pumped)
Gallons billed to customers: <u>2,404,383,000</u>	<u>91.52%</u>

4. Standby Fees (authorized only under TWC Section 49.231):

Does the Agency have Debt Service standby fees? Yes No

If yes, Date of the most recent Commission Order: N/A

Does the Agency have Operation and Maintenance standby fees? Yes No

If yes, Date of the most recent Commission Order: N/A

(continued)

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

**SI-2 SCHEDULE OF SERVICES AND RATES (continued)
YEAR ENDED SEPTEMBER 30, 2019**

5. Location of Agency:

County(ies) in which agency is located:

Travis and Hays

Is the Agency located entirely within one county?

Yes No

Is the Agency located within a city?

Entirely Partly Not at all

City(ies) in which Agency is located:

City of Bee Cave, Village of Bear Creek, City of Dripping Springs

Is the Agency located within a city's extra-territorial jurisdiction (ETJ)?

Entirely Partly Not at all

ETJ's in which agency is located:

City of Bee Cave, Village of Bear Creek, City of Dripping Springs, City of Austin

Are Board members appointed by an office outside the Agency?

Yes No

If yes, by whom?

City of Bee Cave, Texas; Hays County; Lake Pointe Municipal Utility District

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SI-3 SCHEDULE OF TEMPORARY INVESTMENTS YEAR ENDED SEPTEMBER 30, 2019

Funds	Identification or Certificate Number	Interest Rate	Maturity Date	Balance at September 30, 2019	Accrued Interest Receivable at September 30, 2019
<u>General Fund:</u>					
U.S. Government Notes	Various	Various	Various	\$ 5,041,961	\$ 18,869
Corporate Bonds	Various	Various	Various	1,438,149	8,740
Municipal Bonds	Various	Various	Various	2,826,439	20,354
U.S. Agencies:					
Federal Farm Credit Bank	Various	Various	Various	143,522	776
Federal Home Loan Mortgage	Various	Various	Various	673,287	2,423
Federal National Mortgage Association	Various	Various	Various	323,347	799
Federal Home Loan Bank	Various	Various	Various	1,630,459	1,533
Total Temporary Investments - General Fund				12,077,164	53,494
<u>Debt Service Fund:</u>					
U.S. Government Notes	Various	Various	Various	7,215,414	26,843
Corporate Bonds	Various	Various	Various	2,309,462	13,757
Municipal Bonds	Various	Various	Various	3,754,950	27,004
U.S. Agencies:					
Federal Farm Credit Bank	3133EGFP5	1.83%	6/15/2022	202,326	1,094
Federal Home Loan Mortgage	Various	Various	Various	937,915	3,523
Federal National Mortgage Association	Various	Various	Various	328,775	602
Federal Home Loan Bank	Various	Various	Various	2,325,598	2,183
Total Temporary Investments - Debt Service Fund				17,074,440	75,006
<u>Capital Projects Fund:</u>					
U.S. Government Notes	Various	Various	Various	10,402,263	38,924
Corporate Bonds	Various	Various	Various	3,308,299	19,763
Municipal Bonds	Various	Various	Various	5,595,311	40,444
U.S. Agencies:					
Federal Farm Credit Bank	3133EGFP5	1.83%	6/15/2022	294,021	1,590
Federal Home Loan Mortgage	Various	Various	Various	1,370,965	5,145
Federal National Mortgage Association	Various	Various	Various	488,169	882
Federal Home Loan Bank	Various	Various	Various	3,380,878	3,174
Total Temporary Investments - Capital Projects Fund				24,839,906	109,922
<u>Impact Fee Fund:</u>					
U.S. Government Notes	Various	Various	Various	12,232,521	45,689
Corporate Bonds	Various	Various	Various	3,885,300	23,212
Municipal Bonds	Various	Various	Various	6,581,105	47,523
U.S. Agencies:					
Federal Farm Credit Bank	3133EGFP5	1.83%	6/15/2022	346,845	1,875
Federal Home Loan Mortgage	Various	Various	Various	1,612,402	6,068
Federal National Mortgage Association	Various	Various	Various	587,768	1,038
Federal Home Loan Bank	Various	Various	Various	3,981,011	3,740
Total Temporary Investments - Impact Fee Fund				29,226,952	129,145
TOTAL ALL FUNDS				\$ 83,218,462	\$ 367,567

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SI-4 LONG-TERM DEBT SERVICE REQUIREMENTS BY YEARS SEPTEMBER 30, 2019

Due During Fiscal Years Ending 9/30	West Travis County Public Utility Agency Revenue and Refunding Bonds, Series 2013			West Travis County Public Utility Agency Revenue Bonds, Series 2015			West Travis County Public Utility Agency Revenue Refunding Bonds, Series 2017			West Travis County Public Utility Agency Revenue Bonds, Series 2019			Total		
	Principal Due 8/15	Interest Due 2/15, 8/15	Total	Principal Due 8/15	Interest Due 2/15, 8/15	Total	Principal Due 8/15	Interest Due 2/15, 8/15	Total	Principal Due Various	Interest Due Various	Total	Principal Due Various	Interest Due Various	Total
2020	\$ 3,035,000	263,475	3,298,475	\$ 405,000	1,417,263	1,822,263	\$ 195,000	6,397,850	6,592,850	\$ 290,000	645,250	935,250	\$ 3,925,000	8,723,838	12,648,838
2021	3,145,000	157,250	3,302,250	490,000	1,409,163	1,899,163	200,000	6,392,000	6,592,000	295,000	636,550	931,550	4,130,000	8,594,963	12,724,963
2022	-	-	-	595,000	1,384,663	1,979,663	3,505,000	6,386,000	9,891,000	310,000	627,700	937,700	4,410,000	8,398,363	12,808,363
2023	-	-	-	695,000	1,360,863	2,055,863	3,685,000	6,210,750	9,895,750	315,000	618,400	933,400	4,695,000	8,190,013	12,885,013
2024	-	-	-	815,000	1,326,113	2,141,113	3,870,000	6,026,500	9,896,500	330,000	605,800	935,800	5,015,000	7,958,413	12,973,413
2025	-	-	-	910,000	1,285,363	2,195,363	4,060,000	5,833,000	9,893,000	340,000	595,900	935,900	5,310,000	7,714,263	13,024,263
2026	-	-	-	995,000	1,248,963	2,243,963	4,265,000	5,630,000	9,895,000	350,000	585,700	935,700	5,610,000	7,464,663	13,074,663
2027	-	-	-	1,100,000	1,209,163	2,309,163	4,475,000	5,416,750	9,891,750	360,000	575,200	935,200	5,935,000	7,201,113	13,136,113
2028	-	-	-	1,140,000	1,176,163	2,316,163	4,700,000	5,193,000	9,893,000	375,000	560,800	935,800	6,215,000	6,929,963	13,144,963
2029	-	-	-	1,180,000	1,139,113	2,319,113	4,935,000	4,958,000	9,893,000	390,000	545,800	935,800	6,505,000	6,642,913	13,147,913
2030	-	-	-	1,235,000	1,086,013	2,321,013	5,185,000	4,711,250	9,896,250	410,000	526,300	936,300	6,830,000	6,323,563	13,153,563
2031	-	-	-	1,290,000	1,044,331	2,334,331	5,440,000	4,452,000	9,892,000	430,000	505,800	935,800	7,160,000	6,002,131	13,162,131
2032	-	-	-	1,340,000	999,181	2,339,181	5,710,000	4,180,000	9,890,000	450,000	484,300	934,300	7,500,000	5,663,481	13,163,481
2033	-	-	-	1,395,000	952,281	2,347,281	5,940,000	3,951,600	9,891,600	475,000	461,800	936,800	7,810,000	5,365,681	13,175,681
2034	-	-	-	1,450,000	901,756	2,351,756	6,180,000	3,714,000	9,894,000	490,000	447,550	937,550	8,120,000	5,063,306	13,183,306
2035	-	-	-	1,505,000	843,756	2,348,756	6,425,000	3,466,800	9,891,800	500,000	432,237	932,237	8,430,000	4,742,793	13,172,793
2036	-	-	-	1,560,000	789,200	2,349,200	6,685,000	3,209,800	9,894,800	515,000	415,988	930,988	8,760,000	4,414,988	13,174,988
2037	-	-	-	1,620,000	726,800	2,346,800	6,950,000	2,942,400	9,892,400	530,000	399,250	929,250	9,100,000	4,068,450	13,168,450
2038	-	-	-	1,690,000	662,000	2,352,000	7,230,000	2,664,400	9,894,400	555,000	378,050	933,050	9,475,000	3,704,450	13,179,450
2039	-	-	-	1,755,000	594,400	2,349,400	7,520,000	2,375,200	9,895,200	575,000	355,850	930,850	9,850,000	3,325,450	13,175,450
2040	-	-	-	1,825,000	524,200	2,349,200	7,815,000	2,074,400	9,889,400	605,000	332,850	937,850	10,245,000	2,931,450	13,176,450
2041	-	-	-	1,900,000	451,200	2,351,200	8,130,000	1,761,800	9,891,800	625,000	308,650	933,650	10,655,000	2,521,650	13,176,650
2042	-	-	-	1,975,000	375,200	2,350,200	8,455,000	1,436,600	9,891,600	655,000	283,650	938,650	11,085,000	2,095,450	13,180,450
2043	-	-	-	2,055,000	296,200	2,351,200	8,795,000	1,098,400	9,893,400	675,000	257,450	932,450	11,525,000	1,652,050	13,177,050
2044	-	-	-	2,140,000	214,000	2,354,000	9,150,000	746,600	9,896,600	705,000	230,450	935,450	11,995,000	1,191,050	13,186,050
2045	-	-	-	2,225,000	128,400	2,353,400	9,515,000	380,600	9,895,600	730,000	202,250	932,250	12,470,000	711,250	13,181,250
2046	-	-	-	985,000	39,400	1,024,400	-	-	-	770,000	165,750	935,750	1,755,000	205,150	1,960,150
2047	-	-	-	-	-	-	-	-	-	805,000	127,250	932,250	805,000	127,250	932,250
2048	-	-	-	-	-	-	-	-	-	850,000	87,000	937,000	850,000	87,000	937,000
2049	-	-	-	-	-	-	-	-	-	890,000	44,500	934,500	890,000	44,500	934,500
	<u>\$ 6,180,000</u>	<u>420,725</u>	<u>6,600,725</u>	<u>\$ 36,270,000</u>	<u>23,585,148</u>	<u>59,855,148</u>	<u>\$ 149,015,000</u>	<u>101,609,700</u>	<u>250,624,700</u>	<u>\$ 15,595,000</u>	<u>12,444,025</u>	<u>28,039,025</u>	<u>\$ 207,060,000</u>	<u>138,059,598</u>	<u>345,119,598</u>

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SI-5 ANALYSIS OF CHANGES IN LONG-TERM DEBT SEPTEMBER 30, 2019

	Series 2013	Series 2015	Series 2017	LCRA Debt Obligation	Series 2019	Totals
Interest rate	2.00-5.50%	2.00-5.00%	2.00-5.00%	Various	3.00-5.00%	
Dates interest payable	2/15; 8/15	2/15; 8/15	2/15; 8/15	Various	2/15; 8/15	
Maturity dates	8/15/2021	8/15/2046	8/15/2045	2039	8/15/2049	
Bonds outstanding, beginning of period	\$ 9,130,000	\$ 36,600,000	\$ 149,205,000	\$ 14,739,537	\$ -	\$ 209,674,537
Bonds issued/acquired during current period	-	-	-	-	15,595,000	15,595,000
Bonds retired during current period	(2,950,000)	(330,000)	(190,000)	(14,739,537)	-	(18,209,537)
Bonds outstanding, end of period	<u>\$ 6,180,000</u>	<u>\$ 36,270,000</u>	<u>\$ 149,015,000</u>	<u>\$ -</u>	<u>\$ 15,595,000</u>	<u>\$ 207,060,000</u>
Interest paid during current period	<u>\$ 351,975</u>	<u>\$ 1,423,863</u>	<u>\$ 6,403,550</u>	<u>\$ 398,205</u>	<u>\$ 198,952</u>	<u>\$ 8,776,545</u>
Paying agent's name & address:	BOK Financial Dallas, Texas	BOK Financial Dallas, Texas	BOK Financial Dallas, Texas	LCRA Austin, Texas	BOK Financial Dallas, Texas	
	Revenue Bonds	Refunding Bonds				
Bond authority:						
Amount authorized	\$ 218,215,000 *	\$ 196,890,000 *				
Amount issued	<u>(218,215,000)</u>	<u>(196,890,000)</u>				
Remaining to be issued	<u>\$ -</u>	<u>\$ -</u>				
Debt Service Fund cash and temporary investments balances as of September 30, 2019:						<u>\$ 17,636,570</u>
Average annual debt service payments (principal & interest) for remaining term of debt:						<u>\$ 11,503,987</u>

* Since the PUA has no taxing authority, it has no specific standing authorization to issue bonds.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SI-6 BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS SEPTEMBER 30, 2019

Complete Agency Mailing Address: 13215 Bee Cave Pkwy, Building B Suite 11

Bee Cave, Texas 78738

Agency Business Telephone Number: (512) 263-0100

Submission date of the most recent Registration Form: N/A

Limit on fees of office that a director may receive during a fiscal year: N/A

<u>Name and Address</u>	<u>Term of Office Appointed & Expires or Date Hired</u>	<u>Fees 9/30/19</u>	<u>Expense Reimbursements 9/30/19</u>	<u>Title at Year End</u>
<u>Board Members:</u>				
Scott Roberts	Appointed 10/18 - 9/22	\$ -	\$ -	President
Don Walden	Appointed 10/16 - 9/20	-	-	Vice President
Ray Whisenant	Appointed 10/16 - 9/20	-	-	Secretary/Treasurer
Bill Goodwin	Appointed 10/18 - 9/22	-	-	Assistant Secretary
Eileen Brzoska	Appointed 3/18 - 9/20	-	-	Director

Note: No director is disqualified from serving on this board under the Texas Water Code.

Key Administrative Personnel-

Robert Pugh	2016	\$ 219,898	\$ 803	Former General Manager
Jennifer Riechers	2019	\$ 112,471	\$ 995	Interim General Manager

(continued)

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

SI-6 BOARD MEMBERS, KEY PERSONNEL AND CONSULTANTS (continued) SEPTEMBER 30, 2019

<u>Name and Address</u>	<u>Date Hired</u>	<u>Fees and Expense Reimbursements 9/30/19</u>	<u>Title at Year End</u>
<u>Consultants:</u>			
Murfee Engineering Company	Dec-11	\$ 1,033,166	Engineer
Lloyd Gosselink Rochelle & Townsend, P.C.	Dec-11	412,624	Attorney
Specialized Public Finance Inc.	Dec-11	194,700	Financial Advisor
The Wallace Group, Inc.	Dec-11	51,853	Engineer
Nelisa Heddin Consulting, LLC	Dec-11	28,605	Rate Consultant
Maxwell Locke & Ritter LLP	Sep-12	70,000	Auditor
CP&Y, Inc.	Dec-17	96,105	Engineer

**OTHER
SUPPLEMENTAL INFORMATION**

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

INDEX OF OTHER SUPPLEMENTAL SCHEDULES YEAR ENDED SEPTEMBER 30, 2019

- OSI-1 Major PUA Water and Wastewater Customers
- OSI-2 Historical Condensed Statement of Operations
- OSI-3 Monthly Water Rates and Impact Fees of the Participants
- OSI-4 Monthly Wastewater Rates

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

OSI-1 MAJOR PUA WATER AND WASTEWATER CUSTOMERS SEPTEMBER 30, 2019

Name of Rate Payer	WATER		
	2019		
	Gallons Used	Revenue	% of Total Revenue
Spanish Oaks Owners Association	12,724,000	\$ 214,974	1.0%
Highpointe Community Association	9,977,000	186,144	0.9%
CSHV HCG Retail & Office	14,009,000	154,017	0.7%
Estates at Bee Cave	7,555,000	104,415	0.5%
HEB	5,654,000	95,453	0.4%
WSH 71 TX Partners, LLC	9,091,000	93,796	0.4%
The Salt Lick Bar B Q	3,834,000	67,964	0.3%
Hill Country Apts	6,931,000	60,097	0.3%
Connell Falconhead Apts	6,900,000	56,825	0.3%
Park at Bee Cave, Ltd	2,956,000	56,474	0.3%
	<u>79,631,000</u>	<u>\$ 1,090,159</u>	<u>5.1%</u>

Name of Rate Payer	WASTEWATER		
	2019		
	Gallons Used	Revenue	% of Total Revenue
CSHV HCG Retail & Office	14,009,000	\$ 195,170	3.7%
Estates at Bee Cave	7,555,000	141,918	2.7%
WSH 71 TX Partners, LLC	9,091,000	110,960	2.1%
Hill Country Apts	6,931,000	75,507	1.4%
Connell Falconhead Apts	6,900,000	68,107	1.3%
HEB	3,610,000	65,653	1.2%
Inven Trust Property Management	5,127,000	56,564	1.1%
Hill Country Galleria Hotel	4,013,000	42,046	0.8%
Whole Foods Market	944,000	26,836	0.5%
Maudie's Hill Country, LLC	2,309,000	20,087	0.4%
	<u>60,489,000</u>	<u>\$ 802,848</u>	<u>15.1%</u>

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

OSI-2 HISTORICAL CONDENSED STATEMENT OF OPERATIONS SEPTEMBER 30, 2019

	Year Ended September 30, 2019	Year Ended September 30, 2018	Year Ended September 30, 2017	Year Ended September 30, 2016	Year Ended September 30, 2015
Revenues and Expenses					
Gross Water and Wastewater System Revenue	\$ 26,576,550	27,894,945	25,646,460	22,618,368	20,663,472
Direct O&M Expense	9,883,405	10,048,087	10,464,185	11,072,137	11,416,517
Total Net Revenues	16,693,145	17,846,858	15,182,275	11,546,231	9,246,955
Impact Fees Recognized/Collected	12,039,356	13,595,918	9,358,123	6,891,383	5,574,972
Total Net Water and Wastewater System Income	\$ 28,732,501	31,442,776	24,540,398	18,437,614	14,821,927
	Retail	Wholesale (estimated)			
Water Connections	8,219	9,159			
Wastewater Connections	2,375	995			
Water Population Served (1)	52,134				
PUA General Operating Fund Unassigned Balance	19,669,229				
PUA Rate Stabilization Fund Balance	3,102,676				
PUA Facilities Fund Balance	7,438,999				
PUA Impact Fee Fund Balance	44,052,162				

(1) Calculated based upon 3 occupants/water connection.

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

OSI-3 MONTHLY WATER RATES AND IMPACT FEES OF THE PARTICIPANTS SEPTEMBER 30, 2019

Water Impact Fees:

	<u>Bee Cave Rate District</u>	<u>Bee Cave South Rate District</u>	<u>Homestead/ Meadow Fox Rate District</u>	<u>HPR/290 Rate District</u>	<u>Highway 71 Water System Service Area</u>	<u>Highway 290 Water System Service Area</u>
Historical Water Impact Fee	\$ 4,120	\$ 5,180	\$ 4,120	\$ 5,180	N/A	N/A
2012 Water Impact Fee	N/A	N/A	N/A	N/A	\$ 5,992	\$ 8,809
2015 Water Impact Fee	N/A	N/A	N/A	N/A	\$ 7,476	\$ 12,938
September 20, 2018 Water Impact Fee	N/A	N/A	N/A	N/A	\$ 3,776	\$ 6,139

The PUA assesses, collects and reports water and wastewater impact fees by rate districts. In addition, the PUA designs and constructs and accounts for capital improvement projects that provide water and wastewater services to existing/new development and associated system expansions to and within these rate districts.

Additional information about the PUA's tariff can be found on their website at the following address:
<https://wtcpua.org/rates-and-policies>.

(continued)

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

OSI-3 MONTHLY WATER RATES AND IMPACT FEES OF THE PARTICIPANTS (continued) SEPTEMBER 30, 2019

Residential, Multi-Unit Residential and Multi-Use Facilities, Irrigation and Fire Hydrant Meters (Minimum Monthly Bill):

Meter Size	Base Fee
5/8"	\$ 41.97
3/4"	\$ 54.22
1"	\$ 97.13
1 1/2"	\$ 154.43
2"	\$ 255.54
3"	\$ 338.11
4"	\$ 499.14
6"	\$ 1,645.80
8"	\$ 2,633.28
12"	\$ 3,785.34

Volume Charge (per thousand gallons used):

Residential (with 5/8" and 3/4" meters), Commercial (with 5/8" and 3/4" meters), Irrigation and Fire Hydrant Meters:

Gallons	Base Fee
0-10,000	\$ 5.20
10,001-20,000	\$ 6.50
20,001-35,000	\$ 9.75
35,001-50,000	\$ 14.63
50,001-80,000	\$ 16.82
80,000 +	\$ 19.35

Commercial with 1" and Greater Meters (excluding multiple use facilities):

Meter Size	Gallons	Base Fee
1"	0-55,000	\$ 4.25
	55,001 and above	\$ 8.10
1 1/2"	0-75,000	\$ 4.25
	75,001 and above	\$ 8.10
2", 3", 4"	0-100,000	\$ 4.25
	above	\$ 8.10

Multi-Unit Residential and Multi-Use Facilities:

Gallons	Base Fee
1 and above	\$ 7.50

WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

OSI-4 MONTHLY WASTEWATER RATES

SEPTEMBER 30, 2019

Wastewater Impact Fee per LUE:

	<u>System Wide</u>
Historical Water Impact Fee	\$ 5,250
2012 Wastewater Impact Fee	\$ 11,500
2015 Wastewater Impact Fee	\$ 11,644
September 20, 2018 Wastewater Impact Fee	\$ 7,868

Monthly Fee Per Rate District

	<u>Base Fee</u>
Minimum Monthly Charge:	
Residential	\$ 55.12
Commercial (based on meter size 5/8")	\$ 55.12
Multi Family Residential/Multi-Use Facilities (based on meter size 5/8")	\$ 55.12
Volume Charge (per thousand gallons):	
Residential	\$ 6.94
Non-Residential	\$ 7.84
Multi-Use Residential/Multi-Use Facilities	\$ 7.84

Additional information about the PUA's tariff can be found on their website at the following address:
<https://wtcpua.org/rates-and-policies>.

ITEM B

PERSONNEL POLICY MANUAL

West Travis County Public Utility Agency

DRAFT December-March 15, 2016-20

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Forward

The policies in this manual are designed to help employees understand how the West Travis County Public Utility Agency (“PUA”) works, and to provide important information required by law. Employees are expected to read and understand the policies in this manual. Although a manual cannot possibly cover all situations that might arise, it should give employees a general idea of the PUA’s expectations. If there are any questions about the policies, employees are expected to ask the General Manager. Any violation of the policies mentioned may result in disciplinary action, up to and including termination of employment.

Employment At Will

Employment at the PUA is on an **at will basis**. At will means that PUA employees are not under a contract, and are free to leave their employment at any time, for any reason or no reason, with or without notice. Likewise, the PUA is free to terminate employment at any time, for any reason or no reason, with or without notice. Employees have no property interest in their employment with the PUA.

This manual and the provisions contained in it are intended only as guidelines, and do not create a contract of employment. No agreement or promise regarding employment is binding on the PUA unless it is in writing and signed by PUA’s Board President or General Manager. The provisions in this manual control over any conflicting statements made by supervisors, and the PUA has the right to change the provisions of this manual at any time, without prior notice.

Probationary Period

All new employees shall be subject to a 90-day probation period. This is a time for new employees and WTCPUA to get to know each other, and for the employee to have time to be trained and learn the job. After demonstration of satisfactory performance and ability to meet job requirements employees may be retained and will continue employment on an at-will basis, and subject to the provisions contained in the WTCPUA Personnel Policy Manual. If satisfactory progress and ability to meet job requirements is not demonstrated, then the employee may be terminated, or the probation period extended. New employees may be terminated during the probation period, and successful completion of the probation period is not a guarantee of continued employment, nor does it change the at-will status of employment in any way.

Commented [SBG1]: New

Commented [SBG2]: New

Equal Employment Opportunity

The PUA is committed to non-discriminatory treatment of employees and applicants, without regard to race, color, age, religion, gender, genetic information, ancestry, national origin, disability, or any other classifications ~~unrelated to the job~~ protected by law. To the extent reasonably possible, the PUA will accommodate applicants and employees with disabilities. The PUA requests sufficient notice, when possible, to give time to arrange the accommodation.

Workplace Harassment Policy

The PUA is committed to providing employees with a pleasant environment that encourages efficiency, productivity, and creativity. The law prohibits harassment of employees on the basis of race, color, religion, gender, national origin, disability, age, veteran status, genetic information, or any other classification protected by law. Harassment must be severe and pervasive to be illegal under the law; however, the PUA prohibits all forms of harassment even if the conduct would not qualify as unlawful.

The PUA will not tolerate any kind of harassment of its employees, including sexual harassment, whether committed by a fellow employee, a member of management, a vendor, or even a customer. Harassment of any sort, whether verbal, physical, visual, or otherwise, is strictly prohibited. Harassment is prohibited both during work hours and at any work-sponsored social function or other event. Harassment includes not only written or verbal comments, but any action over email, text message, or social media posting. All employees, including supervisors and managers, will be subject to disciplinary action, up to and including termination, for any act of harassment they commit.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment (i.e. conditioning a raise or promotion on engaging in sexual activity);

Submission to or rejection of such conduct is used as the basis for employment or the continuation of employment (i.e. requiring a potential new hire to go out with a supervisor prior to extending an offer); or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment (i.e. repeated, sexually explicit comments directed at another employee).

Examples of prohibited conduct that violates the PUA's policy against sexual harassment include, but are not limited to:

- unwelcome sexual flirtation, touching, advances or propositioning;
- unwelcome discussion of sexual activities or gossip about another's sexual conduct;
- verbal comments of a sexual nature, including jokes or stories;
- graphic suggestive comments about an individual's dress or body;
- sexually degrading words describing an individual;
- sharing of sexually explicit objects or images whether on personal devices or PUA property;
- sexual remarks about physical attributes or sexual desirability or lack of desirability;
- gender stereotypes about women or men.

Examples of other kinds of prohibited conduct that violates the PUA's policy against harassment include, but are not limited to: slurs, epithets, innuendos, comments, and jokes based on a protected characteristic or that may be perceived by others as offensive, sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., via e-mail, and/or on social media, verbal or written harassment, threatening, intimidating or hostile acts; visual forms

Commented [SBG3]: All the changes in this policy are new. We have been proposing broadening this policy the last few years to account for changes in expectations in response to #MeToo, and guidance from the EEOC wanting more examples. Also, we are specifically including examples to include cell phone pictures and videos, as we have seen a particular problem with that lately. Please see changes to determine if you agree.

of harassment, or undesirable work assignments due to a person's race, color, religion, sex or gender, national origin, disability, age, genetic information, gender identity, sexual orientation.

~~The PUA prohibits harassment of employees on the basis of race, color, religion, gender, national origin, disability, age, genetic information or any other classification unrelated to the job. Verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment is strictly prohibited. Employees will be subject to disciplinary action, up to and including termination, for any such acts.~~

Complaints of Discrimination or Harassment

Any employee who believes he or she has been discriminated against or that the actions or words of a supervisor, ~~or fellow employee, or an outside contact the employee must interact with in order to perform his or her job duties~~ constitute unwelcome harassment has a responsibility to report or complain as soon as possible to the General Manager. An employee with knowledge that another employee is being discriminated against or harassed, he or she should also report that to the General Manager; supervisors and managers must make such report. If an employee has a discrimination or harassment complaint about the General Manager, he or she must bring the situation to the attention of the Board President. Complaints will be investigated promptly and as confidentially as possible while completing a thorough investigation. The employee will be advised of the findings and conclusions. Based on the findings of the investigation, the PUA will take prompt action to remedy any circumstances of discrimination or harassment.

Commented [SBG4]: new

Commented [SBG5]: new

An employee who complains under this policy will not be retaliated against for such a complaint. An employee who feels he or she has been retaliated against for making a report or for participating in an investigation should report it to the General Manager immediately, or, if the complaint of retaliation is against the General Manager, then to the Board President. Anyone found to have retaliated against an employee for making a complaint of unlawful harassment or discrimination, or for participating in an investigation will be subject to disciplinary action up to and including termination.

Failure of a supervisor to report allegations of harassment or discrimination may lead to disciplinary action, up to and including termination, if it is determined that the supervisor had knowledge but did not report the information immediately to the appropriate management.

Commented [SBG6]: new

Responsibility and Authority (Chain of Command)

The PUA Board of Directors has authority to appoint, supervise, discipline, and terminate the PUA's General Manager. All other PUA employees report directly to their immediate supervisor and ultimately to the General Manager. Only the General Manager has the authority to appoint and remove personnel. The General Manager is responsible for the conduct and administration of PUA affairs, including daily operations and personnel management.

The General Manager has an open-door policy, which means that employees may come directly to the General Manager with concerns, questions, and complaints. Issues directly related to job performance should be discussed with employee's direct supervisor first. Except in certain rare circumstances listed below, the General Manager's decision is final, and may not be brought to

the Directors. Likewise, if a Board member has a concern about a particular staff member or a general staff-related issue, the Board member shall address the concern with the General Manager and not directly with the employee. The General Manager shall be held directly accountable for how he or she manages personnel.

If a staff member has a concern with the General Manager's behavior in matters concerning ethics, [criminal activity](#), discrimination, harassment, [retaliation](#), or safety, the employee should first attempt, if possible, to resolve the issue with the General Manager. If the employee is unable to or does not feel it will be possible to resolve the concern directly with the General Manager, then the employee may bring the issue to the Board President, preferably through a written memorandum. The Board President will assess the situation, and, if necessary, will conduct (or cause to be conducted) an investigation into the matter. At the Board meeting following initiation of the investigation, the Board President shall inform the Board of Directors in executive session of such complaint(s) and of the resolution, if any.

Commented [SBG7]: New.

Employee Categories

A full-time employee is a person who is employed in a regular PUA position, is normally scheduled to work 40 hours a week, and is eligible for employee benefits. ~~For purposes of group health insurance benefits, "full-time" is defined as normally scheduled to work 30 or more hours per week.~~

A part-time employee is a person who is employed in a regular PUA position, but is normally scheduled to work less than 40 hours a week, and is generally ineligible for benefits.

A temporary or contract employee is a person employed for a specific length of time or for the duration of a specific project, and is not eligible for benefits.

An exempt employee is a salaried employee whose executive, administrative or professional duties make the employee exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act (FLSA).

A non-exempt employee is an hourly or salaried employee whose duties do not meet the exemption requirements of the FLSA, and who is entitled to overtime for hours worked over 40 in a given seven-day work period.

Nepotism Prohibited

The hiring of employees shall not violate the laws against nepotism as contained in the Texas Government Code, Chapter 573 or other applicable laws. The state nepotism statute is applicable to all persons authorized by law to make hiring decisions for the PUA (the PUA General Manager). Relatives who come within the second degree of affinity (marriage) or third degree of consanguinity (blood) of the General Manager cannot be hired by the PUA. Moreover, because the PUA's Board of Directors [have has](#) authority to appoint the General Manager, ~~this employeethe~~ [General Manager](#) may not come within the proscribed degree of affinity or consanguinity of any member of the Board of Directors. If an individual is already employed with the PUA prior to the appointment or election of a covered relation, then continued employment with the PUA will depend upon how long the individual was employed prior to the election or appointment, and whether it is possible for the person with hiring authority to recuse him/herself from decisions

affecting the employee’s employment, as detailed in Chapter 573.062 of the Texas Government Code.

Chain of Command Relationships

In addition to employment relationships that would violate the state nepotism laws, the PUA prohibits any employee from directly or indirectly supervising a family member or a member of the same household. If two employees in the same chain of command become related or begin to live together, then one will be transferred out of the direct reporting chain. If there is no available position to which to move one of the employees, then one must resign or be terminated. The two employees may have input into the decision of who will be transferred or separated, but the final decision rests with PUA management.

Formatted: Normal, Justified

Commented [SBG8]: Do you want to expand this to include romantic relationships when the supervisor is not living with the subordinate? If so, see suggested new paragraphs at end of this policy.

For purposes of this policy, “family member” is defined as the employee’s spouse (including common-law spouse), child, grandchild, parent, sibling, grandparent, aunt, uncle, niece, or nephew, as well as the “step” or “in-law” versions of each. “Member of the same household” is defined as any person with whom the employee is living.

The PUA further prohibits any employee from directly or indirectly supervising a person with whom the employee is in a romantic, sexual, and/or dating relationship (“romantic relationship”), even if not living together. If two employees in the same chain of command become romantically involved, the PUA will take action similar to when employees are related, unless the decision is made to take direct action toward the supervisor involved in the relationship.

If any member of management staff (exempt supervisor and above) is having or begins a romantic relationship with any employee of the Cooperative, the manager must report the relationship immediately and in writing to the Chief Executive Officer. This reporting requirement applies even if the employee with whom the manager is having a relationship is not in the same chain of command or is another member of management.

Commented [SBG9]: New proposed policy

Hours of Operation

For full-time employees, the standard workweek consists of 40 hours per week, Monday through Friday. The PUA’s regular office hours are from 8:00 a.m. to ~~125:00~~ 12:00 p.m. and 1:00 p.m. to 5:00 p.m., although employees are required to work different or additional hours when instructed or as their job requires.

Any request for variation in the regular schedule must be made in writing and approved in writing by the General Manager.

Lunch Period and Rest Breaks

Employees are allowed one hour for lunch. Employees may take up to two 15-minute rest breaks each day, one each in the morning and in the afternoon. On breaks, employees may leave the work area, but should not leave the immediate vicinity of the building or work location. Morning and afternoon rest breaks may not be accumulated or combined into one longer rest break, nor may they be added to a meal period, nor may either rest break be forgone to arrive later than the

scheduled starting time or leave earlier than the scheduled quitting time. Due to the small number of employees in the office, the time of the lunch period and breaks shall remain flexible.

Break Time for Nursing Women

The PUA supports the practice of expressing breast milk, and reasonably accommodates its employees who have a need to do so during working hours. Employees who are Nursing mothers women are allowed reasonable break time and a comfortable, private place to express milk. If regularly scheduled breaks and meal times are not sufficient, nursing women may take additional time to express milk. These breaks are not considered compensable working time, ~~may not be combined with or take the place of compensated breaks,~~ and should be deducted from the total time worked. Employees may choose to use accrued paid leave for this purpose. Nursing mothers should notify the General Manager or designee of their need for this accommodation so that arrangements can be made.

Electronic Communications, Computer, Social Networking & Internet Policy

To facilitate business communications and work-related research, the PUA provides staff access to various types of electronic communications equipment, systems and networks, which may include the following: Internet access, telephones and voice mail, wireless devices, computers and related equipment, e-mail, texting, instant messaging and other communication means (“e-communications”).

All materials, information and software created, transmitted, downloaded or stored on the PUA’s e-communications systems and networks are the property of the PUA, and employees have no reasonable expectation of privacy in such information. The PUA has the ability and reserves the right, at its discretion, to monitor, access, retrieve, intercept, read and delete any communication or information that is created on, received through or sent from the system, regardless of any individual employee passwords.

Employees may access the Internet and use equipment for appropriate, non-business purposes only during breaks and only in accordance with the provisions of this policy. Any personal use of the PUA’s communications systems or equipment must not interfere with the job duties of the employee or coworkers. Any expense incurred as a result of personal use of the PUA’s equipment must be reimbursed within 30 days. Inappropriate use includes but is not limited to the following: transmitting, accessing, displaying, posting, recording, downloading or distributing obscene, harassing, sexually explicit, racially offensive, or any other material that would violate the PUA’s policies, and receiving or transmitting any confidential or proprietary information. Transmissions covered by this policy include, but are not limited to, email, text messages, instant messages, and online applications and postings.

Employees using the PUA’s communication systems and equipment should not use those to send (upload) or receive (download) internal or external copyrighted materials, trade secrets or similar materials without prior authorization from management.

The Agency may issue cell phones to certain employees. Agency cell phones must be used only for business purposes, and employees using them must maintain a separate phone for personal use. Employees should note that business use of personal phones and other mobile devices, including texts, voicemails and call records, could subject their personal information to public information requests and PUA-related subpoena.

Records created or received on a personal electronic device, including text messages and photographs that relate to PUA business are considered PUA records and are subject to the PUA's record retention legal obligations. Employees should strive to use PUA email rather than texts when communicating remotely, whenever possible, so that the email can be retained in the PUA's server. If an employee does have a work-related text, photograph or other communication on a personal device that has not gone through the PUA's email system, it must be transferred to the PUA's files as soon as possible, and no later than 10 days. If metadata cannot be preserved in the transfer, the employee must continue to save the metadata on the personal device. **It is a violation of this policy, and a Class A Misdemeanor, to delete, destroy, or otherwise make unavailable PUA business records.**

Commented [SBG10]: This is required by SB 944

Commented [SBG11]: New

All WTCPUA cell phones are subject to management review of all information stored on the device. Only work-related apps should be downloaded on the device. Data usage may be reviewed and monitored by supervisors or General Manager.

Employee is responsible for maintaining the PUA phone in a safe and secure manner. Any damage to the phone must be reported to the employee's supervisor immediately. Phones will be repaired/replaced for the first two occurrences for accidental damage or loss only. After the third occurrence of damage or loss, it will be the responsibility of the employee to repair/replace the phone. Employees will be responsible for the cost of cell phone replacement for any occurrence of abuse or deliberate destruction. WTCPUA will obtain cost reimbursement through payroll deduction.

Upon termination of employment, WTCPUA-issued phones must be returned in the same condition as received.

Employees who post material on social networking and other sites, blogs, or other public forums must take extreme caution not to appear to be representing the PUA in any manner, whether during or after their working hours. Although employees have the right to use online media to discuss wages, hours, and other working conditions and concerns with each other, speak out as private citizens about matters of public concern, online behavior must not otherwise disparage, reflect badly upon, or misrepresent the PUA or its interests, public speech must not unreasonably disrupt the operations or mission of the PUA. Using hate speech against or otherwise harassing, bullying, defaming or demeaning coworkers through online posting violates this policy. Moreover, employees may not promote the PUA or its products or services on any blogs, posts or social networking sites without a clear disclaimer stating the employee's real name, status as a PUA employee, and that the opinions expressed do not represent the official views of the PUA. The PUA has the right to monitor such sites and protect its interests.

Commented [SBG12]: Recent case law makes this sentence impermissible

Commented [SBG13]: new

Copies of eEmail messages should be sent/forwarded only for valid business reasons. No employee shall send email under another employee's name without authorization. The PUA's confidential information must be protected from improper dissemination to unauthorized employees or to third parties.

Employees shall not access, copy, alter, or destroy anyone else's computer files, or portions thereof, without explicit permission (unless authorized or required to do so by law or regulation). Simply being able to access a file does not imply permission to do so.

Commented [SBG14]: New

Time Sheets

It is the responsibility of each non-exempt employee to fill out his or her time sheet correctly. Time sheets are due ~~bi-weekly, semi-monthly every other Monday, the day prior to payday,~~ and should be submitted to the General Manager or his/her designee. Time sheets must accurately reflect actual time worked, and should not simply reflect work schedules. If time is flexed during the workweek, or if paid or unpaid time off is taken, each day's time should reflect accurately all time worked and all time taken off. If an employee plans to be on vacation on the date time sheets are due, the time sheet must be handed in prior to leaving.

Paydays

Paychecks are issued every other Thursday. If a payday falls on a holiday, checks will be issued on the last working day before the scheduled payday. Employees will ~~be required to~~ normally receive their paycheck ~~by check or~~ through direct deposit to their bank account.

Wage Deductions for Exempt Employees

~~This policy applies when deductions are made from the wages of salaried, exempt employees only. Deductions from accrued leave banks are allowed in partial or full day increments, and are not covered by this policy.~~

~~Exempt employees paid on a "salary basis" are those who regularly receive a predetermined amount constituting all or part of the employee's compensation, which is not subject to deduction due to variations in the quality or quantity of work performed. Exempt employees need not be paid for any workweek (seven day work period beginning Sunday at 12:01 a.m.) in which they perform no work. In order to remain exempt from overtime, salaried employees will receive full salary for any week in which they perform any work without regard to the number of days or hours worked, unless a) the wage deduction is based on legal withholding (e.g., payroll taxes, authorized insurance payments, legal garnishment), or b) the deduction falls under one of the following exceptions:~~

~~Allowable Wage Deductions:~~

~~Pay deductions may be made for an absence of one or more full days for personal reasons (unrelated to sickness or disability) following the employee's exhaustion of applicable accrued~~

paid leave. (For example, if an exempt employee is absent for 1½ days, a deduction will be allowed for one day).

Pay deductions may be made for an absence of one or more full days for sickness or disability in accordance with PUA written benefit policies regarding sick leave, vacation leave and/or disability leave.

During a workweek where some work is performed, no deductions will be made for exempt employees' absence due to jury duty, attendance or testimony as a witness, or for temporary military leave.

Pay deductions may be made as penalties for good faith enforcement of written workplace safety rule violations of major significance.

Pay deductions may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of written workplace conduct rules, but not for performance or attendance problems.

Pay deductions may be made during the employee's first and last week of employment, for the balance of the week before the start date and after the last day of work.

Improper Deductions:

Pay deductions of less than one week will not be made for absences made necessary by operating requirements of the business.

Deductions are not permitted for partial-day absences.

Deductions are not permitted for variations in the quality or quantity of work.

Grievance Procedures:

Improper deductions are not permitted. Any employee who suspects or believes that improper deductions have been made from the employee's salary should report the possible violation in writing to the General Manager. The PUA will promptly investigate the complaint/report of any improper deduction. The PUA will not tolerate retaliation against the employee for making a complaint regarding improper pay deductions—regardless of whether the complaint/report is determined to have merit. If it is determined that improper deductions have been made from an employee's pay, the PUA will promptly reimburse the employee(s) for such deductions. Additionally, the PUA will make every effort to ensure that no similar improper deductions are made in the future. Questions regarding payroll and deductions should be directed to the Administrative Assistant.

Overtime Policy

The Fair Labor Standards Act (FLSA) requires that non-exempt employees be compensated at a rate of one and one-half their regular rate of pay for each hour actually worked over 40 hours in a designated seven-day work period. The PUA does not use a compensatory time system of overtime. For purposes of calculating overtime, the PUA's designated seven-day work period is Sunday at 12:01 a.m. through Saturday at midnight. Paid time off is not "time worked" for calculating overtime. Although not required by law, the PUA has chosen to treat unworked holidays will be treated as "time worked" for calculating overtime, as a benefit to employees.

Commented [SBG15]: New language reminding employees that this is a benefit

Employees may not work overtime without prior approval by the General Manager ~~or her~~ designee unless it is for an emergency call, which must be documented and signed off on by Department Supervisor. Non-exempt employees who work overtime without prior approval will be subject to disciplinary action. This includes the employee checking voice mail and e-mail during non-working hours or during time off from work, work taken home, and weekend work, all of which must be pre-approved.

Employees are encouraged, and may be required, to make up or “flex” extra time worked, when possible, **within the same seven-day work period**, so as to avoid earning overtime. For example, if an employee works 10 hours on a Monday, he or she may be required to work only six hours the following day, so that the total hours that week do not exceed 40. ~~Any time not made up in the same workweek must be paid out at. If the time is made up in a new work week, however, then it must be at a rate of time and one-half for each hour of overtime worked.~~

On-Call Policy

Non-exempt employees who are scheduled to be on call shall receive a \$100/wk stipend, provided that the employee responds to any calls received while on call. Any hours worked over 40 will be paid at a rate of time and one-half their hourly rate for each hour of overtime worked.

Calculating “Time Worked” During Travel

For non-exempt employees, time spent traveling for PUA business is compensated as follows:

For a single day of travel, including regular workday, weekend or holiday, all actual travel time, less mealtime, shall be counted as compensable time worked on the timesheet, and/or for purposes of computing overtime.

For multi-day travel (with overnight stay):

- All actual travel time during regular work hours or corresponding hours on non-working days (weekends or holidays), less mealtime, will count as time worked, whether the employee is a driver or passenger.
- Travel time spent outside of regular work hours or corresponding hours on nonworking days (weekends or holidays), less mealtime, will count as time worked for drivers only. Passengers in cars or other modes of transportation will not receive overtime for travel outside of regular work hours.

If a driver is offered a different, faster mode of transportation, but chooses to drive, then such additional driving time before and after work hours is not counted as time worked.

Normal travel time between home and work is not considered time worked, except in the case of emergency call back after the employee has returned home from a scheduled shift.

Expenses

Employees are reimbursed for all ordinary and necessary business and travel expenses.

An employee required to use his or her personal automobile on PUA business will be reimbursed for mileage at the annual IRS authorized rate. Employees using personal vehicles for PUA business must have proof of valid insurance coverage at the time of travel or mileage will not be reimbursed.

All reimbursement expenses should be accurately recorded on PUA's Expense Report form. Receipts for commercial air travel, automobile rental, parking, room rental, etc. are to be included with the expense report. All expenses must have prior approval by the General Manager, and are subject to scrutiny.

If the employee elects to use a personal automobile for travel where air travel is offered, the reimbursement will not exceed the lesser alternative: either the mileage (round trip at the prevailing rate per mile) or the round trip coach airfare to the destination (a commercial airline quote is required). The General Manager has the authority to accept or reject each request based on merit as presented.

An employee required to purchase specific equipment and/or clothing to conduct PUA business shall be reimbursed all, or a portion of, the costs upon presentation of receipt(s) to the Board. Purchases of equipment and/or clothing must have prior approval by the General Manager.

Some employees are required to carry a cellular phone in order to have contact with the PUA. Certain non-exempt employees will be provided a phone by the PUA, and such phone may be used only to conduct PUA business. ~~Certain exempt employees who are required to carry a phone will be reimbursed up to a predetermined amount to cover the business use of their phone. Employee qualification for cell phone reimbursement shall be determined by the General Manager.~~

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Use of PUA Vehicles

The PUA provides vehicles to certain employees for their business use while employed by the PUA. ~~West Travis County~~ PUA vehicles are always the property of the PUA and must be returned to the PUA upon termination of employment. PUA-provided vehicles are for business use only, and personal use is prohibited. Any personal stickers or decorations are prohibited from PUA vehicles.

An employee who is provided a PUA vehicle is required to maintain the vehicle in a reasonably clean and presentable state which includes regular engine oil and filter change, lubrications, wash the exterior and vacuum the interior. It is the responsibility of the employee to see that the state inspection is current, and a copy of the proof of insurance document is current and in the vehicle. In addition, it is the responsibility of the employee to see that needed repairs to the vehicle are made or are scheduled to be made. The expense of maintaining the vehicle shall be borne by the PUA. All vehicle repair work, including emergency repair work, must be authorized in advance by the General Manager. Receipts for repairs shall be submitted to the General Manager or his/her designee.

Only employees with good driving records and a current, valid driver's license and proof of valid insurance coverage will be authorized to drive PUA vehicles. The PUA reserves the right to determine which employees are eligible for the use of PUA vehicles and that eligibility may be withdrawn at any time for any reason with or without notice.

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Commented [JR16]: Why do we require proof of personal insurance?

Commented [SBG17R16]: I've just learned recently that you do not, and should not, require this when driving PUA vehicles. I've taken it out – used to be a standard policy.

Motor Vehicle Department reports may be obtained each year on each employee who uses a PUA vehicle or uses a personal vehicle on PUA business. Reports showing moving violations, reckless

driving, or driving under the influence may result in an immediate loss of driving privileges for that employee and possible termination of employment.

Employees shall be solely responsible for any moving or parking violations or violations for expired state inspection sticker and/or no proof of insurance received while using a PUA vehicle. Employees with repeated violations may face revocation of PUA driving privileges and disciplinary action, up to and including termination of employment.

Commented [SBG18]: Is this the employee's responsibility?
Commented [JR19R18]: Yes. 2nd paragraph states that it is employee's responsibility to see that inspections are current and that insurance is in the vehicle.

Should an employee's driving record cause the insurance carrier to increase the rates or drop insurance coverage, or if the employee's license is suspended or revoked, the employee may face disciplinary action, up to and including termination of employment.

Certain employees may be allowed to take vehicles home as part of their job duties. Prior approval is required by the General Manager or his designee, and no personal use of the vehicle other than the direct commute is permitted. The value of the commute, with certain exceptions, will be counted as income according to current IRS guidelines.

Commented [SBG20]: This is new. Do you need any guidance on this?
Commented [JR21R20]: JS has the info.

If an employee is involved in an accident while on PUA business, the employee must immediately notify the General Manager or designee. A police report must be completed before leaving the accident site. Any fines issued to the employee in connection with the accident while on PUA business are the employee's sole responsibility. The employee may will be subject to alcohol and drug testing after any accident involving PUA property per "Drug and Alcohol Free Workplace".

Absenteeism

Good attendance of employees is essential for the success of PUA. Unnecessary absences and tardiness are disruptive and place an unfair burden on fellow employees as well as the PUA. Unsatisfactory attendance and/or repeated tardiness will result in disciplinary action up to and including discharge, unless otherwise prohibited by law.

Commented [SBG22]: new

Call-In Procedure

If an employee is going to be late or absent from work for any reason, the employee must call in and inform their ~~General Manager or designee(s)~~ direct supervisor as soon as the employee knows of the need for an absence, and in no circumstances later than 30 minutes before the employee is scheduled to begin work. It is the employee's responsibility to contact the General Manager ~~their supervisor~~ directly. Failure to call in for two consecutive days will be considered a voluntary termination on the part of the employee.

Performance Evaluation

The General Manager or designee(s) will conduct annual performance evaluations of all staff members, giving the employee a copy of each evaluation with the original going in the employee's personnel file. The purpose of these evaluations is to provide a time for the General Manager or designee and the employee to discuss the employee's performance along with career goals and opportunities. These evaluations may or may not be used for salary adjustments. All employee salary adjustments must be recommended by the General Manager and be approved by the Board.

Personnel Records

For each employee, the PUA maintains a separate, confidential file, which includes the employment application and/or resume, indicates educational experience, and contains experience records and other pertinent information such as performance evaluations, disciplinary actions and training certificates. These records are used for complying with government regulations, providing information for payroll deductions, determining individual eligibility for insurance and other personnel related matters.

Commented [SBG23]: Should this also list out evaluations, disciplinary records, and training certificates?

It is the employee's responsibility to notify the PUA General Manager or designee in writing when changes are necessary. Such information includes changes in marital status, numbers of dependents, address, telephone number, and education.

The information contained in an employee's personnel record is kept confidential from the public to the extent allowed by rules of the Texas ~~Open Records~~ Public Information Act. Documents containing the medical information about an employee or family member will be kept in a separate from the personnel file in a secure confidential medical file. Employee individual records are available to the employee for review upon request.

Commented [JR24]: Do medical records have to be kept separate? Current practice is to keep all personnel records electronically in HR folder on server. Only KK and JR have access to HR folder.

Commented [SBG25R24]: Yes, even if electronic, they must be kept in a separate file under ADA regs. That is to prevent a supervisor who is given access to review a personnel file for a particular employee from accidentally seeing confidential medical records. It could be a separate folder within the personnel file, that perhaps is separately pass-coded.

Commented [SBG26]: You don't need to add this, but be aware that employees can request in writing to review any coworker's personnel records under the PIA.

Time Off

Paid Sick/Personal Time

Regular, full-time employees accrue approximately 3.7 hours of paid sick/personal time per pay period. On an annual basis, this equates to 96 hours, or twelve days. ~~Sick/personal time that is accrued at the time an employee leaves PUA will be paid out at a rate of one-half the accrued time.~~ Sick/personal leave accrual may carry forward from year to year. ~~At the end of each calendar year, employees may elect to receive cash payment for one-half of accrued sick/personal time.~~ Upon separation from employment, employees will receive cash payment of one-half of their accrued, unused sick/personal leave. Sick/Personal leave, not used during the year in which it accrues, is available for use in succeeding years up to a maximum allowable accumulation of 720 hours for regular full-time employees. Sick leave does not accrue beyond the maximum 720 hours at any given time. Unused sick leave has no cash value and is canceled upon termination of employment without compensation to the employee.

Personal time off should be scheduled as far in advance as possible for planned events such as doctor's appointments, household repair appointments, parent-teacher meetings, and religious events and services. Personal time is not to be used for vacations, entertainment, long weekends, or other non-essential diversions. Employees on paid sick leave benefits are expected to stay in or near their home or health care provider during the time of their incapacity. Medically necessary travel must be documented and approved by their manager and/or Human Resources in advance.

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Commented [JR27]: Is this language necessary?

Commented [SBG28R27]: No, but recent case law approved it so that you are not blindsided or suspicious if an employee posts travel pics or is known to be traveling when claiming to be on sick leave. So we have been adding it as a suggestion for the last couple of years.

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Commented [SBG29]: This is a new proposed policy.

When possible and with advance permission, the employee may make up the time missed during the same work week in which the time was missed. Employees must have the permission of the General Manager or designee to make up time.

Required Sick Leave

For the safety and protection of our workforce and customers, employees may not come to work while they are contagious. Employees are required to stay at home if they have symptoms of the

flu or other airborne contagious illnesses. If an employee comes to work showing symptoms of contagion, then the employee shall be sent home and required to use accrued sick leave if available. If no sick leave is available, then the PUA will determine whether other leave or unpaid leave is available according to PUA policies. The employee will be required to show medical clearance before returning to work. If a healthcare provider immediately certifies that the employee was sent home in error, then the employee will be reimbursed for any leave time or pay lost.

Paid Funeral Leave for an Immediate Family Member

When a death occurs in an employee's immediate family, regular full-time employees may take up to two days off per year with pay to attend the funeral or make funeral arrangements. If additional time is needed, the employee may use accrued personal or vacation time. The PUA may require verification of the need for the leave. Immediate family members are defined as an employee's spouse, parent, sibling, child, grandchild, grandparent, or the step/in-law version of these relationships. Leave under this policy does not accrue and ~~is not~~ may not be cashed out if not used.

Paid Vacation Time

Paid vacation days are time off work that the PUA voluntarily provides employees as a benefit. The number of paid vacation days ~~is~~ accrued by employees is based on years of service to the organization. Employees must request vacation in advance, and must receive approval before being allowed to take vacation. Vacations are taken at a time mutually convenient to the employee and the PUA.

Eligibility

All full-time regular employees will be eligible for vacation benefits only after they have satisfactorily completed their 90-day probationary~~six-month orientation~~ period. Vacation day accruals will be calculated retroactive to the employee's hire date, ~~and may be taken after the 12th pay period following the date of hire.~~

Part-time and temporary employees are not eligible for vacation time. Part-time and temporary employees who transfer to full time regular status must satisfactorily complete the ~~six-month orientation~~90-day probation period as a regular full-time employee before they will be eligible for vacation benefits.

~~Time served in a part-time or temporary status will not be credited towards satisfying the orientation period requirement.~~

Accrual Rate

Eligible employees with less than five years of service shall accrue vacation time at the rate of approximately 3.1 hours per pay period, which is equivalent to 80 hours, or 10 days per year.

Eligible employees with five years or more of service shall accrue vacation time at the rate of approximately 4.6 hours per pay period, which is equivalent to 120 hours, or 15 days per year.

Maximum Accruals-

Employees are expected to use their vacation time annually. If an employee does not use all accrued vacation time, he or she may carry over the equivalent of one year of accrual. All vacation time must be used within two years of accrual. Employees who reach the maximum accumulation rate will not accrue additional time until they use sufficient vacation time to bring their accumulated rate below the maximum level.

Payout Upon Termination

Upon termination of employment with the PUA, employees will be paid for accrued, unused vacation time.

Paid Holidays

The following list of holidays is observed by the PUA:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Eve and Christmas Day

In addition, each employee may take one additional floating paid holiday on a date agreed upon in advance with the General Manager. Holidays falling on Saturday or Sunday will be observed on the Friday before or Monday after, as announced. Employees who are required to work on a holiday will be given an additional paid holiday, to be taken at a time approved by the General Manager.

Declared State of Emergency Leave

In the case of a state of emergency or disaster or other emergency, as declared by the General Manager, the General Manager has the discretion to adjust staff's schedules, allow telecommuting, or direct staff to observe medical quarantines and not report to work based on the health and safety of the staff and status of the PUA buildings. Examples of instances that may warrant emergency leave include, but are not limited to, natural disasters such as floods and tornadoes, public health emergencies or any other situation where the General Manager believes it would be adverse to public health and/or safety for staff to work under their regular schedules.

Commented [SBG30]: This is a new, suggested policy.

If a qualifying emergency -state of emergency is declared, the General Manager may, at his or her sole discretion, grant paid administrative leave for time not worked (Emergency Leave), or may determine that affected employees will need to use accrued paid time off. The PUA may require documentation from employees requesting Emergency Leave sufficient to justify the need to be absent from work.

Unpaid Leave of Absence

Because of the **small number** of employees at the PUA and the disruption to functionality that extended absences may cause, it is the general policy not to provide employees with additional time off beyond their paid leave benefits. In compelling circumstances, however, the General Manager may, in his or her sole discretion, grant unpaid time off in limited increments. The PUA will comply with the Americans with Disabilities Act (ADA) when additional, limited time off is necessary to accommodate an employee's disability, such leave is for a specified time period, the leave can be granted without undue hardship to the PUA, and the employee is otherwise qualified for the position.

Commented [SBG31]: I am assuming you still have fewer than 50 employees? If not we need to add FMLA.

Commented [SBG32]: This is new and required

Benefits

As part of its commitment to its employees and their well-being, the PUA strives to provide its employees with competitive group benefits. This section of the manual highlights some of the benefits currently offered to full-time employees of PUA. Employees should refer to their summary plan descriptions and more current memoranda for details.

Of course, decisions to provide benefits, and at what level to offer them, rests solely with the PUA Board of Directors, and depends upon a variety of budgetary considerations. The PUA reserves the right to modify or terminate any benefit plan at any time and for any reason. Participation in a benefit plan neither creates a contract of employment between the employee and the PUA, nor gives the employee a right to future benefits beyond those actually accumulated under the plan.

Medical Insurance Plans

The PUA currently provides 100 percent premium payment for regular, full-time employees under its group medical insurance plan, which includes health, dental and vision insurance. For purposes of group health insurance benefits, "full-time" is defined as normally scheduled to work 30 or more hours per week.

Employees are eligible for coverage upon completion of a 30-day period immediately following the first day of employment, provided the employee has filed the appropriate paperwork. Employees who wish to insure their eligible dependent family members may do so at their own cost by paying the group rate. Each employee will be given a booklet provided by the insurance carrier stating all terms and conditions.

Retirement Plans

The PUA is a member of the Texas County and District Retirement System (TCDRS). All non-temporary employees must contribute to the retirement system. See your the TCDRS handbook for more information regarding the retirement benefits. The employee's contribution rate and the PUA's contribution rate is determined annually by the Board of Directors.

The PUA also offers a ~~g~~Government 457(b) ~~d~~Deferred ~~C~~ompensation ~~p~~Plan as a voluntary pre-taxing supplemental retirement program as described below:

- Government 457(b) Plan: The PUA allows all employees to divert a portion of their wages to a tax-deferred retirement savings plan (“457(b) Plan”). The 457(b) Plan is entirely employee-funded and voluntary. Employee contributions are made before income tax is withheld, and savings may grow without taxation until withdrawal. Employees will be provided with information and forms to allow them to make a contribution election.

~~Workers’ Compensation Insurance~~

~~The PUA provides all employees with workers’ compensation insurance if a job-related injury or illness occurs. An employee who sustains a work-related injury must immediately notify his or her supervisor or the General Manager.~~

Life Insurance

The PUA provides all full-time employees with a basic life and accidental death and dismemberment insurance plan. The employee will be provided with the opportunity to purchase additional employee life and accidental death & dismemberment insurance at their own expense.

Disability

The PUA provides all full-time employees with a basic long-term and short-term disability coverage plan.

Longevity Bonus Pay

The PUA will pay regular, full-time employees a one-time bonus annually upon completion of at least two years of service, measured on December 1 of each year.

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Longevity Pay Table

On December 1 of each year, if the employee has completed:

Years of Service		Annual Payment
At least	But less than	Longevity Pay included in first paycheck in December is:
2	4	\$ 300.00
4	6	\$ 600.00
6	8	\$ 900.00
8	10	\$ 1,200.00
10	12	\$ 1,500.00
12	14	\$ 1,800.00
14	16	\$ 2,100.00
16	18	\$ 2,400.00
18	20	\$ 2,700.00
20	22	\$ 3,000.00
22	24	\$ 3,300.00
24	26	\$ 3,600.00
26	28	\$ 3,900.00
28	30	\$ 4,200.00
30	32	\$ 4,500.00
32	34	\$ 4,800.00
34	36	\$ 5,100.00
36	38	\$ 5,400.00
38	40	\$ 5,700.00
40	42	\$ 6,000.00
42	No limit	\$ 6,300.00

Separate lump sum payment for longevity pay is not authorized; payment is included only in the regular paychecks of employees. Longevity pay will not be prorated and is not paid out upon termination.

Longevity Pay as Part of Employee Pay

Longevity pay is considered a part of total compensation although the base salary rate, hourly rate or overtime rate of an employee is not affected by such payment.

The inclusion of longevity pay as a part of total compensation affects federal withholding, Old Age and Survivors Insurance (OASI), the amount of some group insurance coverage and other benefit calculations, and retirement contributions.

Optional Voluntary Benefits

The PUA offers employees additional benefits at their cost, including Aflac, Texas Legal and corporate gym memberships. Any payroll deductions for voluntary benefits will be withheld from final paycheck upon termination of employment with the PUA.

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Professional Expenses

The PUA will reimburse professional employees for the cost of maintaining their professional license(s), membership dues for professional affiliations, and the cost of continuing education courses and related travel required to maintain a professional license. Travel expenses for continuing education will be reimbursed based on the guidelines set forth in the 'Expenses' section above.

Clothing Allowance

The PUA shall provide non-exempt operational employees \$120245 annually for pants and \$125 annually for safety shoes or boots. Department supervisors will be responsible for purchasing pants and boots for each employee. Exempt and non-exempt non-operational employees shall be provided PUA shirts and hats at PUA expense.

Discretionary Employee Bonuses

The Board may approve a wage increase or incentive bonus to PUA employees for cost of living, achievement, or exceptional performance. The amount and timing of any such wage increase or bonus shall be determined by the General Manager and Board at their sole discretion.

Workers' Compensation Benefits

All PUA employees are covered by workers' compensation insurance while on duty for the PUA. Workers' compensation insurance pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of his or her job. Workers' compensation also pays for temporary income benefits for time lost in accordance with the policies below as a result of eligible work-related injuries or illnesses.

Reporting a Work-Related Injury or Illness

An employee who has a work-related injury or illness must notify their supervisor immediately or as soon as possible, no matter how small or insignificant the injury or illness may seem. The supervisor must report all work-related injuries and illnesses to Human Resources as soon as possible, but not later than 24 hours from the time the supervisor becomes aware of the injury or illness. If the injury is not reported in a timely manner it could result in the denial of workers' compensation benefits.

Medical Expenses

Workers' compensation insurance covers employees' reasonable and necessary medical treatment, hospital services, and prescription medications from the time of the covered injury or illness until the treating physician releases the employee. Medical treatment for employees will be provided by health care professionals who are contracted with the Political Subdivision Workers' Compensation Alliance. If the employee chooses to receive care from a doctor that is not

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contracted with the Political Subdivision Workers' Compensation Alliance, the employee may be responsible for all medical costs.

Temporary Income Benefits

Employees receive no workers' compensation income benefits during the first seven days following a work-related injury or illness if out of work for less than two weeks, but may use their accrued sick leave during this time upon request to Human Resources. However, if the employee is out of work for two weeks or more due to a work related injury or illness, the employee will receive income benefits for the first seven days as a delayed payment, which will offset any paid sick leave taken so the employee does not receive more than 100% of their pre-injury/illness weekly wage.

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The amount of income benefit an employee receives is 70% of the difference between the employee's average weekly wage and the wages the employee is able to earn after the work-related injury or illness, up to the statutory maximum. Employees earning less than \$10.00 an hour receive income benefits in an amount equal to 75% of the difference between their average weekly wage and the wage the employee is able to earn after the work-related injury or illness, for the first 26 weeks of payments.

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Employees may supplement the remaining percentage of pay using accrued sick leave, personal leave, or vacation leave by making a written request to Human Resources. While unable to work due to a work-related injury, the employee will **not** accrue paid time off.

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Commented [ADT35]: Workers' compensation law provides that "the governing body of a political subdivision, by majority vote, may" approve allowing employees to use their accrued sick leave to supplement the remaining percentage of the employee's pay. While the statute is worded in a permissive manner, rather than making the vote an explicit mandatory requirement, we recommend compliance by having the Board vote to approve this new policy. However, if the Board has, by resolution, already approved for the General Manager to have delegated authority to approve policies, then the Board vote is not necessary.

For the one employee you may already allow this for, there is not a penalty under the law for not having this approval, and nothing says the approval cannot happen after-the-fact. So the subsequent approval of the policy should be fine to cover that employee as well as employees who will be on workers' comp in the future.

Employee Responsibilities

An employee who sustains a work-related injury or illness must:

- Report the injury or illness to the employee's supervisor immediately or as soon as possible.
- Go to an available medical facility for examination and treatment.
- Complete necessary forms for submission to the Division of Workers' Compensation.
- Perform no secondary employment that violates the treating physician's or physical therapist's restrictions or limitations.
- Engage in no physical fitness training or sports activities the treating physician has not authorized in writing, in advance.
- While on restricted or light duty, schedule medical appointments at the beginning or end of the work shift to reduce the impact on PUA operations as much as possible.
- Provide Human Resources with regular updates on the employee's recovery.

Supervisor Responsibilities

The Supervisor of a PUA employee who sustains a work-related injury or illness must:

- Call 911 Emergency Services if the injury or illness requires emergency transport for treatment, and assist employee in arranging medical treatment if unable.
- Report the injury or illness to Human Resources immediately, but not later than 24 hours from the time the supervisor first became aware of the injury or illness.
- Maintain contact with the employee as Human Resources advises.

Return to Work

The PUA will make every effort to bring the injured employee back to work as soon as reasonably possible. The PUA has a return-to-work policy in place and will attempt to meet any light-duty restrictions imposed by the health care provider. An employee may continue to work in light duty status up to 90 days from the first day the employee returns to work with physical restrictions, under a bona-fide offer of employment. Human Resources will make offers in writing as a bona fide offer of employment under workers' compensation law, of modified or "light" duty in increments of 30 days or less, except when the physician has provided a definite longer period of time.

After 90 days of modified or light duty, if the employee is unable to return to full duty because of a disability as defined by the Americans with Disabilities Act, the PUA will work with the employee and the employee's treating physician to determine if the PUA can make a temporary or permanent reasonable accommodation that will allow the employee to perform all the essential functions of the position. If the PUA determines no reasonable accommodation is available in the current position, the PUA and the employee may review vacancies within the PUA to determine if the employee qualifies and is eligible for transfer, or if the PUA will return the employee to workers' compensation leave or terminate the employee.

Medical Information

All employees' medical information is held in a separate confidential file.

Family and Medical Leave

NOTE TO EMPLOYEES: Because the PUA employs fewer than 50 employees at its worksite or within 75 miles of its worksite, PUA employees are not eligible to take FMLA leave. Despite

Commented [ADT36]: We recommend including this return-to-work policy in your workers' comp policy as a helpful tool to get injured employees back to work as soon as it is medically safe. Return-to-work policies help reduce costs of training a replacement and turnover, since they allow the employee to work (on light duty, with release from their doctor). Plus having such a policy may help reduce your costs with TML because employees who are working are not paid income benefits for that time.

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Commented [SBG37]: Recent guidance has clarified that you don't need to include this policy if your employees are not covered.

Commented [SBG38R37]: Again, if you are still under 50 employees.

~~the fact that the PUA's small size renders employees ineligible for FMLA leave, the PUA must include an FMLA policy in the manual.~~

~~The Family and Medical Leave Act of 1993 ("FMLA") applies to all public agencies. However, in order for an employee to be eligible for leave under the FMLA, the following criteria apply:~~

~~He/she must have worked for the employer for at least 12 months; and~~

~~He/she must have worked for at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,~~

~~He/she must work at a location where at least 50 employees are employed, either at the location or within 75 miles of the location.~~

~~The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:~~

~~For incapacity due to pregnancy, prenatal medical care or child birth;~~

~~To care for the employee's child after birth, or placement for adoption or foster care;~~

~~To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or~~

~~For a serious health condition that makes the employee unable to perform the job.~~

~~Eligible employees with a spouse, son, daughter, or parent on covered active duty, as defined by the FMLA, or call to covered active duty may use their 12-week leave entitlement to address certain qualifying exigencies defined in the FMLA. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave (12-week entitlement plus 14 additional weeks) during a single 12-month period to care for a covered service member with a serious injury or illness incurred in the line of duty.~~

~~Certification may be required to support a claim for leave under the FMLA.~~

~~If an employee has accrued paid leave, the employee must use paid leave first and take the remainder of the 12 weeks as unpaid leave.~~

~~While an employee is on leave, the employee's health benefits will be maintained during the leave period at the same level and under the same conditions as if the employee had continued to work. Because employee and employer contributions to the retirement program are based on~~

~~earnings received, no contributions will be accepted or made during unpaid portions of FMLA leave. Vacation and sick leave do not accrue while an employee is on FMLA leave.~~

~~Employees on FMLA leave will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.~~

Military Leave

The PUA complies with all state and national laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. The PUA supports its employees and their service in state and national military units and provides them with a number of military leave benefits. This policy covers employees who serve in the uniformed services in a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Notice to the PUA of Leave. Employees must provide as much advance written or verbal notice to the PUA as possible for all military duty (unless giving notice is impossible, unreasonable, or precluded by military necessity). Absent unusual circumstances, such notice must be given to the PUA no later than 24 hours after the employee receives the military orders.

Paid Leave for Training and Duty.

Paid Leave For Up to 15 Days. Employees are entitled under Texas law to 15 working days per fiscal year of paid military leave. This leave may be used when an employee is engaged in National Guard or U.S. armed forces reserves training or duty ordered or approved by proper military authority. The paid leave days may be consecutive or scattered throughout the year.

Other Paid Leave. Employees who are not eligible for paid military leave or who have exhausted all available paid military leave may, at their option, use any other available paid leave time (i.e., vacation leave) to cover their absence from work.

Unpaid Leave. After an employee has exhausted all available paid military leave (including any other paid leave time that the employee chooses to use to cover a military absence), the employee will be placed on leave without pay for up to five years, or more as required by law.

Benefits. The PUA will continue to provide employees on paid military leave with most employment benefits.

Group Health. While an employee is on paid military leave (or any military leave of less than 31 days), the PUA will continue to pay its portion of the monthly premium for group health benefits. When military leave is unpaid, the employee may elect to continue group health coverage for up to ~~18~~ 24 months following separation of employment or until his/her reemployment rights expire, whichever event occurs first, for him/herself and eligible

dependents. Employees must pay 100 percent of the applicable premium to cover the cost of elective continuation coverage under the PUA's group health plan.

Upon an employee's return to employment following military service, the PUA will provide health insurance coverage immediately, even if a waiting period is normally required for new or returning employees. In addition, a returning employee will not be subjected to exclusions from coverage unless the exclusions apply to injuries or conditions that were incurred as a result of military service.

Other Benefits. While on paid military leave, employees continue to accrue vacation, sick leave and other benefits provided to other employees on paid leave. While on unpaid military leave, employees are generally ineligible for most PUA-provided benefits. Benefit accruals, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. While on unpaid military leave, benefit accruals will be suspended and will resume upon the employee's return to active employment. Once an employee returns to work following an unpaid leave, he/she will be treated as though he/she were continuously employed for purposes of determining benefits based on length of service, such as vacation accrual.

Returning from Leave.

Re-employment Rights. In most cases, employees who complete their military service will be re-employed in their previous position or a similar position with the PUA. Federal law requires that employees returning from military leave be rehired in the position they would have had if they had been continuously employed. Since most jobs and promotions in the PUA are not awarded based on seniority, it is impossible to know what job an employee might have had if he/she had been continuously employed. This means most employees returning from military leave will typically be restored to the job they had at the time they left on leave.

Deadline to Notify the PUA of Intent to Return to Work. The deadline for an employee to return to work and/or notify the PUA that he/she intends to return to work following military leave depends upon how long the employee's military service lasted:

- For service of **less than 31 days**, employees have eight hours following their return home from service to report for their next scheduled work period.
- For service **between 31 days and 180 days**, employees have 14 days following their release from service to apply for reemployment.
- For service of **more than 180 days**, employees have 90 days following their release from service to apply for reemployment.

These deadlines may be extended for two years or more when an employee suffers service-related injuries that prevent him/her from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

Required Documentation. To qualify to return to work, an employee returning from leave must provide documentation of the length and character of his/her military service. Also, evidence of

discharge or release under honorable conditions must be submitted to The PUA if the military leave lasted more than 31 calendar days.

Rights to Continued Employment. Employees who serve in the military for more than six months will not be discharged by the PUA without cause for one year following the date of their reemployment. Employees who serve for between one and six months will not be discharged without cause for six months following the date of their reemployment. Employees who serve for 30 days or less are given no protection under federal law from discharge without cause.

Changed Circumstances. Although the PUA will make every effort to reemploy employees returning from military service, such reemployment may not be possible and is not required by law where the PUA's circumstances have changed to such an extent that it would be impossible or unreasonable to reemploy.

Civic Duty

Employees of the PUA will be granted paid civic leave, up to a maximum of two weeks per year, to serve on a jury or when subpoenaed as a witness in a matter in which the employee is not a party. Any regular, full-time employee who receives a notice to appear for jury duty or is subpoenaed as a witness should notify the General Manager or designee immediately and provide proof of service. The employee will receive pay for the time spent serving on a jury or testifying as a non-party witness during the employee's normal working hours up to the limit. If additional time is needed, the employee may use accrued paid leave, and then unpaid leave, all of which is protected. When an employee has completed jury service, the employee shall return to work for the remainder of scheduled working hours.

Commented [JR39]: If an employee served on a trial that exceeded two weeks, they would have to use their personal leave?

Employees are encouraged to exercise their right to vote in local, state and national elections. Employees who choose to vote on Election Day and whose work schedule does not permit sufficient time to vote outside of working hours on Election Day, will be allowed additional paid time off (up to two hours) to vote. A request to vote during working hours must be submitted at least two business days prior to Election Day.

Commented [SBG40]: Yes, that is what this says. You can extend the time for paid leave however long you want. Some employers do none, some up to 90 days, or anything in between.

Conflicts of Interests and Ethics

~~The PUA has the right to promote and maintain its valid business interests not only in its dealings with its customers and competitors, but also in its relations with its own employees.~~

Whenever an employee, or any relative or spouse of the employee, or any of the spouse's relatives who share the same home as the employee has an interest, direct or indirect, in a proposed or actual business transaction in which the PUA is a party, the employee must inform the PUA-General Manager who will determine whether there is in fact a conflict between the PUA and the employee's (or spouse or relative's) interests and, if so, whether such a conflict will harm the PUA's interests.

Direct interest means the interest an employee, spouse, or relative may have in a firm, corporation, or entity of which the employee is an officer or director or in which the employee owns an equity interest. Equity of less than five percent in publicly held companies need not be considered.

The PUA prohibits gratuities of any kind given by anyone doing business with or soliciting business from the PUA to all employees, ~~who evaluate or award bids, negotiate contracts or approve changes in contracts.~~

~~The only exception allowed is a gift addressed to the WTCPUA as a whole and made available to all employees and officials. A gift or Not included in this understanding of a gratuity does not include the simple, casual meal offered by a supplier's representative as a timesaving expediency or normal expression of friendly business relationship, as long as the representative is in attendance; the employee may be a guest at the meal, but may not accept a gift card or other meal payment when the host is not present. However, the repeated appearance of an employee as the lunch guest of the same company should be tactfully avoided. A gift also does not include a promotional item of nominal value of the sort typically given at vendor booths at conferences.~~

Commented [JR41]: Update according to new Ethics Policy

Commented [SBG42R41]: So you don't allow any vendor to buy you lunch? The meal as a guest language is pretty common in these policies. That could include attending a vendor's event at a conference.

The PUA prohibits any conduct by any employee which is illegal or unethical.

Violations of this policy may result in termination of employment, and reimbursement to the PUA for any losses suffered as a result of the employee's interests being given preference to those of the PUA.

Outside Employment and Conflicts of Interest

Employees' first work priority is to the West Travis County PUA. If an employee chooses to work outside this employment, he or she may do so as long as it does not interfere with his or her work schedule or performance for the PUA. All outside employment of full-time employees must be approved by the General Manager before engaging in such outside employment. Outside employment that affects attendance, work performance, productivity, or conduct, either directly or indirectly, or that creates a conflict of interest of any kind, is strictly prohibited.

Schedules will not be adjusted and special considerations will not be made for employees who have outside employment.

Prohibited Outside Activities:

- Performing services for or acting as an agent, officer, employee, director, consultant, partner, or shareholder for any entity which could reasonably be considered a conflict of interest between the employee and the employee's duties, including outside activities expected to be performed during the employee's regular working hours with the PUA.
- Receiving personal income or material gain from outside individuals or companies for producing materials or rendering services either during or after working hours, on PUA premises, using PUA property, or at any time while performing services on the PUA's behalf.
- Promoting a personal business at any time during working hours, while using PUA property, while on PUA premises, or at any time while representing the PUA.
- Using the PUA's name as part of any outside promotional campaign or other business endeavor without express knowledge and approval of the General Manager.

- ◆ Using paid or unpaid time off with the PUA to perform outside employment or other activities for personal gain.

Employees wishing to accept outside employment must submit to the General Manager or designee for approval a completed “Outside Employment” form.

Non-Disclosure of Information

Employees must remember that the PUA’s business is confidential in nature. Subject to the applicable provisions of the Texas Public Information Act, employees of the PUA must not disclose confidential information concerning the property, operations, policies or affairs of the PUA, or its customers. Additionally, employees must not use such confidential information to advance their personal interests, financial or otherwise, nor may they accept employment or engage in any business activity which might reasonably be expected to require disclosure of such confidential information of the PUA. Any employee who violates the PUA’s confidentiality rules will be subject to discipline, up to and including immediate discharge, as well as appropriate legal remedies.

Dress Code

In the interest of presenting a professional image to PUA customers, the PUA asks that all employees observe good grooming and personal hygiene habits. Please dress conservatively and professionally in an appropriate manner for a business office and the specific job.

Non-Exempt operational employees shall wear PUA shirts and hats provided by the PUA as described in -Benefits.

Employees are required to use common sense and good judgment, and apply a dress practice that the PUA deems conducive to its business environment. If the employee questions the appropriateness of the attire, it probably isn't appropriate. Questions should be addressed *before* wearing the clothing in question to work.

Unacceptable attire includes, but is not limited to, T-shirts, athletic wear, casual flip flops, beach wear, and revealing, ripped, dirty, wrinkled, overly tight or overly baggy clothing. Employees should not display advertising, drug images, or offensive messages or images on their clothing or tattoos.

Commented [SBG43]: New

Safety

The PUA may implement a comprehensive Safety Program for the purpose of protecting employees from injury and preventing property damage. Employees shall be required to comply with the program and be provided Personal Protective Equipment (PPE) as determined and approved by the General Manager or designee.

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Workplace Violence

The PUA will tolerate no intimidation, bullying, or threats of violence by or among employees. Even jokes about violence or threats of violence are strictly prohibited. Any employee who is a

Commented [SBG44]: Do you also want to prohibit employees from carrying licensed firearms to work? This is legal for employees under Texas law, but not to visitors to common areas. I might have discussed this with Rob, but I don't recall. Let me know if you want a sample policy.

victim of threats or other intimidating or violent behavior, either from a coworker or others, shall immediately report the conduct to the General Manager. Also, any employee who is aware that others are being intimidated or receiving threats of violence must report the conduct immediately. In emergency situations, employees should call the police by dialing “911.”

Weapons

It is the PUA’s intent to provide a safe workplace to all of its employees, and to exercise reasonable care in the control and supervision of its employees. The PUA prohibits the possessing or carrying of concealed or other weapons while on PUA business, onto the PUA’s premises (except when secured in the employee’s personal vehicle), or in its vehicles. This policy applies regardless of whether the employee is legally licensed to carry a concealed or open-carry firearm under state law, or if the weapon is otherwise legally possessed by the employee.

For purposes of this Policy, “Weapons” are defined as any device or object capable of causing serious bodily injury or death to another person, including, but not limited to, handguns, shotguns, rifles, explosive devices, and knives with blades more than three inches in length. “Weapons” do not include mace, pepper spray or other similar devices intended to temporarily disable a person, or pocket knives with blades three inches in length or shorter. “Possessing” or “Carrying” means to exercise care, custody, control or management over, whether directly or indirectly, to have in one’s physical possession, or to have in an automobile driven by the employee.

The PUA reserves the right to conduct searches to enforce this policy, including searches of any PUA property, such as desks, storage areas, lockers, and vehicles. Employees are reminded that they do not have a right to privacy in PUA-owned areas, or in possessions stored there.

Drug and Alcohol Free Workplace

The PUA believes that all employees have a right to work in a drug and alcohol-free environment. Persons under the influence of drugs and alcohol ~~controlled substances~~ on the job may pose serious safety, health and security risks to PUA customers and employees.

Definitions

- **Prescription Drug:** any drug prescribed for individual consumption by a licensed ~~medical practitioner or~~ healthcare provider.
- **Controlled Substance:** any substance: (i) listed in the federal Controlled Substances Act, as currently enacted or as amended; and (ii) defined in the Texas Controlled Substances Act, as currently enacted or as amended.
- **Prohibited Drug:** (i) prescription drugs or over-the-counter drugs that are not being used as intended, or which were obtained under false pretenses; (ii) prescription drugs that were not prescribed to the affected employee by a licensed physician; (iii) controlled substances; (iv) alcohol; and (iv) inhalants.

- **The PUA Premises:** all property, facilities, land, buildings, structures, installations, automobiles, whether owned, leased or used. PUA Premises also include other work locations, including any place in which employees provide services, and travel to and from premises and other work locations while in the course and scope of employment.
- **Under the Influence:** not having the normal use of mental or physical faculties by reason of the introduction into the body of a Prohibited Drug. Being Under the Influence may include misbehavior, aberrant behavior, reduced ability to perform work in a safe and productive manner, or impairment of physical or mental ability, such as incoherence, slurred speech or difficulty maintaining balance.

Prohibited Conduct

- Reporting to work Under the Influence of any Prohibited Drug.
- Using, possessing, selling, purchasing, distributing, ~~or~~ being Under the Influence of or having in one's system any Prohibited Drug on PUA Premises or while performing services as a PUA employee. If the medically approved and appropriate use of a prescription drug or over-the-counter drug adversely affects the employee's work performance or the safety of the employee or others, the PUA reserves the right to limit, suspend, or modify the employee's work activity, or otherwise reasonably accommodate such adverse effect or risk.
- Testing positive for a Prohibited Drug, or refusing to cooperate with a required drug test.
- Becoming intoxicated by the use of alcoholic beverages while representing the PUA.

Testing of Applicants and Employees

- The PUA ~~may will~~ conduct pre-employment testing of candidates for hire to safety- or security-sensitive positions. The testing will occur during the final stages of the employment process. Any candidate who tests positive for Prohibited Drugs or who refuses to be tested, attempts to delay the test, or who attempts to alter or tamper with a sample or any other part of the testing process, will not be eligible for hire. Such individual will also be ineligible to reapply for employment with the PUA for at least two years.
- Employees ~~may will~~ be tested for ~~alcohol and/or illegal and unauthorized drugs~~ Prohibited Drugs after a workplace injury or accident or "near miss" when the employee's actions contributed to the incident, when reasonable suspicion exists, when PUA property is involved, randomly (for safety-sensitive positions), or ~~in connection with~~ as a condition of returning to work after any required treatment or rehabilitation. All testing must be authorized by the General Manager or Board President.
- For purposes of this policy, reasonable suspicion is a belief based on articulable observations (*e.g.*, observation of alcohol or drug use, apparent physical state of impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which

appear to be illegal or unauthorized drugs, or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of ~~illegal or unauthorized drugs or alcohol~~ Prohibited Drugs. Supervisors must document the specific, observable facts in support of reasonable suspicion testing.

- Tests will be paid for by the PUA. To the extent possible, testing will ~~normally~~ be done during the employee's normal work time. Under no circumstances should an employee suspected of being Under the Influence transport him or herself to the testing facility.
- Any employee who refuses to be tested, attempts to delay the test, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action, up to and including termination.
- A positive test result is a violation of the PUA's Drug and Alcohol Free Workplace Policy and after confirmation, will likely result in disciplinary action, up to and including termination of employment.

Consequences of Violations

The PUA will consider any violation of this policy to constitute severe misconduct, and will take appropriate disciplinary action against an employee who violates this Policy, up to and including termination from employment.

Heightened Requirements for CDL-Required and Safety Sensitive Positions

Every employee whose job requires a Commercial Driver's License ("CDL") per Federal Transit Administration ("FTA") regulations is covered by each requirement and prohibition in this policy. In addition, any such covered employee and applicant is also subject to testing under the FTA regulations, and other requirements contained in the PUA's Supplement to Drug Free Workplace Policy on Alcohol, Drugs and Controlled Substances for Employees with Commercial Driver's Licenses, which will be made available to covered employees.

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Tobacco Use

The PUA provides a smoke-free and tobacco-free work environment, which includes but is not limited to prohibited use of cigarettes, cigars, pipes, "vaping" devices and chewing tobacco. Tobacco use, vaping or equivalent is prohibited inside the PUA office and PUA vehicles.

Disciplinary Actions

Discipline involves self-control, which the PUA expects of each of its employees. No manual, policy or procedure can realistically attempt to list all possible behaviors that would be viewed as unacceptable, and accordingly, employees are required to use common sense in their conduct, and behave at all times in an honorable, respectful, safety-conscious and business-like manner. Failure to observe established rules and practices can lead to disciplinary action, including warnings, suspension, probation and/or discharge.

The PUA's normal practice is to help employees identify problems and to improve their performance and behavior. ~~The specific disciplinary action will normally be based on an assessment of the offense, the circumstances, and the employee's previous record.~~

Accordingly, The PUA reserves the right to take whatever disciplinary measures it deems to be appropriate, including immediate discharge. the PUA shall have a progressive discipline policy as outlined below:

- Counseling. An employee may be counseled for issues regarding performance. The supervisor will meet with the employee to review concerns regarding past or existing performance or non-compliance with WTCPUA policies and procedures, and discuss a plan for corrective action. The supervisor and employee shall sign the written plan and place the plan in the employee's personnel file.
- Oral Warning. This is the first stage of formal disciplinary action. The supervisor will meet with the employee to review concerns regarding past or existing performance or non-compliance with WTCPUA policies and procedures, and discuss a plan for corrective action. The supervisor and employee shall sign the written plan and place the plan in the employee's personnel file.
- Written Warning. This is the second stage of formal disciplinary action.— The supervisor will meet with the employee to review concerns regarding past or existing performance or non-compliance with WTCPUA policies and procedures, and discuss a plan for corrective action. The supervisor and employee shall sign the written plan and place the plan in the employee's personnel file.
- ~~Time Off Without Pay. This is the third stage of formal disciplinary action. The supervisor will meet with the employee to review concerns regarding past or existing performance or non-compliance with WTCPUA policies and procedures, and discuss a plan for corrective action. The supervisor and employee shall sign the written plan and place the plan in the employee's personnel file.~~
- Discharge. This is the final stage of formal disciplinary action. The supervisor will meet with the employee to review concerns regarding past or existing performance or non-compliance with WTCPUA policies and procedures. The employee's employment with the WTCPUA will be terminated if it is determined that insufficient progress has been made in correcting past performance or compliance or if the nature of an offense is significant enough to warrant immediate termination.

Exceptions to Progressive Discipline. Management and supervisors will have discretion to bypass progressive discipline due to the nature and severity of offenses, including, but not limited to, significant lack of performance or competency to perform job functions, intentional or significant non-compliance with WTCPUA policies and procedures, criminal conduct on or off duty, dishonesty, theft, disruptive or abusive behavior, discrimination or harassment of coworkers or discriminatory speech reflecting on the PUA, alcohol or substance abuse, negligence, and property damage. Nothing in this progressive discipline policy changes PUA employees' at-will employment status.

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Commented [JR45]: I would like to delete this stage and with discretion go from written warning to dismissal.

Commented [SBG46R45]: I agree that unpaid suspensions usually don't result in changed behavior on return.

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~~The specific disciplinary action will normally be based on an assessment of the offense, the circumstances, and the employee's previous record.~~

Appeal. Employees shall have the right to appeal formal discipline to the General Manager. Appeals must be made in writing within five business days after receiving the written disciplinary action. The General Manager will have ten business days to respond and shall be able to convene meetings with the employee, manager, supervisor or witnesses to review the appeal. The General Manager's decision will be final.

Employees who are alleged to have committed acts of violence, intimidation, harassment, or other ~~flagrant-serious~~ misconduct or serious safety violations may be suspended, with pay, at the time of the incident pending a management investigation and review of the matter. Employees on paid leave pending investigation are not on vacation – they are expected to be available at any time during normal working hours for interview or consultation during the investigation, and may be assigned projects away from the workplace at the discretion of the General Manager.

Resignation and Termination

A two-week written notice is requested of all employees who voluntarily terminate. The General Manager has the authority to waive the notice period. Employees may not use accrued sick/personal leave during the notice period. All expense account balances must be repaid, and all keys and other PUA property must be returned before the last working day.

For voluntary separations, final paychecks will be issued on the next regular pay day following the last day of employment. For involuntary separations, final paychecks will be issued no later than the sixth calendar day after discharge. Any additional voluntary benefits that are paid through payroll deductions will be withheld from the final paycheck. Any paid time off arrears will be deducted from the final paycheck. Any PUA equipment that is not returned in acceptable condition will have an associated amount taken from the final paycheck, with the employee's written authorization. Employees who refuse to authorize valid deductions are subject to legal action by the PUA for amounts owing.

Commented [SBG47]: New

Commented [SBG48]: You can't do this without a signed authorization from the employee, either at the time, or at issuance of the equipment.

All ~~accrued~~ leave accrual and insurance coverage is automatically canceled effective the last day of active employment. Insurance benefits will terminate effective the last day of the month of termination. Payout of accrued vacation leave will be paid out on the final check, ~~as allowable~~.

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the West Travis County Public Utility Agency’s (PUA) Personnel Policy Manual. I agree to read this manual carefully within the next few days, and to abide by its policies and procedures. If I don’t understand any part of the manual, I will ask a member of management for assistance.

I understand that employment at the PUA is on an at-will basis. This means that, as an employee, I am not employed under a contract, and I am free to leave my employment at any time, for any reason or no reason, without contractual obligation. Likewise, the PUA is free to terminate my employment at any time, for any reason, or for no reason, without contractual obligation.

I further understand that this manual and its contents are intended only as guidelines, and should not be understood to create a contract of employment. I acknowledge that no agreement or promise regarding my employment is binding on the PUA unless it is in writing and signed by the PUA’s General Manager. I understand that the contents of this manual controls over any conflicting statements made by supervisors, and that, other than the at will policy, the PUA has the right to change the contents of this manual at any time, without prior notice.

I understand that this current manual replaces and supersedes any older versions. If there are changes to the manual, I will receive notification informing me of such changes, and I understand that I am responsible for reading the revisions.

I agree that this manual is the sole property of the PUA, cannot be copied or reproduced without permission from the PUA’s General Manager, and must be returned upon termination of employment.

Employee Printed Name: _____

Employee Signature: _____

Date: _____



**West Travis County Public Utility Agency
Memorandum**

TO: WTCPUA Board of Directors

FROM: Jennifer Riechers, WTCPUA GM

CC:

SUBJECT: Emergency Leave Policy

DATE: March 20, 2020

This memorandum is to provide a summary and clarification of Emergency Leave Policy as related to the COVID-19 pandemic.

Families First Coronavirus Response Act (FFCRA)

On March 18, 2020 President Donald J. Trump signed into law the Families First Coronavirus Response Act (FFCRA). This new legislation provides a number of relief benefits related to the COVID-19 public health emergency.

This Act provides for paid sick leave to employees who are unable to work because of COVID-19. Employers are required to give the following paid sick leave:

- Two weeks of paid sick leave at the employee's regular rate of pay, capped at \$511/day or \$5,110 total for employees who are quarantined or seeking a diagnosis related to COVID-19.
- Two weeks of paid sick leave at a rate of at least 2/3 of the employee's regular rate, capped at \$200/day or \$2,000 total for employees:
 - Caring for a family member who is quarantined or seeking a diagnosis related to COVID-19; or
 - Caring for their child/children whose school or childcare facility is closed or unavailable due to COVID-19.

Emergency Leave

A. An employee who is unable to work due to full or partial closure of a facility at which the employee normally works will be granted emergency leave.

B. Employees who are unable to work due to situations such as school closings and day care closings, may be offered telecommuting options. If telecommuting is not an option for an employee's position, emergency leave will be granted. Managers may consider a combination of telework and emergency leave depending on an employee's circumstances.

C. Employees who are quarantined or in isolation pursuant to medical guidance, including guidance from DSHS/CDC, should be offered the option to telework if appropriate. If telework is not an option or personal circumstances prevent telework as being an effective option, emergency leave will be granted. Managers may consider a combination of telework and emergency leave depending on an employee's circumstances. For purpose of this guidance and as provided by the [CDC](#),

- o “**Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.” For purposes of this guidance, it also refers to situations in which a member of employee's household is on quarantine.
- o “**Isolation** separates sick people with a contagious disease from people who are not sick.”



**West Travis County Public Utility Agency
Memorandum**

TO: WTCPUA Board of Directors

FROM: Jennifer Riechers, WTCPUA GM

CC:

SUBJECT: Telecommuting Policy

DATE: March 20, 2020

This memorandum is to provide a summary of a proposed telecommuting policy to be incorporated into the Employee Personnel Manual.

If telecommuting becomes necessary due to a declared disaster or emergency, the PUA may allow or require employees to temporarily work from home to ensure business continuity. The General Manager will identify those employees who are eligible to work remotely and provide those employees necessary technology and other resources for remote work. Employees are eligible to work remotely if they can perform the essential functions of their position from their home. Equipment supplied by the WTCPUA is to be used for business purposes only. Telecommuting employees will be expected to ensure the protection of customer information accessible from their home office.

Exempt employees that are eligible to telecommute will receive full pay during any mandatory telecommuting period. Employees will be required to work from home during these periods, unless they are sick. Non-exempt employees will only be paid for the time they are actually working remotely. Employees will be required to keep track of actual time worked. Employees are expected to perform their normal job functions to the best extent possible. If an employee needs to take time off during the telecommuting period, sick or vacation leave should be used.

Employees will establish an appropriate work environment within their home for work purposes. WTCPUA will not be responsible for costs associated with the setup of an employee's home office, such as remodeling, furniture or lighting.

The duration of any emergency telework arrangements is determined exclusively by the General Manager. The General Manager may require employees to return to regular, in-office work upon determination that there is no longer an emergency need for telecommuting.

ITEM E

Preliminary - March 4, 2020

West Travis County Public Utility Agency



Refunded (old) Bonds:

	<u>Maturities</u>	<u>Amount</u>	<u>Callable</u>
WWSS Revenue Bonds, Series 2015	8/15/2042 & 2046	19,730,000	8/15/20 @ par
		\$ 19,730,000	

Rate on Refunded (old) Bonds

4.00%

Transaction Goals:

- Reduce Interest Rate*
- Produce Debt Service Savings*
- No Extension of Original Bond Term*

Refunding (new) Bonds/Cash Contributed:

Budget	100% Bonds	60%/40% Bonds	40%/60% Bonds	All Cash
True Interest Cost (Current Market*)	2.85%	2.85%	2.85%	NA
Par Amount of Refunding Bonds**	\$ 19,630,000	\$ 12,525,000	\$ 7,495,000	\$ -
Contributed Cash	\$ -	\$ 7,575,000	\$ 12,605,000	\$ 20,180,000
Net Debt Service Reduction \$(FY 2020-2046)(Net of all issuance costs)*	\$ 5,026,251	\$ 9,896,125	\$ 11,320,000	\$ 16,640,000
Net Present Value Savings \$(net of all issuance costs)*	\$ 3,568,638	\$ 9,196,013	\$ 10,720,074	\$ 11,648,000
Net Present Value Savings (% of Refunded Par) (Policy Target: +3.0%)*	18%	47%	54%	59%

* Subject to prevailing market at time of bond pricing.

** Subject to final bond couponing.

ITEM F



Murfee Engineering Company

March 19th, 2020

Mr. Scott Roberts, President and
Board of Directors
West Travis County Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738

Re: **WTCPUA Southwest Parkway Pump Station Ground Storage Tank No. 2 CIP Project**

President Roberts and Board:

Attached for your consideration is a proposal from Murfee Engineering Company to provide engineering services associate with the above-referenced CIP project.

The Southwest Parkway Pump Station (SWP PS) provides water to all the WTCPUA 290 system. It receives water from the Water Treatment Plant (WTP) via a 16" and a 20" transmission mains. Currently there is one 750,000 gallon welded steel storage tank that is in bad structural shape, which will be replaced with a new 950,000 gallon pre-stressed concrete ground storage tank. It is important to note that the LCRA's original plans included two ground storage tanks to be built on this site.

As the 290 system continues to grow, the demand for water also is growing which perfectly lines up with the need to build the second ground storage tank. We propose that the GST #2 be similar in construction as the new GST #1 that will be constructed in the near future, both in how it looks and in sizing. This second tank is part of the CIP expansion and will provide redundancy to the Southwest Parkway Pump Station storage capacity.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dennis Lozano', is written over a blue circular scribble.

Dennis Lozano
Vice President

CC: Jennifer Riechers – General Manager

An Agreement for the Provision of Limited Professional Services

Murfee Engineering Co., Inc.
1101 Capital of Texas Hwy. South, Bldg. D
Austin, Texas 78746
(512) 327-9204

Client: WTC Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738
generalmanager@wtcpua.org

dlozano@murfee.com

Date: March 19th, 2020

Project No.: 11051.____

WTCPUA Work Order No. _____

Project Name: Southwest Parkway Pump Station Ground Storage Tank No. 2

Scope/Intent and Extent of Services: Engineering Services shall be inclusive as necessary to assist the Client with permitting, design and construction administration as necessary for the Southwest Parkway Pump Station (SWP PS) Ground Storage Tank No. 2 (GST #2) project. Services shall include preparation of a site plan in accordance with City of Austin and Travis County ordinances, submission to City of Austin and Travis County, resolution of staff comments, and assistance with the approval process. Approval from City of Austin is expected to be based on original LCRA's Waterway Permit. Design phase services shall include preparation of construction plans, which shall include electrical engineering and constructability review, as necessary to provide a complete set of plans and specifications, and securing TCEQ approval for construction. Construction phase services include administration of the construction contract, which consists of the bidding phase, review of submittals, construction observation & testing (including structural & electrical), review and recommendation of pay applications, attendance of on-site and office coordination meetings, and all services necessary to adequately administrate the construction contract through final completion, including engineer's certifications upon completion. GST #2 will be a pre-stressed concrete tank Type III and will have the same dimensions and capacity as GST #1. The exact location of the tank within the pump station site will be determined during the design phase.

Fee Arrangement: Time and materials in accordance with the approved rate sheet with an estimated fee as follows and detailed on the attached man-hour allocation:

Site Plan & Jurisdictional Coordination	\$ 59,520
Design and Preparation of Construction Plans & Specs	\$ 32,070
Procurement through Award & Construction Administration	\$ 23,660
Correspondence and Communication Throughout the Project	\$ 4,700
Outside Services	\$ 25,530
	<hr/>
	\$145,480

The estimated fees do not include review fees, direct reimbursable expenses, architectural design, surveying, or geotechnical investigation. Additional Services fees must have WTCPUA approval prior to expenditure. The Contract amount for this project shall not exceed the total amount of \$187,688 as listed above without Board approval by the WTCPUA.

Terms and Conditions: The approved Terms and Conditions are a part of this agreement.

Offered By:
Murfee Engineering Co.

By:  3.19.20
Dennis Lozano, P.E. Date

Accepted By:
WTC Public Utility Agency

Signature Date

(Printed Name/Title)

ITEM G



Murfee Engineering Company

March 19th, 2020

Mr. M. Scott Roberts, President &
Board of Directors
West Travis County Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738

Re: West Bee Cave Pump Station Upgrade CIP Project

President Roberts and Board:

Attached for your consideration is a proposal from Murfee Engineering Company to provide engineering services associated with the above-referenced CIP project. The existing pump station has three smaller pumps with a flow rate of 750 gallons per minute (gpm) each and one larger pump with a flow rate of 1,500 gallons per minute (gpm). Total and firm capacities of the existing pump station are 3,750 and 2,250 gpm, respectively. In order to meet the growing demand and in coordination with operations staff, we have developed the proposed plan to expand the capacity of the existing pump station. The project is proposed for design at this time in order to complete the work during the low demand period of the winter of 2020-21.

The proposed project will replace one of the smaller pumps with a new larger capacity pump to match the existing larger pump. The proposed upgrades will increase the total capacity and firm capacity of the pump station to 4,500 gpm, and 3,000 gpm, respectively. If you have any questions or comments regarding this project or the CIP, please contact me at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dennis Lozano', is written over a blue circular stamp or seal.

Dennis Lozano
Vice President

CC: Jennifer Riechers – General Manager
Jennifer Smith – Controller

An Agreement for the Provision of Limited Professional Services

Consultant

Murfee Engineering Co., Inc.
1101 Capital of Texas Hwy. South, Bldg. D
Austin, Texas 78746
(512) 327-9204
dlozano@murfee.com

Client

WTC Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738
generalmanager@wtcpua.org

Date: March 19th, 2020 Project No.: 11051.____ WTCPUA Work Order No. _____

Project Name: West Bee Cave Pump Station Upgrades

Scope/Intent and Extent of Services: Engineering Services shall be inclusive as necessary to assist the Client with permitting, design and construction administration of the West Bee Cave pump station upgrades project. Currently, the pump station operates a total of four high-service pumps; two smaller pumps with a flow rate of 750 gallons per minute (gpm) each and two larger pumps with a flow rate of 1,500 gpm each. This project will replace one of the smaller pumps with a new larger capacity pump to match the existing larger pump. The following tasks will be performed to carry out the project:

Task 1: Project Coordination: Murfee Engineering Company, Inc. (MEC) staff will coordinate with the operator, owner, and contractor to complete the project within budget and time. Additionally, MEC team will obtain approval from the Texas Commission on Environmental Quality to construct the project.

Task 2: Construction Plans and Specification Development: The task will include mechanical, electrical, and instrumentation and control design services to replace one existing small pump with one larger pump.

Task 3: Construction Administration: The task will include preparing bid documents, advertising the project, reviewing bid packages and preparing a recommendation for award, reviewing submittals, responding request for information, developing change orders (if required), performing construction observation, reviewing pay applications, attending and coordinating construction progress meetings, administering construction contract through final completion including engineer's certification upon completion, and project closeout.

Fee Arrangement: Time and materials in accordance with the approved rate sheet with an estimated fee as follows and detailed on the attached man-hour allocation:

Project Coordination and Securing Permits for the Project	\$ 4,060
Construction Plans and Specification Development	\$ 45,700
Construction Administration	\$ 14,500
<u>Outside Services</u>	<u>\$ 17,940</u>
	\$ 82,200

ITEM H



Murfee Engineering Company

March 19th, 2020

Mr. M. Scott Roberts, President &
Board of Directors
West Travis County Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738

Re: County Line 1420 Pump Station Upgrade CIP Project

President Roberts and Board:

Attached for your consideration is a proposal from Murfee Engineering Company to provide engineering services associated with the above-referenced CIP project. The existing pump station has two smaller pumps with a flow rate of 900 gallons per minute (gpm) each and two larger pumps with a flow rate of 1,650 gallons per minute (gpm) each. Total and firm capacities of the existing pump station are 5,100 and 3,450 gpm, respectively. In order to meet the growing demand and in coordination with operations staff, we have developed the proposed plan to expand the capacity of the existing pump station. The project is proposed for design at this time in order to complete the work during the low demand period of the winter of 2020-21.

The proposed project will replace both of the smaller pumps with new larger capacity pumps to match the two existing larger pumps. The proposed upgrades will increase the total capacity and firm capacity of the pump station to 6,600 gpm, and 4,950 gpm, respectively. If you have any questions or comments regarding this project or the CIP, please contact me at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dennis Lozano', is written over a light blue circular stamp or watermark.

Dennis Lozano
Vice President

CC: Jennifer Riechers – General Manager
Jennifer Smith – Controller

An Agreement for the Provision of Limited Professional Services

Consultant

Murfee Engineering Co., Inc.
1101 Capital of Texas Hwy. South, Bldg. D
Austin, Texas 78746
(512) 327-9204
dlozano@murfee.com

Client

WTC Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738
generalmanager@wtcpua.org

Date: March 19th, 2020 Project No.: 11051.____ WTCPUA Work Order No. _____

Project Name: County Line 1420 Pump Station Upgrades

Scope/Intent and Extent of Services: Engineering Services shall be inclusive as necessary to assist the Client with permitting, design and construction administration of the County Line 1420 pump station upgrades project. Currently, the pump station operates a total of four high-service pumps; two smaller pumps and two larger pumps. Flow rate of each of the larger pumps is 1,650 gallons per minute. This project will replace the two remaining smaller pumps with two new larger capacity pumps to match the two existing larger pumps. The following tasks will be performed to carry out the project:

Task 1: Project Coordination: Murfee Engineering Company, Inc. (MEC) staff will coordinate with the operator, owner, and contractor to complete the project within budget and time. Additionally, MEC team will obtain approval from the Texas Commission on Environmental Quality to construct the project.

Task 2: Construction Plans and Specification Development: The task will include mechanical, electrical, and instrumentation and control design services to replace two existing small pumps with two larger pumps.

Task 3: Construction Administration: The task will include preparing bid documents, advertising the project, reviewing bid packages and preparing a recommendation for award, reviewing submittals, responding request for information, developing change orders (if required), performing construction observation, reviewing pay applications, attending and coordinating construction progress meetings, administering construction contract through final completion including engineer's certification upon completion, and project closeout.

Fee Arrangement: Time and materials in accordance with the approved rate sheet with an estimated fee as follows and detailed on the attached man-hour allocation:

Project Coordination and Securing Permits for the Project	\$ 4,060
Construction Plans and Specification Development	\$ 45,700
Construction Administration	\$ 14,500
<u>Outside Services</u>	<u>\$ 27,830</u>
	\$ 92,090


Estimated fee will not be exceeded without prior approval of Client. The estimated fees do not include review fees, direct reimbursable expenses, or architectural design. Additional Services fees must have WTCPUA approval prior to expenditure. The Contract amount for this project shall not exceed the total amount of \$92,090 as listed above without Board approval by the WTCPUA.

Terms and Conditions: The approved Terms and Conditions are a part of this Agreement.

Special Conditions: MEC has attempted to be as thorough as possible in the preparation of this proposal; however, there may be unforeseen items not included in the above-described work which will need to be addressed. If necessary, MEC will perform such additional items (as authorized) on an hourly basis in conformance with the approved Rate Schedule. Some additional services which are beyond the scope of this proposal and would be performed by others include environmental studies, construction materials testing, and protective coatings inspections.

Offered by:
MURFEE ENGINEERING CO., INC.

Accepted by:
WTC PUBLIC UTILITY AGENCY

By:  3.19.20
Dennis Lozano, P.E. Date
Vice-President

By: _____
Signature Date

Printed Name/Title

ITEM I



Murfee Engineering Company

March 19th, 2020

Mr. Scott Roberts, President and
Board of Directors
West Travis County Public Utility Agency
13215 Bee Cave Parkway
Building B, Suite 110
Bee Cave, Texas 78738

Re: **WTCPUA Southwest Parkway Pump Station Ground Storage Tank
Request for Adjustment to Project Budget
MEC File: 11051.110**

President Roberts and Board:

The purpose of this letter is to provide background and justification for our request for your consideration of an adjustment to the engineering fees for the above-referenced project.

The primary reasons for the request are that 1. Changes in the scope of work during design made by Owner and 2. Prolonged City of Austin permitting process and unforeseen issues with the site.

On April 20, 2017, MEC was retained by the WTCPUA to prepare Project Plans and Specifications to add a second like in-kind Ground Storage Tank (GST) to the Southwest Parkway Pump Station (SWP PS)(Attachment A). During the progress meeting on October 25, 2017, MEC presented a preliminary construction cost and life cycle analysis between welded steel tanks and pre-stressed concrete tanks, as requested by then General Manager Robert Pugh. Due to the information provided during that meeting, on November 17, 2017, Judith Coker requested that MEC prepare a memorandum report comparing bolted steel, welded steel, and pre-stressed concrete tanks and to provide life-cycle analysis in order for the client to make a decision on the type of tank that will be constructed (Attachment B). On December 4, 2017, the referenced memo was submitted to Judith Coker with the WTCPUA for review (Attachment C). In this memo, MEC recommended that the WTCPUA construct a pre-stressed concrete tank instead of a welded steel tank. On December 27, 2017, Judith Coker informed MEC that the WTCPUA would be performing an inspection/evaluation of the existing welded steel tank to assess the magnitude of repairs needed on the roof of the tank (Attachment D). On February 7, 2018, Judith Coker provided MEC with the Structural Inspection Report from Boswell (Attachment E). Boswell's report indicated that there was severe corrosion on the roof rafter and that they were at the end of their useful life. At that time, Robert Pugh decided that the new tank be erected and the old tank be demolished under the same contract. During this time, MEC and WTCPUA personnel met to discuss the findings on the Boswell's report and Rob Pugh instructed MEC to perform a hydraulic analysis of the system for the potential of building a taller tank than the existing one to increase the storage capacity from 750,000 to 950,000 gallons. On March 2, 2018, Robert Pugh sent an email to MEC giving the directive to proceed with the design of two

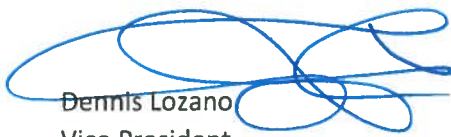
950,000 gallons pre-stressed concrete ground storage tanks and the demolition of the existing welded storage tank (Attachment F). None of the additional analysis or consideration of alternatives described above were included in the originally contemplated scope.

On June 8, 2017, MEC submitted a Site Plan Exception Request to the City of Austin. MEC expected to get City approval based on Chapter 245 protection for an approval from 1983 under a Waterway Development Permit. However, after several months of emails and meetings with the City of Austin officials, it was found that the transfer documents between the LCRA and the WTCPUA for this tract didn't transfer a very important part of the site, a 228 feet by 116 feet undisturbed area that was used as a 40% buffer zone for the approval. Such buffer zone was located on the Nature Conservancy's land. Furthermore, the original LCRA drawings under such permit showed that the existing telecommunications tower was also part of this site, however, during the land transfer, this too was not transferred to the WTCPUA. MEC has spent many hours on the phone, preparing exhibits, and meeting with various people with the LCRA and The Nature Conservancy to find a solution to these issues as the City of Austin would not give an approval for the construction of these tanks. After over a year of working with The Nature Conservancy, the buffer zone easement was recently executed. In March 2020, MEC obtained the City of Austin's exemption to build one of the tanks and to demolish the existing tank. Travis County and City of Austin building permits still need to be obtained before construction. On November 22, 2019, MEC was notified by the WTCPUA that the TCEQ had issued on 8/23/2018 a Sanitary Defect/Correction Action regarding the SWP GST condition giving the Owner until 3/31/2020 to proceed with the replacement of the GST (Attachment G). In order to meet this date, MEC and the WTCPUA General Manager agreed that it was best to work on the second tank as a different project in order to not hold back the replacement of the existing GST.

In summary, MEC responded in good faith to the needs of the WTCPUA during the numerous changes to the project scope and unusual permitting issues. MEC would like to respectfully request an additional \$80,020 in engineering fees to cover for the additional work already performed and for needed work to finish this project.

If you have any questions, please do not hesitate to contact us.

Sincerely,



Dennis Lozano
Vice President

CC: Jennifer Riechers – General Manager

MANPOWER & BUDGET ESTIMATE

Client:	WTCPUA		SWP GST No. 1 Extra Efforts											Total Hours	Labor Cost		
	Project:	Employee Classification	Principal \$300	Managing Engineer \$250	Senior Project Manager \$200	Project Manager \$175	Project Engineer \$145	Project Administration Manager \$160	Project Administration Associate \$80	Engineering Technician II \$115	Engineering Technician I \$95	Senior CAD Design Technician \$165	CAD Design Technician \$110			Draftsperson \$95	Technical Administrative Assistant \$85
		Hourly Rate	6	18	108	71	22									318	\$ 53,660.00
1. Preparation and Approval of Site Plan																	
2. Preparation of Design Plans and Specifications			4	4	32	4		8	50	21	12	21	8			98	\$ 16,020.00
3. Construction Administration			4		21											87	\$ 10,340.00
Outside Services																503	\$ 80,020.00
		Hours	6	26	161	75	22	8	50	21	52	42	24	16		TOTAL	\$ 80,020.00
		Labor Cost	\$1,800	\$6,500	\$32,200	\$13,125	\$3,190	\$1,280	\$4,000	\$2,415	\$4,940	\$6,930	\$0	\$1,360			

Notes:

ATTACHMENT A

An Agreement for the Provision of Limited Professional Services

Murfee Engineering Co., Inc.
1101 Capital of Texas Hwy. South, Bldg. D
Austin, Texas 78746
(512) 327-9204
dlozano@murfee.com

Client: WTC Public Utility Agency
12117 Bee Cave Road
Building 3, Suite 120
Bee Cave, Texas 78738
generalmanager@wtcpua.org

Date: April 6th, 2017 Project No.: TBD

WTCPUA Work Order No. _____

Project Name: Southwest Parkway Pump Station Expansion Ground Storage Tank Design, Approval & Construction Administration

Scope/Intent and Extent of Services: Engineering services provided shall be inclusive as necessary to prepare Project Plans and Specifications, assist the Client in securing the required approvals for construction, and to administrate the construction contract for the Southwest Parkway Pump Station (SWPPS) Ground Storage Tank (GST) Project through final completion and acceptance.

Task Detail: Task 1 – Prepare site plan in accordance with City of Austin ordinances, submit to CoA and Travis County, respond to staff comments, and assist with the approval process.

Task 2 – Prepare design plans, which task shall include surveying, geotechnical investigation, electrical engineering, etc., as necessary to provide a complete set of plans and specifications and secure approval of TCEQ for construction.

Task 3 – Administrate the construction contract, which task shall include administration of the bidding phase, review of submittals, construction observation (including structural & electrical), geotech, review and recommendation of pay applications, attendance of on-site and office coordination meetings, and all services necessary to adequately administrate the construction contract, including engineer's certifications upon completion.

Fee Arrangement: Time and materials in accordance with the approved rate sheet with an estimated fee as follows:

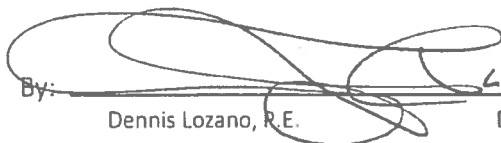
Preparation & Approval of Site Plan	\$65,000
Preparation of Design Plans & Specifications	\$62,000
Construction Administration	\$34,000


The estimated fees include design surveying, geotechnical testing prior to and during construction, and electrical and structural design and inspection services. The estimated fees do not include review fees or direct reimbursable expenses. Additional Services fees must have WTCPUA approval prior to expenditure.

Terms and Conditions: The approved Terms and Conditions are a part of this agreement.

Offered By:
Murfee Engineering Co.

Accepted By:
WTC Public Utility Agency

By:  4.12.17
Date
Dennis Lozano, R.E.

 4.20.17
Signature Date

M. Scott Roberts - President
(Printed Name/Title)

ATTACHMENT B

Eelhard Meneses

From: Judith Coker <jcoker@wtcpua.org>
Sent: Friday, November 17, 2017 4:37 PM
To: Eelhard Meneses; Dennis Lozano
Cc: Trey Cantu
Subject: RE: Southwest Parkway Ground Storage Tank Project

Eelhard,

Good Afternoon/Happy Friday! Hope you are doing well. I wanted to follow-up regarding the above referenced project. Was Murfee going to provide a Design Memorandum regarding options, costs for bolted, welded, or concrete tanks along with costs for rehab vs. replacement of the existing tank - ?

Please let me know if you have any questions or need any additional information.

Thank you,
Judith A. Coker
(512)263-0100

-----Original Appointment-----


From: Eelhard Meneses [mailto:emeneses@murfee.com]
Sent: Monday, October 23, 2017 9:36 AM
To: Eelhard Meneses; Judith Coker; Trey Cantu; Dennis Lozano
Subject: Southwest Parkway Ground Storage Tank Project
When: Wednesday, October 25, 2017 2:00 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).
Where: WTCPUA office

ATTACHMENT C

MURFEE ENGINEERING COMPANY, INC.

Texas Registered Firm No. F-353
1101 Capital of Texas Hwy., South
Building D, Suite 110
Austin, Texas 78746
(512) 327-9204

M E M O R A N D U M

DATE: December 4, 2017
TO: JUDITH COKER – WTCPUA
CC: Robert Pugh, P.E. – WTCPUA
Trey Cantu – WTCPUA
Dennis Lozano, P.E. – MEC
FROM: Eelhard Meneses, P.E. 
RE: WTCPUA – Southwest Parkway Ground Storage Tank – Tank Type Comparison

MEC Project No.:11051.110

The purpose of this memorandum is to present a comparison of bolted steel, welded steel, and pre-stressed concrete tanks as options for the Southwest Parkway Ground Storage Tank (SWP GST) Project.

RECOMMENDATION

Based on the information provided in this memorandum, it is recommended that the WTCPUA builds a prestressed concrete tank in lieu of another welded steel storage tank. Prestressed concrete Type III tanks have low maintenance and a life expectancy of 60 to 80 years, leading to by far the lowest life cycle cost compared to welded or bolted steel tanks.

We understand that the WTCPUA desires to keep visual uniformity among their sites and the concrete tank will achieve this goal by being nearly indiscernible from the existing tank from the observing distance of the SWP GST. Furthermore, the existing welded steel tank at the SW Parkway Pump Station is 33+ years old and requires immediate repairs including structural and coating system repairs. The life expectancy of the new prestressed concrete tank will surpass the life expectancy of the existing welded steel tank, at which time the WTCPUA could build another prestressed concrete tank for visual uniformity and capturing the life cycle value of concrete.

BACKGROUND

On April 20, 2017, MEC was retained by the WTCPUA to prepare Project Plans and Specifications for the Southwest Parkway Pump Station (SWPPPS) Ground Storage Tank (GST). During the progress meeting on October 25, 2017, MEC presented preliminary construction costs and a life cycle analysis between welded steel tanks and pre-stressed concrete tanks. Due to the information provided during that

meeting, Judith Coker requested that MEC prepare a memorandum report comparing bolted steel, welded steel, and pre-stressed concrete tanks and to provide a life-cycle analysis in order for the client to make a decision on the type of tank that will be constructed at the SWPPPS site.

BOLTED STEEL TANKS (BST)

This type of tanks are constructed following AWWA D103 standards and are the cheapest option when considering upfront capital costs. Steel staves are pre-manufactured and factory powder coated to the required specifications. Powder coating steel staves at the factory results in a finish with greater resistance to corrosion, cracking, chipping, and scratching. Staves are then delivered to the job site and installed with tank bolts and rubber gaskets specifically made to create a good seal between steel staves. While the installation of this tanks is fairly simple, the installer needs to pay extra attention to creating a perfect seal between the steel staves by making sure the gaskets are properly installed and the bolts are properly torqued. One of the biggest benefits of constructing a BST is the short installation time of about 3 to 4 weeks; this time does not include submittals or fabrication. Another benefit of these tanks is the smaller staging area required compared to other type of tanks as the pieces come ready to be assembled. The estimated direct upfront cost of a 750,000 gallon BST ranges from \$365,000 to \$420,000; which price is only for the tank structure and does not include yard piping, electrical, or any other site work. No special inspections/inspectors nor installers are required for the construction of this type of tank.

According to AWWA, bolted steel tanks life expectancy is 30+ years. However, as with any other tank, water quality is an important factor on the lifespan of the tank's coating system and the structure's integrity. If the tank has been properly powder coated at the factory, it is possible that the coating will last up to 20 years, after which the tank should be recoated. In this case, the tank life expectancy could be prolonged up to 40 years. However, this type of tanks are known to leak overtime if the bolts are not properly torqued in a regular basis. Potential of gasket failures is also of concern if proper bolt torque is not maintained. Another drawback of this type of tanks is having to take them off-line to blast and recoat the interior of the tank every 15 years, which can take a considerable amount of the operator's resources.

WELDED STEEL TANKS (WST)

This type of tanks are constructed following AWWA D100 standards and have higher upfront capital cost than BSTs. Steel staves are pre-manufactured and shipped to the job site. Once at the site, the staves need to be assembled and welded together by qualified welders and special welding equipment. Furthermore, after the staves are welded together, the surface preparation and field applied coating process begins. Because the surface preparation and coating application is performed in the field, there are many factors that have to be taken into consideration such as air temperature, dew point, humidity, etc., all of which can greatly affect the quality of the final coating quality.

Due to the welding activities and coating application challenges, the installation of WSTs are estimated to be between 6 to 8 weeks; this time does not include submittals or fabrication. Due to the required onsite welding and coating activities, the staging area for the construction of this type of tanks is greater in size than with the BSTs. The estimated direct upfront cost of a 750,000 gallon WST ranges from \$510,000 to \$675,000; price is only for the tank structure and does not include yard piping, electrical, or any other site work. Specialized testing is required during the construction of this tanks including

radiograph testing, holiday and coatings testing, etc. All these required tests are not included in the price stated above.

Welded steel tanks life expectancy is 80+ years. However, like with any other tank, water quality is an important factor on the lifespan of the tank's coating system and the structure's integrity. This type of tanks are expected to be fully recoated every 10 to 15 years at a cost of approximately \$260,000.

PRESTRESSED CONCRETE TANKS (PSCT)

This type of tanks are constructed following AWWA D110 standards and have the highest upfront capital cost of all three options discussed on this memorandum. There are four different Types of prestressed concrete tanks according to AWWA. The major difference amongst the different Types is the design of the wall component.

Type I tanks are constructed with a reinforced cast-in-place core wall that includes vertical post tension rods. The vertical post tension rods lock the wall in vertical compression helping prevent any type of stress cracking that could occur providing the secondary water tightness feature. Type I tanks are typically built in high seismic regions and are more expensive than the other Type of tanks. Aside from the seismic resistance of this tanks, there are no durability, service life, or maintenance benefits compared to the other Type of tanks.

Type II tanks are the oldest type of prestressed concrete tanks. They are constructed out of shotcrete and include a steel diaphragm embedded in the wall that provides the secondary water tightness feature. This type of tank is usually found in the southeast coastal region and have presented issues with efflorescence due to water leaks through the tank. This issue tends to present on this Type of tanks due to the 1" minimum cover over the inside face of the diaphragm which now has been found to be inadequate to handle constant changing bending stresses in the tank wall, abrasion from water flow, and the thermodynamic stresses caused by temperature changes. Another issue with these tanks are the fixed joint between the tank wall and the floor. This fixed connection restricts the movement of the walls during filling and draining of the water inside the tank; over time this fixed connection creates stresses on the shotcrete layer and creates cracks that allow water to leak through the tank wall. Some tank manufacturers have solved this issue by installing flexible joints, although not all manufacturers do.

Type III tanks are manufactured with reinforced precast concrete panels including an embedded steel diaphragm as the secondary water tightness feature. This Type of tanks was developed in response to the issues encountered with Type II tanks. The wall panels are precast on-site in a horizontal fashion and have at least a 4" thickness which increases as required by each specific tank design and application. The panels are reinforced, poured, vibrated and screeded at ground level which allows for easy inspections by the tank manufacturer and the client's inspectors. Type III tanks have a more robust and durable corewall than the Type II tanks. Furthermore, the wall panels rest on an elastomeric bearing pad, and there is no fixed connection between the floor and the wall allowing the walls to freely move as the water level in the tank fluctuates. Overall this type of tank is a better fit for places where temperature can change and cause thermal stress to the shotcrete of Type II tanks.

Type IV tanks are very similar to Type I including the cast-in-place core wall, however, instead of the vertical post tension rods, the wall includes an embedded steel diaphragm as the secondary water tightness feature. Currently there are not many Type IV tanks being constructed.

The following information provided is based on a Type III tank as it suits better to the needs of the client. Due to the required on-site precast of the tank walls, the staging area for the construction of this type of tanks is greater in size than with the BSTs but smaller than with the WSTs. Interior coating is not required for concrete tanks, however, if client desires to coat the exterior of the tank to match an existing feature/structure onsite, this can easily be done. The estimated time for construction is between 11 to 13 weeks; this time does not include submittals. The estimated direct upfront cost of a 750,000 gallon WST ranges from \$560,000 to \$660,000; which price is only for the tank structure and does not include yard piping, electrical, or any other site work. No specialized testing is required during construction of this type of tanks.

LIFE CYCLE ANALYSIS

Each one of the tank types previously discussed within this memorandum have potential benefits to the client. However, to better understand the actual cost of these tanks and determine the best option for the size of the tank at the Southwest Parkway facility, a life cycle analysis is required.

Exhibit "A" shows a Life Cycle Analysis comparing Prestressed Concrete Tank vs. Welded Steel Tank vs. Bolted Steel Tank. The analysis was run for 45 years since the bolted steel tank only has a life expectancy of 40 years. The following assumptions have been made:

- Inspection of the tank will be performed every 10 years at an estimated cost of \$2,500.
- Blasting and re-coating of Welded and Bolted tanks will be performed every 15 years.
- Replacement of the Bolted Steel tank will be at year 45.
- Unit price for blasting and recoating the tanks was based on recent bid unit prices in the Texas area and general budget level estimates requested to contractors and inspectors.

SUMMARY AND RECCOMENDATION

Bolted steel tanks require the least amount of upfront capital cost for construction and can be a good option for small sized tanks and/or tanks that will need to be relocated in the future. These tanks are pre-fabricated and factory power coated which reduces the amount of time required for construction. The major drawback for these tanks is the constant maintenance required, short life expectancy, and higher life cycle cost.

Welded steel tanks upfront capital cost is higher than of bolted tanks but lower than of prestressed concrete tanks. The life expectancy of these tanks can be 80+ years, however, they need to be entirely blasted and recoated every 10 to 15 years and wall thickness measurements taken to assess the wall condition. Construction complexity of these tanks can also be a drawback, as they require highly skilled welding and coating crews to perform the work on-site.

Prestressed concrete tanks have the highest upfront capital cost. These tanks have life expectancy of 60 to 80 years and they required little to no maintenance over their lifetime which leads to by far the lowest life cycle cost compared to welded and bolted steel tanks. Construction time is longer than the other two types of tanks, however it is not much longer that could be considered a drawback for the SWP GST project.

Based on the information provided, it is recommended that the WTCPUA builds a prestressed concrete tank Type III in lieu of another welded steel storage tank at the South West Parkway Pump Station site.

The WTCPUA will greatly benefit of the low maintenance required and long life expectancy of these tanks.

EXHIBIT "A"

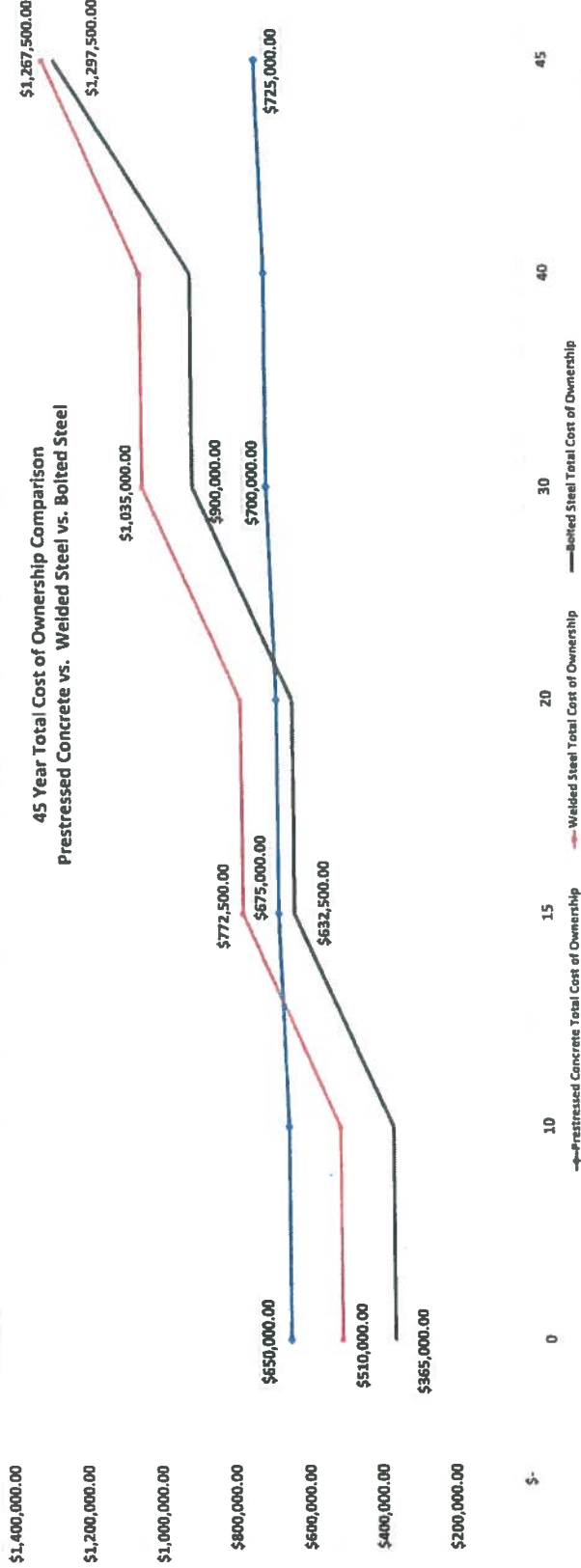
Life Cycle Cost Analysis (LCCA) 0.75 MG Prestressed Concrete vs. 0.75 MG Welded Steel vs. 0.75 MG Bolted Steel Austin, Texas Area

45 Year Cost of Ownership Comparison

Year	Capital and Maintenance Cost Schedule			Cumulative Total Cost of Ownership		
	Prestressed Concrete	Bolted Steel	Welded Steel	Prestressed Concrete	Bolted Steel	Welded Steel
0	\$ 650,000.00	\$ 365,000.00	\$ 510,000.00	\$ 650,000.00	\$ 365,000.00	\$ 510,000.00
10	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 652,500.00	\$ 367,500.00	\$ 512,500.00
15	\$ 22,500.00	\$ 265,000.00	\$ 260,000.00	\$ 675,000.00	\$ 632,500.00	\$ 772,500.00
20	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 677,500.00	\$ 635,000.00	\$ 775,000.00
30	\$ 22,500.00	\$ 265,000.00	\$ 260,000.00	\$ 700,000.00	\$ 900,000.00	\$ 1,035,000.00
40	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 702,500.00	\$ 902,500.00	\$ 1,037,500.00
45	\$ 22,500.00	\$ 365,000.00	\$ 260,000.00	\$ 725,000.00	\$ 1,267,500.00	\$ 1,297,500.00
Total	\$ 725,000.00	\$ 1,297,500.00	\$ 1,297,500.00	\$ 725,000.00	\$ 1,267,500.00	\$ 1,297,500.00

Maintenance Costs

Description of Maintenance	Cost	Maintenance Cycle
Routine Maintenance Inspection - All Tank Types	\$ 2,500.00	10 Years
Bolted Steel Tank - Sandblast and Recoat Interior and Exterior	\$ 265,000.00	15 Years
Concrete Tank - Miscellaneous Repairs	\$ 22,500.00	15 Years
Welded Steel Tank - Sandblast and Recoat Interior and Exterior	\$ 260,000.00	15 Years



Future Welded Steel Maintenance Costs
0.75 MG Welded/Bolted Steel Storage Tank
Austin, Texas Area

Tank Dimensions

Tank Diameter = 64.0 FT
 Side Water Depth = 32.0 FT
 Tank Capacity = 0.77 MG

Tank Surfaces

Top of Floor = 3,215 SF
 Interior Wall = 6,431 SF
 Interior Dome = 3,346 SF
 Exterior Wall = 6,431 SF
 Exterior Dome = 3,346 SF

Total Interior Tank = 12,992 SF
Total Exterior Tank = 9,777 SF
Total Tank = 22,769 SF

YEAR	Maintenance Scheduled	Sq Ft	Unit Price*	Total Price
15	Blast exterior and re-application of coating	9,777	\$10.00	\$97,770.00
15	Blast interior and re-application of coating	12,992	\$10.00	\$129,920.00
15	Construction Management / Inspection Cost (Estimate 7%)			\$15,938.30
15	Engineering Design Cost (Estimate 7%)			\$15,938.30
TOTAL MAINTENANCE COST AT YEAR 15				\$259,566.60

YEAR	Maintenance Scheduled	Sq Ft	Unit Price*	Total Price
30	Blast exterior and re-application of coating	9,777	\$10.00	\$97,770.00
30	Blast interior and re-application of coating	12,992	\$10.00	\$129,920.00
30	Construction Management / Inspection Cost (Estimate 7%)			\$15,938.30
30	Engineering Design Cost (Estimate 7%)			\$15,938.30
TOTAL MAINTENANCE COST AT YEAR 30				\$259,566.60

YEAR	Maintenance Scheduled	Sq Ft	Unit Price*	Total Price
45	Blast exterior and re-application of coating	9,777	\$10.00	\$97,770.00
45	Blast interior and re-application of coating	12,992	\$10.00	\$129,920.00
45	Construction Management / Inspection Cost (Estimate 7%)			\$15,938.30
45	Engineering Design Cost (Estimate 7%)			\$15,938.30
TOTAL MAINTENANCE COST AT YEAR 45				\$259,566.60

ATTACHMENT D

Eelhard Meneses

From: Judith Coker <jcoker@wtcpua.org>
Sent: Wednesday, December 27, 2017 2:29 PM
To: Eelhard Meneses
Subject: Southwest Parkway GST

Eelhard,

Good Afternoon. Hope you are doing well and had a most memorable Christmas Holiday. FYI....quick update on Southwest Parkway GST. WTCPUA is having an inspection/evaluation performed of the interior of the roof structure of the tank. Contractor is tentatively scheduled to perform the inspection on January 9th. I will keep you posted on progress/outcome.

Please let me know if you have any questions or need any additional information.

Thank You,
Judith A. Coker
(512)263-0100

ATTACHMENT E

Eelhard Meneses

From: Judith Coker <jcoker@wtcpua.org>
Sent: Wednesday, February 07, 2018 7:47 AM
To: Eelhard Meneses
Cc: Dennis Lozano
Subject: RE: Southwest Parkway Ground Storage Tank
Attachments: 104-2018 WTPUA .750 MG GST Roof Evaluation 01-09-18.pdf

Good Morning,

FYI....attached please find Structural Inspection Report from Boswell.

Please let me know if you have any questions or need any additional information.

Thank You,
Judith A. Coker
(512)263-0100

-----Original Appointment-----

From: Judith Coker
Sent: Thursday, February 1, 2018 9:30 AM
To: Judith Coker; Robert Pugh; Trey Cantu; Receptionist; Eelhard Meneses
Cc: Dennis Lozano
Subject: Southwest Parkway Ground Storage Tank
When: Wednesday, February 7, 2018 2:00 PM-3:00 PM (UTC-06:00) Central Time (US & Canada).
Where: WTCPUA

Please plan to meet to discuss Southwest Parkway Ground Storage Tank (existing)

Wednesday, February 7, 2018
WTCPUA Conference Room
2:00 p.m. – 3:00 p.m.



BOSWELL & REYES
INTERNATIONAL, LLC.
a mba/wbe owned company

CLIENT SERVICE IS NUMBER 1

108 East Bagdad Avenue, Suite 100

Round Rock, Texas 78664

phone | 512-426-3380

e-mail | Robert@brintllc.com

e-mail | Marylou@brintllc.com

web | www.brintllc.com

January 9, 2018

Mr. Scott Wetzel, P.E.
The Wallace Group
200 West Highway 6, Suite 620
Waco, Texas 76812

Subject: Evaluation of the West Travis County PUA .750 MG GST Roof Interior
GPS Location: Latitude 30.281856, Longitude -097.913922
BRI Project Number: 104-2018

Dear Mr. Wetzel,

On Tuesday, January 9, 2018 Robert Boswell, CWI #96010121, NDE Level II, Certified Radiograph Interpreter, NACE Level III #11409, NACE Bridge Coatings Inspector, NACE Certified Corrosion Technician #44663 of Boswell's Consulting Testing Services (BCTS) and Ken Hanks P.E. 97528 of Hanks Structural Engineering, performed an evaluation of the roof interior for the West Travis County PUA .750 MG GST. Following is an executive summary, conclusions and recommendations, and a few photos of the tank interior roof, roof vent and roof hatch.

Executive Summary

The GST has a dome roof with multiple rafters welded to the roof and that are supported by a center column. At the time of the evaluation the tank was in service and the water level in the tank was approximately 3 feet from the roof at the shell.

Evaluation of the tank roof interior was performed using an inflatable raft. Prior to insertion of the raft in the tank, it was disinfected in order to maintain the water quality during the evaluation. The rungs at the top of the tank interior ladder were observed to be severely corroded, therefore, an escape ladder was tied to the hatch. Prior to insertion of the ladder in the tank it too was disinfected to maintain water quality during the evaluation.

Evaluation of the tank roof interior revealed severe corrosion of the bottom flange of the roof rafters. The rafters are angles, 5 inch by 3 inch by 3/8 thick, with the 5 inch leg in the vertical position. Due to corrosion, the bottom flange of the angles had layered corrosion up to 1-1/2 inches. Corrosion of the roof and the top edges of the vertical legs of the roof rafters, where the rafters are in contact with the roof, was also observed. Severe corrosion

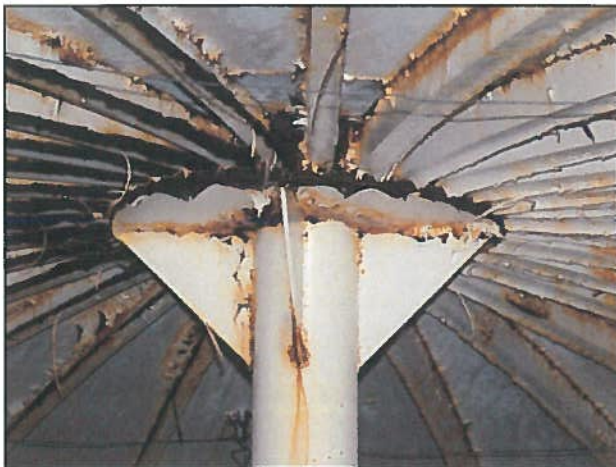
was observed at the dollar plate on top of the center column, at random locations on the roof plates and where the roof is welded to the tank shell.

During the evaluation we also observed that the roof vent is severely corroded, and it has significant holes in it. There are also holes corroded through the roof around the roof hatch curb.

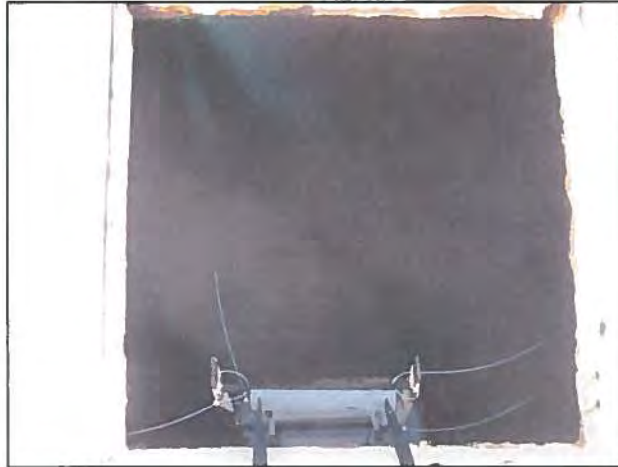
Conclusions and Recommendations

Due to the severe corrosion, the roof rafters are at the end of their useful life. Due to the current condition of the tank it would be cost prohibitive to make structural repairs to the .750 MG GST (existing tank) and to provide structural design for corrosion prevention. That said, the more economic approach would be to build a new tank to replace the existing tank. Once the new tank is built, the existing tank should be demolished. While the existing tank is in service, the holes in the roof around the hatch should be sealed, a gasket should be installed on the roof hatch lid and the holes in the vent should be sealed or covered with 16 mesh vent screen.


Photos

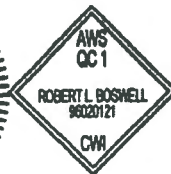
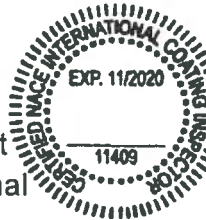







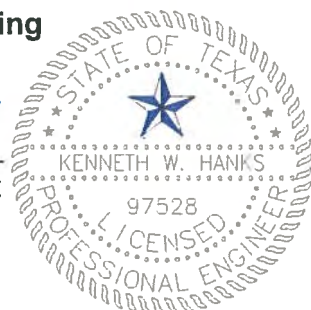
Sincerely,
Boswell & Reyes International


Robert Boswell, Consultant
COO / Principal Professional



Hanks Structural Engineering


Ken Hanks, P.E., Consultant
CEO / Principal Professional
TX Firm #: 18655



ATTACHMENT F

Eelhard Meneses

From: Robert Pugh <rpugh@wtcpua.org>
Sent: Friday, March 2, 2018 8:38 AM
To: Eelhard Meneses
Cc: Dennis Lozano; Jennifer Smith; Judith Coker; Trey Cantu
Subject: RE: WTCPUA SW Parkway Ground Storage Tanks

Eelhard, thank you. Approved. Please proceed.

Looking forward to update on IC Variance approval from City of Austin on this site.

Thanks,

Rob P.

From: Eelhard Meneses <emeneses@murfee.com>
Sent: Thursday, March 1, 2018 5:09 PM
To: Robert Pugh <rpugh@wtcpua.org>; Judith Coker <jcoker@wtcpua.org>; Trey Cantu <tcantu@wtcpua.org>
Cc: Dennis Lozano <dlozano@murfee.com>
Subject: WTCPUA SW Parkway Ground Storage Tanks

Good afternoon,

During our meeting held on February 7th, 2018 at your office, we presented our recommendation of building a pre-stressed concrete tank at the SW Parkway PS site. During that meeting, it was also brought up the option of building taller ground storage tanks in order to gain extra storage capacity. The increase in tank height discussed was 8ft, from 32ft height to 40ft height. During the meeting, it was agreed that MEC would run the system's hydraulic model and would analyze the system hydraulics to verify that this change would not create issues in the system. Also, it was agreed that MEC would verify the cost increase from a 750k gallon tank to a 950k gallon tank.

MEC has analyze the hydraulics of the system and found that the increase on storage capacity and tank height would not negatively affect the system nor the hydraulics of the system. Furthermore, MEC obtained new budget level estimates which show that the cost increase would be close to \$90k from the smaller tank to the taller/bigger tank.

It is MEC recommendation to build two pre-stressed concrete ground storage tanks, each of 950k gallons, at the SW Parkway PS site. Please advise if you agree with this recommendation so that we can continue with the design of these tanks with a capacity of 950k gallons each.

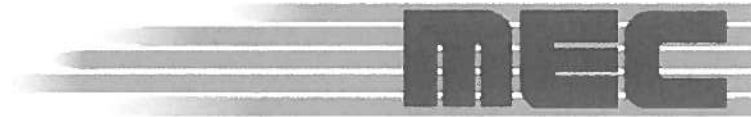
Please let me know if you have any questions.

Thank you,

Eelhard E. Meneses, P.E.

Project Manager
Murfee Engineering Company, Inc.
1101 Capital of Texas Highway South, Building D, Suite 110
Austin, Texas 78746
(512)327-9204 (Office)
(512)420-3330 (Cellphone)

(512)327-2947 (Fax)
emeneses@murfee.com



Murfee Engineering Company, Inc.

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ATTACHMENT G

Revised Total Coliform Rule Level II Assessment Corrective Action Report and Plan Deliverables Schedule

Regulated Entity Name: West Travis County Public Utility Agency	TCEQ ID: 2270235	Level II Assessment Trigger Date: 08/23/2018
--	------------------	---

Sanitary Defects/Corrective Actions		
No.	Description of Sanitary Defect, Corrective Action Required, and Compliance Documentation	Compliance Due Date
1	<p>Ground Storage Tank Maintenance</p> <p>The system must ensure the good working condition and general appearance of its facilities, as required by 30 TAC §290.46(m). All storage and pressure maintenance facilities shall be maintained in a watertight condition and must be free of excessive solids.</p> <p>At the time of the assessment, the condition of the system's Ground Storage Tank No. 2, "ST4423" located on Southwest Parkway, was described as "fair to poor". Some repairs had been made to the tank, specifically sediment removal and the repair of a vent screen. An assessment of the tank by a contractor determined that the tank should be replaced rather than rehabilitated.</p> <p>Ground Storage Tank No. 5, "ST4426" located behind Home Depot, was also in need of interior and exterior re-coating. This tank has been re-painted, and photographs have been submitted to the TCEQ.</p> <p>The system received approval to replace Ground Storage Tank No. 2 on February 15, 2019. The new ground storage tank is currently under construction. After construction, please submit documentation to show that the project has been completed.</p> <p>Submit documentation to: Texas Commission on Environmental Quality Attention: WSD/RTCR/L2A, MC-155 PO Box 13087 Austin, Texas 78711-3087 OR email at: TCRDATA@tceq.texas.gov</p>	3/31/2020

Best Management Practices (no submittal required)	
No.	Description of Recommended Best Management Practice and Recommended Documentation
1	<p>Disinfectant Sample Collection Standard Operating Procedure (SOP)</p> <p>It is recommended that the system create and implement a Disinfectant Residual Monitoring SOP. The SOP should include language that addresses the following:</p> <ul style="list-style-type: none"> • Proper sample locations. • Adequate flushing times. • Acceptable residuals.

VII. STAFF REPORTS

ITEM A



General Manager's Report

March 19, 2020

Personnel Updates

- Completed second round of interviews with top 4 candidates for Operations Manager position. Offered position to Eric Morgan who will be starting April 6th.
- New electrician hired in Electro Mechanical Department.

Significant Meeting Updates

- Attend bi-weekly project meetings with Tyler Technologies regarding Billing/Financial Software Implementation.
- Water/Wastewater operators meeting 3/3/20 and 3/17/20.
- SCADA study update with CP&Y 3/9/20.
- Supervisor Update meeting held on 3/10/20.

All update meetings were cancelled after 3/16/20 due to COVID-19 social distancing guidelines.

Noteworthy Events

Effluent pond levels are currently at 52% combined capacity. We had a conversation with Adam Owen, Falconhead Golf Club, on February 28th. He has been instrumental in helping us manage the effluent pond levels. We were right on the brink of mandatory take and Falconhead stepped up and is taking (+-) 1 million gallons per day.

Communication regarding COVID 19 has become very prevalent. Attended webinar with Keli Kirkley on COVID 19 as related to human resources and office protocol. Have also received information from Lloyd Gosselink and AWWA related to this topic.

On March 16th, Admin and Customer Service staff began working remotely. Customer

service staff is set up with access to AVR and monitors voice mails and emails daily. One staff member is checking/processing mailed in payments daily. Billing and meter reading will continue as normal.

On March 20th Operations staff schedules were revised to ensure that we have healthy employees readily available should any staff be impacted by COVID-19.

Admin staff are performing their normal duties at home. We are communicating daily and I am monitoring COVID-19 reports daily.

This revised work schedule is in place through March 27th unless there are state mandates that extend the suggested remote work protocol.

ITEM B

West Travis County Public Utility Agency
Budget to Actual Report-General Fund
February 2020

	Feb 20	Oct 19 - Feb 20	Oct 18 - Feb 19	YTD Budget	% YTD	Annual Budget	% Annual
Income							
30 · Water Revenue	\$ 1,224,122	\$ 6,481,477	\$ 4,998,757	\$6,386,906	101.5%	\$19,131,000	33.9%
31 · Wastewater Revenue	369,789	1,677,705	1,777,948	1,763,176	95.2%	4,441,000	37.8%
32 · SER Project Revenue	17,725	583,861	563,205	803,896	72.6%	1,571,000	37.2%
33 · Investment Income, Net	10,266	40,288	47,947	31,250	128.9%	75,000	53.7%
34 · Other Income	-	94	7,037	1,665	5.6%	4,000	2.3%
Total Income	\$ 1,621,902	\$ 8,783,425	\$ 7,394,894	\$8,986,893	97.7%	\$25,222,000	34.8%
Expense							
41 · Water Expenses							
16101 · Maintenance-W	\$ 27,263	\$ 139,792	\$ 267,468	\$ 291,665	47.9%	\$ 700,000	20.0%
16110 · Grounds Maintenance-W	2,940	13,530	21,640	15,000	90.2%	36,000	37.6%
16120 · Raw Water-W	77,574	386,234	345,782	332,578	116.1%	1,020,000	37.9%
16130 · Chemicals-W	9,132	99,543	72,128	81,513	122.1%	250,000	39.8%
16140 · Sludge Disposal-W	4,600	84,981	105,380	114,585	74.2%	275,000	30.9%
16160 · Utilities-W	67,994	491,228	345,569	339,806	144.6%	1,033,000	47.6%
16170 · Permit Expense-W	-	17,640	17,640	20,000	88.2%	25,000	70.6%
16172 · Laboratory Fees-W	636	4,370	8,596	12,500	35.0%	30,000	14.6%
16180 · Contracted Services-W	4,770	26,256	29,339	37,500	70.0%	90,000	29.2%
16182 · Janitorial-W	265	1,372	1,382	1,665	82.4%	4,000	34.3%
16190 · Other Expenses-W	130	7,716	57,388	41,665	18.5%	100,000	7.7%
Total 41 · Water Expenses	195,304	1,272,662	1,272,313	1,288,477	98.8%	3,563,000	35.7%
42 · Wastewater Expenses							
16201 · Maintenance-WW	28,615	101,835	81,031	104,165	97.8%	250,000	40.7%
16210 · Grounds Maintenance-WW	2,880	15,510	28,003	16,665	93.1%	40,000	38.8%
16230 · Chemicals-WW	2,085	19,478	24,549	24,775	78.6%	62,000	31.4%
16240 · Sludge Disposal-WW	46,871	257,397	279,596	281,250	91.5%	675,000	38.1%
16260 · Utilities-WW	20,121	112,969	111,078	118,389	95.4%	295,000	38.3%
16270 · Permit Expense-WW	-	1,250	1,250	2,000	62.5%	2,000	62.5%
16272 · Laboratory Fees-WW	2,387	13,517	12,273	12,500	108.1%	30,000	45.1%
16280 · Contracted Services-WW	1,700	7,596	4,274	6,000	126.6%	6,000	126.6%
16286 · Pre-Treatment Lab Testing-WW	1,991	8,643	9,257	8,750	98.8%	21,000	41.2%
16287 · Lease-Effluent Pond-WW	-	93,000	93,000	93,000	100.0%	93,000	100.0%
16290 · Other Expense-WW	-	-	535	10,415	0.0%	25,000	0.0%
Total 42 · Wastewater Expenses	106,651	631,195	644,845	677,909	93.1%	1,499,000	42.1%
43 · SER Project Expenses	5,273	33,526	93,991	75,000	44.7%	180,000	18.6%
44 · Shared Expenses							
17105 · Billing System & Support	22,353	151,232	43,693	182,085	83.1%	332,000	45.6%
17110 · Insurance	-	122,319	115,244	119,000	102.8%	119,000	102.8%
17125 · Occupancy	15,446	77,299	110,667	79,169	97.6%	190,000	40.7%
17400 · Payroll Expense	247,469	1,203,355	1,198,525	1,402,274	85.8%	3,213,000	37.5%
17500 · Professional Services	82,747	253,195	288,079	386,170	65.6%	840,000	30.1%
17700 · Vehicle Expense	7,829	45,959	29,458	41,415	111.0%	102,000	45.1%
17800 · Other Expenses	30,104	98,292	79,300	124,875	78.7%	272,000	36.1%

	Feb 20	Oct 19 - Feb 20	Oct 18 - Feb 19	YTD Budget	% YTD	Annual Budget	% Annual
Total 44 · Shared Expenses	405,947	1,951,652	1,864,966	2,334,988	83.6%	5,068,000	38.5%
50 · Capital Outlay	-	33,600	-	20,835	161.3%	50,000	67.2%
Total Expense	\$ 713,175	\$ 3,922,635	\$ 3,876,115	\$4,397,209	89.2%	\$10,360,000	37.9%
Transfers Out							
18000 · Transfer to Debt Service Fd-GOF	\$ 602,583	\$ 3,012,917	\$ 3,885,417	\$3,012,915	100.0%	\$ 7,231,000	41.7%
18005 · Trsfr to Debt Svc-Early Retire	-	-	-	-	0.0%	1,500,000	0.0%
18010 · Transfer to Facilities Fund-GOF	150,646	753,229	971,354	753,230	100.0%	1,807,750	41.7%
18020 · Transfer to Rate Stab Fund-GOF	83,333	416,667	-	416,665	100.0%	1,000,000	41.7%
Total Transfers Out	\$ 836,562	\$ 4,182,813	\$ 4,856,771	\$4,182,810	100.0%	\$11,538,750	36.3%
Net Income (Deficit)	\$ 72,164	\$ 677,977	\$(1,337,992)	\$ 406,874		\$ 3,323,250	

West Travis County Public Utility Agency
Balance Sheet-All Funds
As of February 29, 2020

	<u>1 General Fund</u>	<u>2 Facilities Fund</u>	<u>3 Rate Stabilization Fund</u>	<u>4 Debt Service Fund</u>	<u>5 Capital Projects Fund</u>	<u>6 Impact Fee Fund</u>	<u>TOTAL</u>
ASSETS							
Cash & Investments							
01 · Cash & Cash Equivalents	\$ 15,127,992	\$ 2,054,305	\$ 417,587	\$ 218,247	\$ 3,505,698	\$ 14,808,954	\$ 36,132,783
02 · Investments	3,136,560	5,964,256	3,107,837	17,270,688	25,123,315	29,553,260	84,155,916
Total Cash & Investments	18,264,553	8,018,561	3,525,424	17,488,935	28,629,013	44,362,214	120,288,699
Accounts Receivable	2,035,063	-	-	-	-	-	2,035,063
Other Current Assets							
05 · Receivables-Other	28,847	-	-	-	-	-	28,847
06 · Due from Other Funds	4,250,362	-	-	-	36,702	1,932,167	6,219,230
08 · Deposits	16,087	-	-	-	-	-	16,087
Total Other Current Assets	4,295,295	-	-	-	36,702	1,932,167	6,264,164
TOTAL ASSETS	\$ 24,594,911	\$ 8,018,561	\$ 3,525,424	\$ 17,488,935	\$ 28,665,715	\$ 46,294,381	\$ 128,587,925
LIABILITIES & FUND BALANCES							
Liabilities							
Accounts Payable	\$ 1,429,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,429,579
Other Current Liabilities							
13 · Refundable Deposits	793,139	-	-	-	-	-	793,139
14 · Other Accrued Liabilities	85,301	-	-	-	121,070	-	206,371
15 · Due to Other Funds	1,968,869	(37,996)	-	-	4,288,358	-	6,219,230
Total Other Current Liabilities	2,847,309	(37,996)	-	-	4,409,428	-	7,218,740
Total Liabilities	4,276,887	(37,996)	-	-	4,409,428	-	8,648,319
Fund Balances							
Fund Balances-Beginning of Year	19,640,046	7,381,734	3,073,364	17,549,143	25,569,072	43,778,810	116,992,170
Net Income (Deficit)	677,977	674,822	452,060	(60,209)	(1,312,785)	2,515,570	2,947,437
Total Fund Balances	20,318,023	8,056,557	3,525,424	17,488,935	24,256,287	46,294,381	119,939,607
TOTAL LIABILITIES & FUND BALANCES	\$ 24,594,911	\$ 8,018,561	\$ 3,525,424	\$ 17,488,935	\$ 28,665,715	\$ 46,294,381	\$ 128,587,925

West Travis County Public Utility Agency
Profit & Loss-All Funds
 October 2019 through February 2020

	<u>1 General Fund</u>	<u>2 Facilities Fund</u>	<u>3 Rate Stabilization Fund</u>	<u>4 Debt Service Fund</u>	<u>5 Capital Projects Fund</u>	<u>6 Impact Fee Fund</u>	<u>TOTAL</u>
Income							
30 · Water Revenue	\$ 6,481,477	\$ -	\$ -	\$ -	\$ -	\$ 2,910,246	\$ 9,391,723
31 · Wastewater Revenue	1,677,705	-	-	-	-	341,444	2,019,149
32 · SER Project Revenue	583,861	-	-	-	-	-	583,861
33 · Investment Income, Net	40,288	69,970	35,393	201,554	295,002	351,843	994,050
34 · Other Income	94	-	-	-	-	-	94
Total Income	\$ 8,783,425	\$ 69,970	\$ 35,393	\$ 201,554	\$ 295,002	\$ 3,603,532	\$ 12,988,877
Expense							
41 · Water Expenses	\$ 1,272,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,272,662
42 · Wastewater Expenses	631,195	-	-	-	-	-	631,195
43 · SER Project Expenses	33,526	-	-	-	-	-	33,526
44 · Shared Expenses	1,951,652	-	-	-	-	-	1,951,652
50 · Capital Outlay							
51 · General Fund	33,600	-	-	-	-	-	33,600
52 · Capital Projects Fund							
26025 · RW TM #2-D&A	-	-	-	-	29,460	-	29,460
26030 · RW TM #2-C	-	-	-	-	531,515	-	531,515
26105 · SWPPS Upgrade Ph 1-D&A	-	-	-	-	62,685	-	62,685
26115 · 1240 Conversion/WL-D&A	-	-	-	-	3,316	-	3,316
26120 · 1240 Conversion/WL-C	-	-	-	-	3,680	-	3,680
26125 · 1340 EST-D&A	-	-	-	-	3,706	-	3,706
26135 · 1340 PS Upgrade-D&A	-	-	-	-	52,066	-	52,066
26145 · 1340 TM-D&A	-	-	-	-	(35,278)	-	(35,278)
26150 · 1340 TM-C	-	-	-	-	121,070	-	121,070
26205 · HPR Conv & Upgrade to 1500-D&A	-	-	-	-	11,026	-	11,026
26215 · WBCPS GST 2 Upgrade Ph 2&3-D&A	-	-	-	-	33,930	-	33,930
26220 · WBCPS GST 2 Upgrade Ph 2&3-C	-	-	-	-	746,299	-	746,299
26225 · 1080 Bee Cave TM-D&A	-	-	-	-	7,858	-	7,858
26305 · WW Master Planning & Permitting	-	-	-	-	1,555	-	1,555
26315 · Bohls WWTP Expansion-D&A	-	-	-	-	14,703	-	14,703
26325 · Effluent Disposal-D&A	-	-	-	-	20,195	-	20,195
Total 52 · Capital Projects Fund	-	-	-	-	1,607,786	-	1,607,786

	1 General Fund	2 Facilities Fund	3 Rate Stabilization Fund	4 Debt Service Fund	5 Capital Projects Fund	6 Impact Fee Fund	TOTAL
53 · Facilities Fund							
45035 · Tank & PS Repainting-D&A	-	12,115	-	-	-	-	12,115
45055 · I&I Study & Master Plan	-	7,731	-	-	-	-	7,731
45105 · SCADA	-	5,160	-	-	-	-	5,160
45120 · Misc 1280 Press Plane Imp-Other	-	11,895	-	-	-	-	11,895
45125 · Meter Purchases	-	41,714	-	-	-	-	41,714
45140 · WW Solids Mgmt Master Plan	-	24,780	-	-	-	-	24,780
45200 · Water System Large M&R	-	41,892	-	-	-	-	41,892
45300 · Wastewater System Large M&R	-	3,090	-	-	-	-	3,090
Total 53 · Facilities Fund	-	148,377	-	-	-	-	148,377
Total 50 · Capital Outlay	33,600	148,377	-	-	1,607,786	-	1,789,763
55 · Debt Service	-	-	-	4,362,642	-	-	4,362,642
Total Expense	\$ 3,922,635	\$ 148,377	\$ -	\$ 4,362,642	\$ 1,607,786	\$ -	\$ 10,041,440
Transfers In	-	753,229	416,667	4,100,879	-	-	5,270,775
Transfers Out	(4,182,813)	-	-	-	-	(1,087,962)	(5,270,775)
Net Income (Deficit)	\$ 677,977	\$ 674,822	\$ 452,060	\$ (60,209)	\$ (1,312,785)	\$ 2,515,570	\$ 2,947,437

ITEM C



WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

13215 Bee Cave
Parkway
Building B, Suite 110
Bee Cave, Texas 78738
Office: 512/263-0100
Fax: 512/263-2289
wtcpua.org

SER Report 3/25/2020

SER's Under Review

1. Bee Cave Office - 9785 FM 2244 (71-19-001)
 - 3 LUE's
 - Commercial Office Space
 - 3rd Comment Response Issued 10/9/2019
 - Awaiting Resubmittal

2. Longleaf Senior Living – 3936 FM 620 (71-19-004)
 - 34 LUE's (W/WW)
 - Assisted Living Facility
 - All Comments Addressed

3. Provence 1/5A – 16600 Lavonde Drive (71-19-005)
 - 67 LUE's
 - Subdivision
 - 3rd Comment Response Issued 2/6/2020
 - Half's Comments Issued 2/24/2020
 - Awaiting Resubmittal

4. Lot 1 Block B BCP 23 – Ladera Blvd (71-19-006)

- 3 LUE's (Allocation for Office Space Only)
- Commercial Office Space
- 1st Comments Issued 12/17/2019
- Awaiting Resubmittal
- NSSA Not Executed, Issued 1/20/2020
- Target WW Easement Recorded 1/28/2020

5. Little Barton Creek Interceptor Relocation (71-20-002)

- Review Fee Received 2/19/2020
- 1st Comments Issued 3/11/2020
- Awaiting Resubmittal

6. Cascade Central – 15814 Hamilton Pool Road (71-20-003)

- 4 LUE's
- SA/NSSA Issued 2/21/2020

7. Provence P1, 4A/4B (71-20-004)

- 69 LUE's
- Subdivision/Road Improvements
- 3rd 4B Comments Issued 3/18/2020
- 1st 4A Comments Issued 3/2/2020
- Half's Comments Issued 3/12/2020
- Awaiting Resubmittal

8. Hamilton Retail Center – 16614 Hamilton Pool Road (71-20-005)

- 12 LUE's
- Under Review

9. The Backyard

- NSSA Executed 1/22/2020
- Awaiting Plan Submittal
- Lift Station/WL Questions

10. Double L Ranch – Anarene (290-19-004)

- Pending Meetings with City

11. Cobra Stone – 9710 Shallowford (290-19-011)

- 4 LUE's
- Commercial Office Space
- 4th Comment Response Issued 2/13/2020
- Awaiting Resubmittal

12. Red's Auto Detail – 3950 Hwy 290 (290-19-012)

- 2 LUE's
- Custom Auto Detail (Office Warehouse)
- Comments Addressed
- Awaiting Payment of Inspection Fees

13. The Piazza Center – 9415 Hwy 290 (290-19-013)

- 9 LUE's/
• Office/Retail
- 4th Comments Issued 1/15/2020
- Awaiting Resubmittal

14. DMG Holdings – 13701 Trautwein (290-19-026)

- 16 LUE's
- Assisted Living
- Awaiting Plan Submittal

15. Parten Ranch Ph 5 – (290-20-001)

- 1st Comments Issued 1/24/2020
- Half's Comments Issued 1/31/2020
- Awaiting resubmittal

16. Del Sol Yoga and Kung Fu – Fitzhugh Rd (290-20-003)

- 4 LUE's
- Exercise Studio
- SA Documents Issued 3/1/2020

17. Dripping Springs ISD – Darden Hill (290-20-004)

- 117 LUE's (Confirmation Needed, Modeling?)
- **Payment of SER Fees Requested**
- Elementary, Middle, High School
- Irrigation Proposed
- SA Documents Not Issued

18. Forbes Tract - 14500 RM 1826

- 90 LUE's
- Condo/SF Subdivision
- 4th Submittal Received 3/10/2020
- Under Review (WTCPUA/Half)

19. Live Oak Subdivision – Fitzhugh Rd

- 3 LUE's
- Subdivision
- Awaiting Easement Execution
- Further Review Needed
- Fitzhugh Road Widening Project Impact

20. Fitzhugh 83 – Fitzhugh Rd

- 70 LUE's
- Subdivision
- 1st Submittal Received 2/28/2020
- Under Review (WTCPUA/Half)
- Fitzhugh Road Widening Project Impact

SER's Approved for Construction

1. Provence 1/3A
2. Spillman Towns
3. Mantra Medical Office (FM 1826)
4. Ledgestone Commercial
5. Parten Ranch Amenity Center

SER's Under Construction

1. Breakwater Subdivision (Rim Rock Trail)
2. Sawyer Ranch Phase 1 (290 @ Sawyer Ranch)
3. Extra Space Storage (290) (Closeout In-Process)
4. Signal Hill Commercial (290)
5. McGuire Events Center (Signal Hill Road)
6. Bee Cave Self Storage
7. Seven Oaks Office Park (FM 2244)
8. Fitzhugh 10
9. Highpointe 1/3B
10. Hillside @ Spanish Oaks
11. Provence P1/Sec 2
12. Bee Cave Parkway WL Extension

MISC.

1. Thomas Springs Road Project
2. Circle Drive Widening Project
3. Hamilton Pool Road Project
4. PEC Electric Power Line Upgrade
5. Fitzhugh Road Widening Project



Partners for a Better Quality of Life

March 12, 2020

Ms. Jennifer Riechers, General Manager
West Travis County Public Utility Agency
13215 Bee Cave Pkwy, B-110
Bee Cave, TX 78738

Re: WTCPUA Project Status Summary – March 2020

Dear Jennifer:

Please find the following status report for CP&Y's active projects with West Travis County PUA.

- a. SCADA System Improvements Project – This project kickoff was conducted on Tuesday January 7, 2020. We have completed the RF Model for the system and determined signal strength, antenna heights and frequency band requirements. The 100% draft report will be submitted to the PUA in early April and will be presented to the Board in April.
- b. Sanitary Sewer Smoke Testing and Report – This project kicked off with field work and smoke testing of the sanitary sewer collection system on January 22, 2020. As of February 20 over 40,260 LF of gravity sewer has been smoke tested, with 91 smoke observations identified and 348 manholes having GPS data collected. Due to the recent rains, we have added a second field testing crew to help offset the delays in field testing caused by the recent rains. The project is approximately 25% complete.

Thank you and should you have any questions please call me at 512-680-1539 or at swetzel@cpyi.com with written communications.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott Wetzel'.

Scott C. Wetzel, PE
Vice President
CP&Y, Inc.

Cc: File WTCP2000029/WTCP2000096


MURFEE ENGINEERING COMPANY, INC.

Texas Registered Firm No. F-353
1101 Capital of Texas Hwy., South, Bldg, D
Austin, Texas 78746
(512) 327-9204

M E M O R A N D U M

DATE: March 19th, 2020

TO: BOARD OF DIRECTORS – WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY

FROM: Dennis Lozano, P.E. 

RE: Engineer's Report – March 2020

CC: Jennifer Riechers – WTCPUA General Manger

MEC File No.: 11051.131

Current Issues

Galleria Oaks Pressure Concerns

A conference call to establish the administrative process was held on March 18th with all parties in concurrence. Site visits have been held with mechanical contractors and quotes are expected to be received shortly. Construction time and any interruption to water service should be minimal.

Wastewater Flow

An updated figure tracking wastewater flows is attached.

Raw and Treated Water Flows

Figures are attached. Trends are in line with expectations.

CIP

A written summary of all CIP projects that are currently underway is provided below with a tabular summary following.

Water-Systemwide

Aquifer Storage and Recovery Preliminary Investigation

The preliminary investigation report has been provided to staff and we will work with the General Manager to develop a recommendation for additional study or action. The preliminary study achieved its goals and has fully characterized the nature of the two potential applications where the WTCPUA may benefit from ASR implementation. As mentioned above, possibilities are still developing with regard to the City of Bee Cave and potential partnership and/or uses that may involve ASR, including with the Dripping Springs Water Supply Corporation.

Raw Water Line No. 2

The project is underway. Current work on site involves trenching, boring, and pipe installation.

Water Solids Management Master Plan

Analysis and report preparation is underway. We expect to present the results and recommendations in May.

Beneficial Water Recycling Project

A draft pilot protocol has been completed and is under review. The design process is moving ahead and preliminary mechanical drawings have been completed and are under review along with cross-referencing between unit processes and equipment.

Water – SH71 System

1080 Transmission Main

Conversations with landowners are ongoing regarding Rights of Entry (RoE). A significant portion of the survey has been completed for that portion of the alignment where RoE is in place. More in-depth subsurface utility information gathering is underway and additional field work and survey is pending resolution of some RoE and easement questions.

Hamilton Pool Road Pump Station Expansion

This project includes the replacement of an existing pump and the installation of an additional pump increasing the firm capacity of this pump station. The project is in the submittal phase.

Hamilton Pool Road Pump Station GST No. 2

Design is underway in the form of Travis County site plan preparation. The new tank will have significantly more volume capacity than the existing one, however, it will be a pre-stressed concrete tank and possibly with different dimensions compared to the existing tank. It is expected that the tank will be located on the MUD 22 EST site.

West Bee Cave Pump Station Ground Storage Tank No. 2

The project is substantially complete and the tank is in service. The additional capacity will help buffer summer demands.

West Bee Cave Pump Station Capacity Expansion

A proposal is presented under separate cover for expansion of the West Bee Cave Pump Station via pump substitution.

Water – US290 System

1240 Conversion Waterline

The project is in the preliminary design phase including research on existing properties and ROW along Derecho Drive as well as coordinating with the SER Applicant for Live Oak Springs, which has involvement with the project in the form of an easement and coordination with development plans. A preliminary alignment has been developed and landowner contacts will be made this month.

1340 Pump Station

Preliminary design is underway and a memorandum has been presented to WTCPUA operations staff for review which outlines the proposed design concept. The current plan will make the most use of existing improvements while providing maintenance and operations improvements and expanded capacity designed to fit with the expansion of the 1340 Pressure Plane service area. Three major considerations were needed to be made during the first phases of design; pump style (vertical vs split case vs end suction), pump capacities, and upgrading the existing 1308 pump station or building a brand new pump station. It has been determined that upgrading the existing 1308 pump station would be the best option. As such, the new pumps will be of the vertical turbine type, similar to the existing ones. Also, new walls and a roof will be part of the design as the existing “open” style pump station doesn’t provide the protection to the pumps and components from the natural elements.

Southwest Parkway Pump Station Expansion

We have reached agreement with the LCRA regarding transfer of the property associated with the radio tower site, which will reestablish the configuration of the property necessary to secure the Ch. 245 protection. The transaction is pending finalization of documents. Now that a clear path forward has been established, proposals are provided under separate cover for an amendment to the engineering services agreement for the Ground Storage Tank (GST) 1 replacement as well as a new proposal for installation of GST 2, which will expand the capacity of the pump station and provide peak flow buffering in summer months.

Wastewater

Bohls WWTP Expansion Design

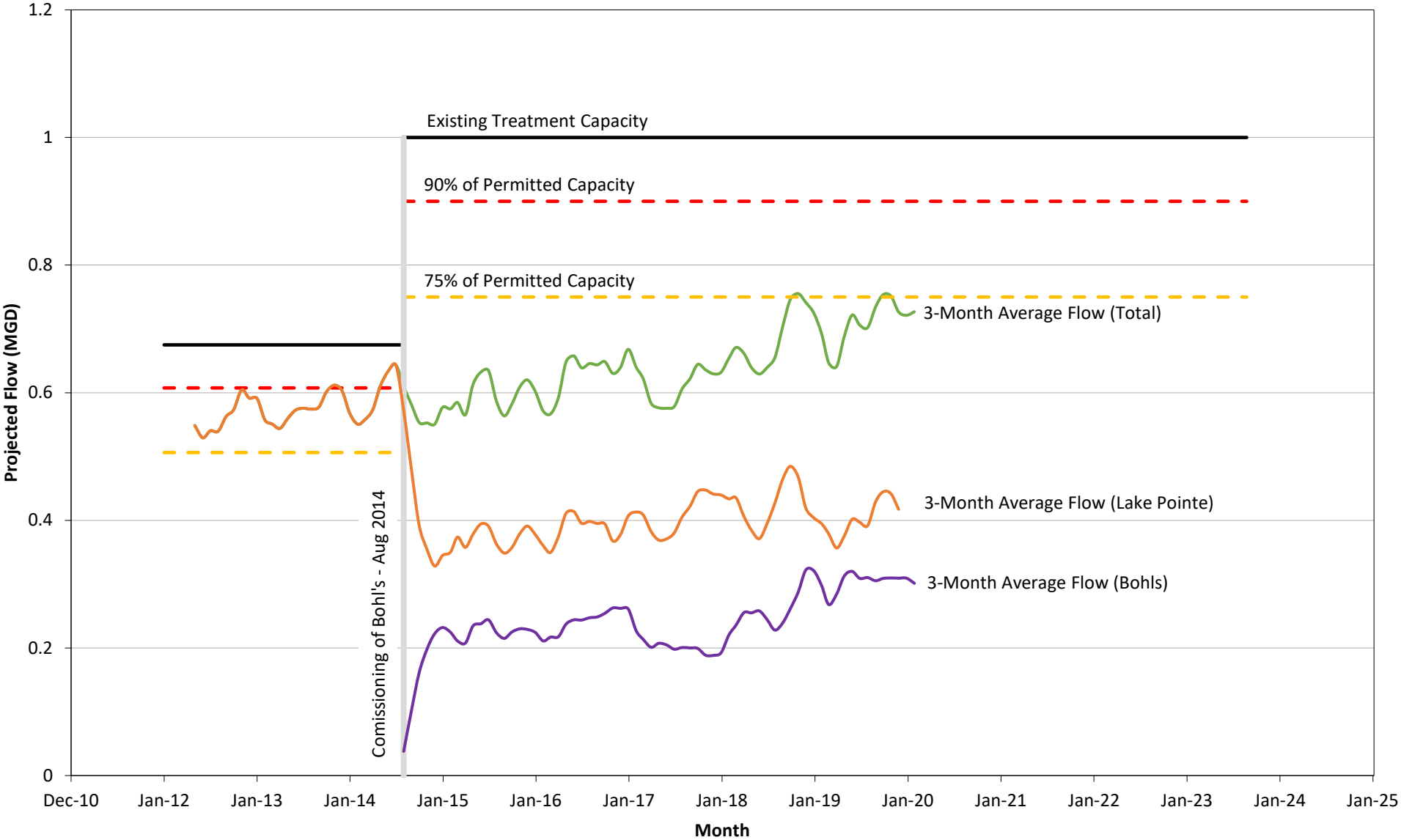
The approvals process with the City of Bee Cave and Lake Travis Fire Rescue is ongoing. We are currently working toward Planning and Zoning Commission and City Council approvals. Individual unit processes have been analyzed with only aeration equipment remaining and we have begun detailed mechanical drawings for the individual components of the treatment works.

Wastewater Solids Management Master Plan

The project is in the plan development and alternatives analysis phase. The pilot study has been completed and showed very promising results. The interim deliverable summarizing the pilot study findings and path forward has been provided and additional preliminary engineering to support the full

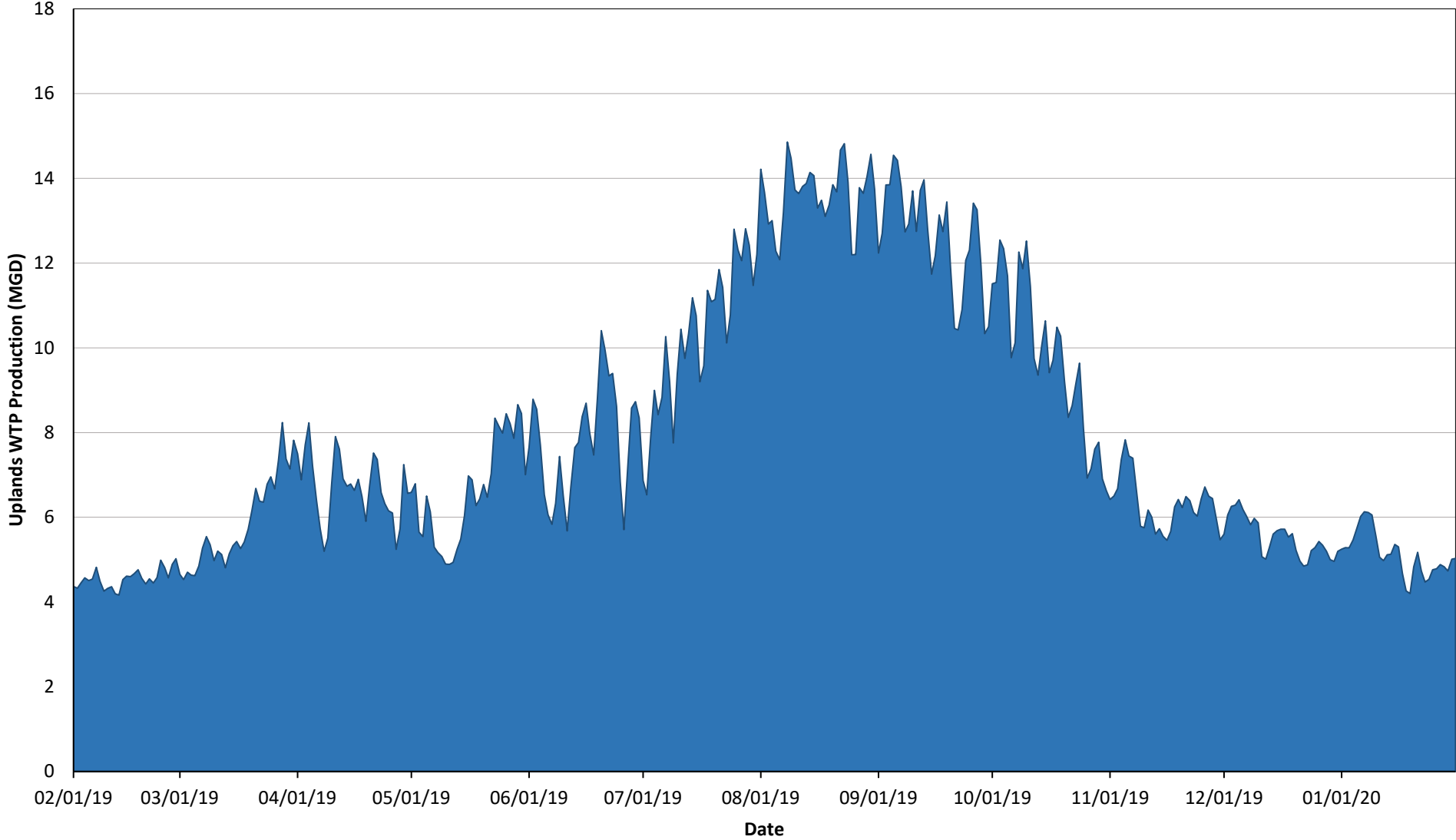
report and recommendation is underway.

WTCPUA Total Wastewater Flow Projections



Murfee Engineering Company, Inc.
Texas Registered Firm No. F-353
1101 Capital of Texas Hwy., S.
Bldg. D, Ste. 110
Austin, Texas 78746

WTCPUA Uplands Water Treatment Plant 12 Month: 2-Day Average Production



CIP PROJECTS SUMMARY TABLE

Project	Phase	Original Budget	Total Change Orders	Revised Budget*	Percent Complete (Phase)	Estimated Completion Date	
						Phase	Project
Water – System wide							
Aquifer Storage & Recovery	Preliminary	\$20,000	N/A	N/A	99%	Q1 2020	TBD
Raw Water Line No. 2	Construction	\$4,374,565	N/A	N/A	18%	Q2 2020	Q2 2020
Water Solids Management Plan	Analysis	\$57,000	N/A	N/A	10%	Q2 2020	TBD
Beneficial Water Recycling Project	Wastewater Permitting	\$475,000	N/A	N/A	100%	Q4 2019	Q1 2022
	Pilot Protocol				85%	Q3 2020	Q1 2022
Water – SH71 System							
1080 Transmission Main	Design & Easement Acquisition	\$356,750	N/A	N/A	33%	Q3 2020	Q4 2021
HPR PS Expansion	Construction	\$225,000	N/A	N/A	10%	Q3 2020	Q3 2020
HPR PS GST 2	Design	\$187,688	N/A	N/A	40%	Q1 2020	Q4 2020
West Bee Cave PS GST 2	Construction	\$1,274,452	N/A	N/A	95%	Q1 2020	Q1 2020
West Bee Cave PS Expansion	Proposal	\$82,200	N/A	N/A	N/A	Q2 2020	Q1 2021
Water – US290 System							
1240 Transmission Main	Design & Permitting	\$236,740	N/A	N/A	15%	Q3 2020	Q3 2021
1420 PS Expansion	Proposal	\$92,090	N/A	N/A	N/A	Q2 2020	Q1 2021
SWPPS Expansion	Permitting & Design	\$161,000	N/A	\$161,000	85%	Q2 2020	Q4 2020
Wastewater							
Bohls WWTP Expansion	Permitting & Design	\$481,000	N/A	\$481,000	75%	Q2 2020	Q2 2021
Wastewater Solids	Preliminary	\$140,735	N/A	\$140,735	60%	Q4 2019	Q2 2020

Management Master Plan	Engineering						
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- - Does not include legal or other consulting fees unless they are sub-consultants to MEC



Southwest Parkway Pump Station GST Condition



Bee Cave Pump Station GST 2 Site



RWL 2 Trenching in Bee Cave Rd. ROW



RWL 2 Lake Pointe Elementary



RWL 2 Resaca Blvd. at Bee Cave Rd.



RWL 2 Habitat Preserve



1340 Transmission Main Site Restoration

ITEM D



WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY
Regional Water Treatment Plant

Water Operations Report

March 11, 2020

Water Operations Overview

- Water Use Report completed and submitted to TWDB
- Began UCMR4 Sampling
- First phase of leak detection completed. No major leaks found. We will assess the results come up with a plan for the next phase.

All TCEQ compliance parameters were within State limits during the month of February, 2020. Please see the below process control summaries for the Water Treatment Plant.

Water and Process Summary: February, 2020

Water Treatment Plant	Actual
AVG Raw Water	5.092 MGD
AVG Treated Water	4.855 MGD
PEAK Treated Water	5.645 MGD
AVG CFE Turbidity	0.04 NTU
AVG Chlorine	3.33 mg/L

Wastewater Plant and Lift Stations

February 2020

Smoke testing was ongoing throughout the month as the weather allowed.

Completed:

- 1) 40,260 Linear feet of pipe smoked.
- 2) 91 Smoke observations
- 3) 348 Manhole GPS Points

2/7: Clarifier #1 at Lakepointe drive chain came off, put back and monitored till we could drain clarifier.

2/10: Replaced keypad on gate at Napa Dr.

2/18: Drained clarifier #1 at Lakepointe to be sure nothing had caused chain to come off, nothing in bottom of clarifier.

2/25: Cleaned wet wells with WWTS at lift stations # 4, 6, 11, 14 and Bohl's Influent Lift Station.

2/25: Collected soil samples at Spanish Oaks Golf Course and took to Aqua Tech.

2/27: Replaced grinder pump at 4821 Mondonedo Cove (on the list where we take care of grinder pump).

2/28: Collected soil samples from Falconhead Golf Course and took to Aqua Tech Labs.

Bohl's February 2020

Lab data

	Date	Rain	Flow	Cl2	pH	Turb	NH3	DO		Date	CBOD	TSS	NH3	TURB	FECAL
Sat	1	0	0.334						Sat	1					
Sun	2	0	0.269						Sun	2					
Mon	3	0	0.255	2.20	6.92	1.55	0.10	7.85	Mon	3					
Tue	4	0	0.321	2.00	6.99	1.43	0.20	7.82	Tue	4					
Wed	5	0	0.304	3.80	7.00	1.81	0.20	7.49	Wed	5	1	1	0.05	2	1
Thu	6	0	0.331	8.80	6.49	1.85	0.10	8.32	Thu	6	3	1		2.3	1
Fri	7	0	0.291	1.00	6.67	1.48	0.20	8.97	Fri	7					
Sat	8	0	0.318						Sat	8					
Sun	9	0.25	0.355						Sun	9					
Mon	10	0.5	0.348	3.20	7.17	2.09	0.20	8.34	Mon	10					
Tue	11	1.6	0.418	2.30	7.09	1.92	0.10	8.58	Tue	11					
Wed	12	0.25	0.289	1.60	7.05	1.60	0.10	9.29	Wed	12	2	2	0.05	1	1
Thu	13	0	0.094	5.40	6.51	3.86	0.10	8.63	Thu	13	2	2		1.7	1
Fri	14	0	0.144	8.80	6.16	2.67	0.10	8.74	Fri	14					
Sat	15	0	0.112						Sat	15					
Sun	16	0	0.234						Sun	16					
Mon	17	0	0.326	1.00	7.03	2.52	0.10	7.51	Mon	17					
Tue	18	0	0.338	2.20	7.03	2.12	0.20	7.75	Tue	18					
Wed	19	0.5	0.333	3.90	6.56	0.84	0.10	8.64	Wed	19	2	1	0.05	1.6	1
Thu	20	0	0.328	7.60	6.94	0.84	0.10	6.94	Thu	20	1	1		1	1
Fri	21	0	0.308	6.50	6.91	0.77	0.10	8.94	Fri	21					
Sat	22	0	0.322						Sat	22					
Sun	23	0	0.351						Sun	23					
Mon	24	0	0.333	3.30	7.19	1.36	0.20	7.48	Mon	24					
Tue	25	0	0.256	3.00	6.91	1.29	0.10	8.03	Tue	25					
Wed	26	0	0.313	6.00	6.87	1.55	0.10	9.05	Wed	26	1	1	0.05	1.4	1
Thu	27	0	0.328	3.50	7.03	1.29	0.10	9.09	Thu	27	1	1		1.6	1
Fri	28	0	0.299	1.10	7.12	1.67	0.10	9.21	Fri	28					
Sat	29	0	0.316						Sat	29					
	Total	3.10	8.568							Average	1.63	1.25	0.05	1.53	1.00
	Average		0.295	3.860	6.882			8.334		Max	3.00	2.00	0.05	2.30	1.00
	Max		0.418	8.80	7.19			9.29		Min	1.00	1.00	0.05	1.00	1.00
	Min		0.094	1.00	6.16			6.94		Geo Av					1.00

LakePointe WWTP

February

2020

Lab data

	Date	Rain	Flow	Cl2	pH	Turb	NH3	DO		Date	CBOD	TSS	NH3	TURB	FECAL
Sat	1	0	0.380						Sat	1					
Sun	2	0	0.424						Sun	2					
Mon	3	0	0.503	1.50	6.99	0.98	0.10	9.18	Mon	3					
Tue	4	0	0.452	1.40	6.97	0.73	0.10	9.14	Tue	4					
Wed	5	0	0.406	2.20	6.92	0.81	0.10	9.39	Wed	5	1	2	0.05	1	1
Thu	6	0	0.401	3.20	7.00	0.66	0.10	9.89	Thu	6	1	1		1	1
Fri	7	0	0.309	1.40	7.09	0.57	0.10	9.69	Fri	7					
Sat	8	0	0.418						Sat	8					
Sun	9	0.1	0.476						Sun	9					
Mon	10	0.3	0.455	1.20	6.99	0.58	0.10	9.51	Mon	10					
Tue	11	1.6	0.453	1.50	7.12	0.86	0.10	9.63	Tue	11					
Wed	12	0	0.508	3.60	6.88	0.90	0.10	9.79	Wed	12	1	1	0.05	1.2	1
Thu	13	0	0.614	2.30	7.11	0.65	0.10	9.99	Thu	13	1	1		3.4	1
Fri	14	0	0.626	1.60	7.13	0.76	0.10	10.05	Fri	14					
Sat	15	0	0.633						Sat	15					
Sun	16	0	0.533						Sun	16					
Mon	17	0	0.409	1.70	6.95	0.78	0.10	9.21	Mon	17					
Tue	18	0.1	0.472	3.40	6.99	1.32	0.10	9.40	Tue	18					
Wed	19	0.5	0.462	2.20	6.70	1.40	0.10	9.39	Wed	19	1	1	0.05	1	2
Thu	20	0.1	0.445	3.10	6.70	1.10	0.10	9.77	Thu	20	2	1		1	1
Fri	21	0	0.395	1.90	6.82	0.70	0.10	10.15	Fri	21					
Sat	22	0	0.427						Sat	22					
Sun	23	0	0.437						Sun	23					
Mon	24	0	0.369	1.40	6.85	0.39	0.10	9.32	Mon	24					
Tue	25	0	0.419	1.10	6.91	0.58	0.10	9.27	Tue	25					
Wed	26	0	0.436	4.20	6.93	0.74	0.10	9.68	Wed	26	1	1	0.08	1	1
Thu	27	0	0.432	2.70	6.89	0.60	0.10	9.86	Thu	27	1	1		1	1
Fri	28	0	0.464	2.00	6.79	0.68	0.10	10.07	Fri	28					
Sat	29	0	0.410						Sat	29					
	Total	2.70	13.168							Average	1.13	1.13	0.06	1.33	1.13
	Average		0.454	2.18	6.94			9.62		Max	2.00	2.00	0.08	3.40	2.00
	Max		0.633	4.20	7.13			9.14		Min	1.00	1.00	0.05	1.00	1.00
	Min		0.309	1.10	6.70			9.14		Geo Av					1.09

WTCPUA Effluent Irrigation Effluent Ponds Weekly Operating Report

Week of: March 16 2020

Average Wastewater Flows:	Lake Pointe	0.438	MGD
	Bohls	0.314	MGD
	TOTAL	0.752	MGD

Pond Level Readings:	Spillman	15.00	ft	Read Date: 3/16/2020
	Bohls	27.50	ft	

Current Pond Capacities	Spillman	Full
	Bohls	Full

Combined Capacity:	53%	Full
Last Weeks Capacity:	64%	Full

Milestone Combined Capacity Levels:

Minimum Level	5%
Mandatory Irrigation	Above Trigger Level
Trigger Level	73%
Maximum Management Level	85%
Permit Level	100%

Current Operating Conditions:	Normal Irrigation Conditions CCNG on Bohls Service
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Target Maintenance Flows:

Spanish Oaks:	0.301	MGD
Falconhead:	0.361	MGD
Falconhead HOA:	0.090	MGD

Previous Week Usage:	Effluent		Raw Water
Spanish Oaks:	0.125	MGD	0.013 MGD
Falcon Head:	1.105	MGD	
Falcon Head HOA:	0.055	MGD	
	TOTAL	1.285	MGD

Year to Date Usage:	Effluent		Raw	
Spanish Oaks:	169.7	Mgal	Spanish Oaks	ac-ft
Falcon Head:	335.4	Mgal	Total	ac-ft
Falcon Head HOA:	46.9	Mgal	MAQ 450	ac-ft

By: Bubba Harkrider	Date: 3/16/2020
----------------------------	------------------------

Mo: February
Yr: 2020

Date	Spillman										Spanish Oaks				Bohls			Lakepointe		CL2	
	HOA		Golf C		Pond	PSI	GPM	Run Times			Raw Water		Effluent		Pond	Pumps		Raw Water to Eff		Spillman	Spanish Oaks
	Meter	Gal x 1000	Meter	Gal x 1000				P1	P2	P3	Meter	Gal x 1000	Meter	Gal x 1000		Ft.	P1	P2	Meter		
1	43486	25	1933889	212	10.11	72 72	30				14722	0	784823	138	33.15			606671	0		
2	43511	88	1934101	214	11.33	79 79	25				14722	0	784961	274	31.69			606671	0		
3	43599	27	1934315	242	12.26	97 100	0	1443.0	1438.3	1439.2	14722	0	785235	39	29.99			606671	0	Tr	Tr
4	43626	16	1934557	246	13.47	92 98	0				14722	0	785274	329	28.45			606671	0	Tr	Tr
5	43642	11	1934803	72	14.56	80 85	0				14722	0	785603	113	26.98			606671	0	Tr	Tr
6	43653	68	1934875	256	14.21	77 82	29				14722	68	785716	234	28.00			606671	0	Tr	Tr
7	43721	71	1935131	255	13.57	80 85	99				14790	37	785950	225	28.84			606671	0	Tr	Tr
8	43792	34	1935386	249	13.18	94 100	0				14827	0	786175	110	29.92			606671	0		
9	43826	94	1935635	136	12.72	88 95	0				14827	0	786285	224	30.48			606671	0		
10	43920	21	1935771	127	12.06	74 80	29				14827	9	786509	25	31.27			606671	0	Tr	Tr
11	43941	19	1935898	126	12.18	94 98	0	1452.7	1453.5	1458.8	14836	44	786534	298	32.33			606671	0	Tr	Tr
12	43960	14	1936024	128	11.83	72 72	32				14880	0	786832	101	33.27			606671	0	Tr	Tr
13	43974	50	1936152	120	11.53	89 90	0				14880	0	786933	140	34.46			606671	0	Tr	Tr
14	44024	54	1936272	148	11.32	75 75	0				14880	0	787073	129	35.32			606671	0	Tr	Tr
15	44078	32	1936420	137	10.70	91 100	0				14880	0	787202	138	35.77			606671	0		
16	44110	97	1936557	132	11.95	86 95	0				14880	0	787340	197	34.47			606671	0		
17	44207	40	1936689	135	13.12	78 85	0	1466.8	1470.1	1467.3	14880	0	787537	127	32.87			606671	0	Tr	Tr
18	44247	20	1936824	122	14.21	86 90	0				14880	0	787664	7	31.60			606671	0	Tr	Tr
19	44267	23	1936946	123	15.47	77 82	31				14880	0	787671	99	30.51			606671	0	Tr	Tr
20	44290	67	1937069	121	15.30	82 88	0				14880	0	787770	93	31.50			606671	0	Tr	Tr
21	44357	66	1937190	140	14.92	80 85	99				14880	0	787863	85	32.70			606671	0	Tr	Tr
22	44423	28	1937330	136	14.71	72 75	0				14880	0	787948	93	33.06			606671	0		
23	44451	102	1937466	138	14.49	79 80	0				14880	0	788041	92	33.42			606671	0		
24	44553	49	1937604	135	14.14	78 85	0	1482.7	1483.3	1490.3	14880	82	788133	162	33.94			606671	0	Tr	Tr
25	44602	22	1937739	122	13.78	87 90	0				14962	0	788295	147	34.69			606671	0	Tr	Tr
26	44624	39	1937861	555	13.44	90 95	0				14962	0	788442	138	35.72			606671	0	Tr	Tr
27	44663	78	1938416	721	12.72	77 82	29				14962	0	788580	125	36.46			606671	0	Tr	Tr
28	44741	82	1939137	323	11.97	92 98	0				14962	0	788705	134	37.05			606671	0	Tr	Tr
29	44823	32	1939460	669	12.90	76 76	28				14962	0	788839	313	35.94			606671	0		
1	44855		1940129		13.70	84 84	21				14962		789152		34.32			606671			
Total		1369		6240								240		4329					0		
Max		102		721	15.47							82		329	37.05				0		
Min		11		72	10.11							0		7	26.98				0		
Avg		47		215								8		149					0		

ELECTROMECHANICAL REPORT

FEBRUARY 2020

Water Treatment Plant

- Lagoon pump #2 out of service, gathering quotes for replacement.
- Heater in fab shop was repaired.
- High Service Pump #6 – Fail to run, wiring to start relay was loose.
- High Service Pump #3 – Pump Control Valve is in the process of being replaced.
- Unit #3 – Combined Filter Effluent turbidity monitor pump replaced.

Raw Water Intake

- Pump #5 was taken offline for an inspection of the pump and motor. The motor was repaired, and the pump needs to be replaced. Quotes have been submitted for approval.

Pump Station #1

- Pump #4 – Fuse on disconnect was replaced, fault to fuse was undetermined; pump and motor operate as should.

Pump Station #4

- Heater in fab shop was repaired.
- Pump #3 - Showing a false run signal, the indicator socket was shorting.
- Pump #1- Hour meter was replaced.

Lift Station #3

- Cleared debris from check valves.

Lift Station #4

- Replaced discharge flange on pump #2.

Lift Station #11

- Pulled pumps 1&2 to clear debris.
- Cleared debris from check valves.
- Repaired pump #2(bearings, impeller, wear ring).

Lift Station #14

- Repaired spare 50hp (lower seal).
- Troubleshoot check valve #3, found major damage (replacement has been ordered).

Lift Station #15

- Gate pickets have been replaced.

Lift Station #18

- Generator is currently offline due to damage in controls (repair has been initiated).

Lift Station #22

- Pumps #1 & #2 - Starters replaced.

Lakepoint WWTP

- Gate actuator bracket repaired, and keypad was replaced.

Bohls WWTP

- Bar Screen – Replacement trough has been ordered.
- Filter #1 – Media replacement in process.

4821 Mondonedo

- Replaced residence grinder pump.

LINE MAINTENANCE REPORT

FEBRUARY 2020

New Water Taps:

Long service@9900 MICHEAL Dale

Long service@10511 Spring Valley

Water leaks:

Repaired 8" main line hit by contractor @ Hwy 290 & Four Star

Checked for leak @ Barzola, ARV leaking. Exercised valve, stopped leak.

Repaired 8" main line hit by contractor @ Hwy 290 & Circle Dr.

Repaired 2" Service line @ 8800 Madrone Ranch Trl.

Auto Flush Valve

Installed new auto flush valve on 12" main line near Zyle pump station to help with the chlorine residual.

Checked on auto flush valves in the district for good operating condition.

Hydrants:

Repaired hydrant hit by car in Falconhead (installed new 2' extension) .

Checked pressure per engineer @ Fitzhugh & Wagon Wheel - 120psi.

Repaired hydrant @ 1140 Flint Rock Loop (installed new main valve kit).

Repaired hydrant @ 371 Towering Cedar (installed new main valve kit).

Survey & paint hydrants in Rim Rock area & Kemp Hills area.

Service & paint hydrant in front of Sonesta Hotel.

Street Valves:

Abandon a section of 2" main line QUALTECH to Montessori School. Re-locate services to 12" main line.

Repaired valve stack, repoured concrete around valve stack @ Lakes Edge & Chloe's Bloom intersection.

West Travis County Public Utility Agency Billing Summary Report



**This report contains estimates of monthly billing data based upon information at the time of report preparation. This report is not based upon audited information. Additionally, monthly billing adjustments may not be reflected on this report. This is prepared for trending purposes only. For final billed revenues net of adjustments, please see the monthly financial statements.*



**Summary of Retail Billed Revenues
Water Utility**

Bee Cave District	February 1/10-2/8	March 2/9-3/8	April 3/9-4/9	May 4/10-5/10	June 5/11-6/11	July 6/12-7/10	August 7/11-8/10	September 8/11-9/10	October 9/11-10/10	November 10/11-11/08	December 11/9-12/10	January 12/11-1/10	12 Month Total
Commercial Water	\$ 22,964	\$ 24,229	\$ 26,752	\$ 27,575	\$ 28,710	\$ 24,923	\$ 29,050	\$ 41,859	\$ 38,641	\$ 29,051	\$ 28,606	\$ 25,724	\$ 348,084
Commercial Base Water	23,984	24,041	24,142	24,241	24,237	24,130	24,268	24,396	24,140	20,521	20,524	20,553	\$ 279,179
Fire Hydrant Water	1,759	1,676	9,069	2,098	2,441	4,529	15,241	19,187	11,975	6,132	5,159	5,306	\$ 84,572
Multi Use Water	51,049	51,069	51,397	53,682	55,032	50,742	55,480	58,602	55,775	41,782	44,148	42,740	\$ 611,498
Residential Base Water	129,894	129,939	130,472	130,647	131,166	131,504	131,807	132,249	132,407	100,668	100,892	100,968	\$ 1,482,612
Residential Water	108,804	110,074	226,841	208,787	245,217	315,492	538,237	721,187	544,841	251,758	172,931	146,906	\$ 3,591,076
Irrigation Water	23,929	23,440	34,401	35,321	53,427	83,625	111,797	196,420	228,833	110,923	44,220	29,233	\$ 975,569
TOTALS	\$ 362,383	\$ 364,468	\$ 503,075	\$ 482,350	\$ 540,231	\$ 634,945	\$ 905,881	\$ 1,193,900	\$ 1,036,613	\$ 560,835	\$ 416,480	\$ 371,429	\$ 7,372,588

Bee Cave South	February 1/31-3/1	March 3/2-4/1	April 4/2-4/30	May 5/1-5/30	June 5/31-6/28	July 6/29-7/30	August 7/31-8/30	September 9/1-9/30	October 10/1-10/30	November 10/31-11/27	December 11/28-12/27	January 12/28-1/28	12 Month Total
Commercial Water	\$ 20,533	\$ 26,868	\$ 28,532	\$ 22,951	\$ 26,381	\$ 33,249	\$ 35,902	\$ 30,535	\$ 20,466	\$ 17,578	\$ 16,759	\$ 20,636	\$ 300,389
Commercial Base Water	7,425	7,244	7,496	7,325	7,580	8,005	8,756	8,877	7,038	7,035	7,038	7,038	\$ 90,856
Fire Hydrant Water	4,236	15,360	7,822	4,728	4,609	14,363	54,611	18,146	23,769	7,136	3,756	3,282	\$ 161,818
Residential Base Water	78,140	78,816	79,322	79,824	80,137	80,502	80,355	80,448	58,388	58,403	58,508	58,664	\$ 871,507
Residential Water	51,921	69,615	83,084	84,775	100,624	172,595	260,470	201,337	125,789	75,406	72,293	65,493	\$ 1,363,403
TOTALS	\$ 162,254	\$ 197,903	\$ 206,257	\$ 199,603	\$ 219,331	\$ 308,714	\$ 440,094	\$ 339,344	\$ 235,450	\$ 165,559	\$ 158,353	\$ 155,113	\$ 2,787,973

Homestead / Meadow Fox	February 1/23-2/19	March 2/20-3/20	April 3/21-4/18	May 4/19-5/17	June 5/18-6/18	July 6/19-7/18	August 7/19-8/20	September 8/21-9/20	October 9/21-10/21	November 10/22-11/18	December 11/19-12/16	January 12/17-1/13	12 Month Total
Residential Base Water	\$ 7,005	\$ 7,009	\$ 7,011	\$ 5,830	\$ 6,950	\$ 6,749	\$ 6,977	\$ 6,977	\$ 7,032	\$ 5,162	\$ 5,162	\$ 5,162	\$ 77,026
Residential Water	5,756	5,063	5,797	6,966	8,838	12,527	19,432	16,691	11,765	5,659	5,245	5,014	\$ 108,753
TOTALS	\$ 12,761	\$ 12,072	\$ 12,808	\$ 12,796	\$ 15,788	\$ 19,276	\$ 26,409	\$ 23,669	\$ 18,797	\$ 10,821	\$ 10,406	\$ 10,176	\$ 185,779

290 / HPR	February 1/23-2/20	March 2/21-3/21	April 3/21-4/18	May 4/19-5/20	June 5/21-6/19	July 6/20-7/19	August 7/20-8/20	September 8/21-9/20	October 9/21-10/21	November 10/22-11/22	December 11/23-12/20	January 12/21-1/22	12 Month Total
Commercial Water	\$ 3,414	\$ 3,515	\$ 3,425	\$ 3,882	\$ 3,636	\$ 4,178	\$ 6,566	\$ 6,809	\$ 11,537	\$ 5,022	\$ 6,589	\$ 4,109	\$ 62,679
Commercial Base Water	3,484	3,484	3,474	3,503	3,554	3,527	3,544	3,527	3,527	2,967	2,956	2,956	\$ 40,501
Fire Hydrant Water	3,092	3,607	56,816	60,302	71,283	45,101	53,069	32,475	22,945	10,332	6,528	11,026	\$ 376,575
Residential Base Water	127,459	128,067	128,644	129,613	129,965	131,347	132,852	134,192	135,353	104,734	105,163	106,062	\$ 1,493,451
Residential Water	91,521	110,378	184,311	163,023	233,345	303,869	569,426	531,579	364,754	163,797	115,651	117,397	\$ 2,949,053
Irrigation Water	1,955	5,271	13,713	28,295	39,358	40,130	45,315	69,382	51,246	13,168	7,158	4,963	\$ 319,954
TOTALS	\$ 230,925	\$ 254,321	\$ 390,383	\$ 388,619	\$ 481,140	\$ 528,151	\$ 810,771	\$ 777,964	\$ 589,362	\$ 300,020	\$ 244,044	\$ 246,513	\$ 5,242,213

GRAND TOTALS	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Commercial Water	\$ 46,910	\$ 54,611	\$ 58,709	\$ 54,409	\$ 58,727	\$ 62,349	\$ 71,518	\$ 79,204	\$ 70,644	\$ 51,651	\$ 51,953	\$ 50,468	\$ 711,152
Commercial Base Water	34,893	34,769	35,112	35,069	35,371	35,662	36,568	36,800	34,705	30,522	30,518	30,547	\$ 410,535
Fire Hydrant Water	9,086	20,643	73,708	67,128	78,332	63,994	122,921	69,808	58,689	23,600	15,442	19,614	\$ 622,965
Multi Use Water	51,049	51,069	51,397	53,682	55,032	50,742	55,480	58,602	55,775	41,782	44,148	42,740	\$ 611,498
Residential Base Water	342,497	343,831	345,449	345,913	348,219	350,101	351,990	353,867	333,180	268,967	269,724	270,855	\$ 3,924,596
Residential Water	258,002	295,130	500,034	463,552	588,024	804,483	1,387,564	1,470,795	1,047,150	496,622	366,119	334,811	\$ 8,012,284
Irrigation Water	25,884	28,711	48,114	63,616	92,785	123,755	157,112	265,802	280,079	124,091	51,379	34,196	\$ 1,295,523
TOTALS	\$ 768,322	\$ 828,763	\$ 1,112,523	\$ 1,083,369	\$ 1,256,490	\$ 1,491,086	\$ 2,183,155	\$ 2,334,877	\$ 1,880,221	\$ 1,037,235	\$ 829,282	\$ 783,230	\$ 15,588,554



**Summary of Retail Billed Revenues
Wastewater Utility**

Bee Cave District	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Commercial Sewer	\$ 56,508	\$ 58,712	\$ 60,052	\$ 61,212	\$ 60,156	\$ 58,735	\$ 63,251	\$ 68,976	\$ 65,901	\$ 53,829	\$ 54,805	\$ 51,501	\$ 713,637
Multi Use Sewer	64,626	64,692	69,341	68,545	69,956	65,166	70,192	73,625	71,142	59,909	62,898	61,122	\$ 801,213
Grinder Surcharge	975	972	977	975	975	974	975	975	975	975	975	976	\$ 11,698
Residential Sewer	185,270	186,574	200,485	197,994	199,054	200,443	207,495	211,656	211,275	175,740	172,028	168,880	\$ 2,316,895
TOTALS	\$ 307,379	\$ 310,949	\$ 330,854	\$ 328,726	\$ 330,141	\$ 325,318	\$ 341,913	\$ 355,233	\$ 349,293	\$ 290,452	\$ 290,706	\$ 282,479	\$ 3,843,444



Summary of Wholesale, Raw Water and Effluent Billed Revenues

Wholesale Water

Revenue	February 2/16-3/15	March 3/15-4/15	April 4/16-5/15	May 5/16-6/14	June 6/15-7/15	July 7/16-8/15	August 8/16-9/16	September 9/17-10/15	October 10/16-11/15	November 11/16-12/15	December 12/15-1/15	January 1/16-2/14
Barton Creek West	\$ 19,622	\$ 27,575	\$ 23,922	\$ 28,574	\$ 34,243	\$ 42,903	\$ 47,356	\$ 37,846	\$ 26,386	\$ 22,487	\$ 20,961	\$ 19,514
Headwaters	\$ 16,841	\$ 18,277	\$ 18,365	\$ 18,839	\$ 20,373	\$ 23,537	\$ 25,316	\$ 23,491	\$ 23,852	\$ 22,681	\$ 21,391	\$ 21,382
City of Dripping Springs (Blue Blaz	\$ 432	\$ 432	\$ 434	\$ 432	\$ 432	\$ 432	\$ 439	\$ 432	\$ 1,764	\$ 1,764	\$ 1,764	\$ 1,764
Crystal Mountain HOA	\$ 3,801	\$ 4,579	\$ 4,603	\$ 4,596	\$ 5,589	\$ 7,001	\$ 7,430	\$ 6,398	\$ 5,164	\$ 4,657	\$ 4,237	\$ 4,073
Deer Creek Ranch	\$ 13,785	\$ 15,617	\$ 15,425	\$ 15,606	\$ 17,254	\$ 19,255	\$ 21,149	\$ 18,597	\$ 17,656	\$ 15,834	\$ 15,595	\$ 15,933
Dripping Springs WSC	\$ 39,539	\$ 50,259	\$ 47,341	\$ 47,952	\$ 41,480	\$ 58,701	\$ 67,728	\$ 59,411	\$ 48,598	\$ 40,829	\$ 35,015	\$ 32,705
Eanes ISD	\$ 1,112	\$ 1,400	\$ 1,469	\$ 1,344	\$ 1,390	\$ 1,524	\$ 2,155	\$ 1,935	\$ 1,473	\$ 1,421	\$ 1,239	\$ 1,383
Graham Mortgage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hays WCID 1	\$ 30,219	\$ 36,064	\$ 35,746	\$ 37,834	\$ 41,409	\$ 51,505	\$ 54,069	\$ 46,407	\$ 37,668	\$ 30,774	\$ 29,302	\$ 35,078
Hays WCID 2	\$ 28,973	\$ 36,309	\$ 35,136	\$ 37,932	\$ 43,756	\$ 53,424	\$ 56,244	\$ 50,684	\$ 45,873	\$ 36,937	\$ 35,478	\$ 35,889
Hudson	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lazy Nine 1A	\$ 23,815	\$ 30,105	\$ 29,875	\$ 30,934	\$ 39,236	\$ 54,788	\$ 57,989	\$ 51,008	\$ 54,065	\$ 46,259	\$ 47,376	\$ 45,133
Sweetwater									\$ 867	\$ 860	\$ 861	\$ 860
Masonwood	\$ 9,990	\$ 12,531	\$ 12,681	\$ 13,913	\$ 15,132	\$ 18,596	\$ 21,004	\$ 18,401	\$ 18,268	\$ 16,044	\$ 14,664	\$ 14,836
Reunion Ranch	\$ 12,667	\$ 16,075	\$ 16,690	\$ 18,320	\$ 22,674	\$ 28,998	\$ 32,063	\$ 28,542	\$ 26,039	\$ 17,148	\$ 16,400	\$ 16,420
Senna Hills	\$ 12,274	\$ 15,209	\$ 14,944	\$ 16,593	\$ 18,895	\$ 23,654	\$ 25,407	\$ 22,512	\$ 18,238	\$ 15,095	\$ 14,000	\$ 13,634
Travis County MUD 12	\$ 42,314	\$ 50,773	\$ 50,026	\$ 52,604	\$ 56,796	\$ 67,940	\$ 72,004	\$ 70,011	\$ 77,785	\$ 70,840	\$ 69,253	\$ 71,543
Rim Rock Rutherford (City of Dripping Springs)Driftwood Ranch							\$ 4,886	\$ 4,121	\$ 3,041	\$ 3,414	\$ 4,373	\$ 3,989
Driftwood Creek (The Salt Lick)								\$ 42	\$ 2,138	\$ 688	\$ 1,196	\$ 1,157
TOTALS	\$ 255,383	\$ 315,206	\$ 306,658	\$ 325,471	\$ 358,658	\$ 452,258	\$ 495,236	\$ 439,837	\$ 408,877	\$ 347,732	\$ 333,107	\$ 335,294

Wholesale Wastewater

Revenue	February	March	April	May	June	July	August	September	October	November	December	January
Masonwood Wastewater	\$ 28,514	\$ 30,523	\$ 31,318	\$ 31,493	\$ 31,761	\$ 31,883	\$ 33,144	\$ 31,883	\$ 41,227	\$ 41,369	\$ 40,908	\$ 39,605
WCID 17 Wastewater	30,412	31,469	32,013	32,767	31,723	32,075	33,163	31,370	30,049	30,013	30,110	29,896
TOTALS	\$ 58,926	\$ 61,992	\$ 63,331	\$ 64,260	\$ 63,483	\$ 63,958	\$ 66,306	\$ 63,253	\$ 71,276	\$ 71,383	\$ 71,018	\$ 69,501

Effluent/Raw Water/Raw Water Delivery

Revenue	February	March	April	May	June	July	August	September	October	November	December	January
Brinker Texas (Chilis) Effluent				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCNG Effluent / Raw	-	-	-	11,083	19,617	40,985	39,491	31,960	16,807	16,811	20,689	14,349
Connell Falconhead Apts	-	-	-	2,232	3,136	3,868	4,061	4,661	5,244	1,493	2,195	639
FalconHead HOA (Spillman) Efflu	-	-	-	5,283	5,190	5,510	7,220	6,074	5,345	3,453	2,221	2,195
Fire Phoenix (Falconhead Golf) Ef	-	5,743	-	34,398	23,676	45,851	40,085	25,542	16,224	15,972	12,229	11,460
First Star Bank Effluent	-	-	-	127	358	160	456	382	314	20	24	20
Lake Travis ISD Effluent / Raw	1,167	658	288	238	255	284	284	740	715	659	711	500
WTCMUD3 Raw Water Delivery C	297	483	-	525	1,187	2,255	1,997	1,364	554	551	9	556
Embrey Partners (Estates at Bee C	-	-	-	871	1,130	580	2,256	1,229	2,116	603	4	8
Ash Creek Homes (Wildwood)	-	-	-	1,254	2,055	2,306	2,548	1,710	1,032	1,223	699	191
M Robinson Jewelers	-	-	-	127	247	173	838	580	873	449	397	171
PPF Falconhead Retail, LLC.	-	-	-	407	629	863	1,829	1,504	639	234	171	127
TOTALS	\$ 1,464	\$ 6,883	\$ 288	\$ 56,545	\$ 57,478	\$ 102,835	\$ 101,065	\$ 75,745	\$ 49,863	\$ 41,468	\$ 39,349	\$ 30,215

GRAND TOTAL	\$ 315,774	\$ 384,082	\$ 370,276	\$ 446,277	\$ 479,620	\$ 619,051	\$ 662,607	\$ 578,835	\$ 530,016	\$ 460,582	\$ 443,474	\$ 435,009
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Summary of Total Billed Revenues - PUA Revenues Only

Water Utility	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Retail Water	\$ 768,322	\$ 828,763	\$ 1,112,523	\$ 1,083,369	\$ 1,256,490	\$ 1,491,086	\$ 2,183,155	\$ 2,334,877	\$ 1,880,221	\$ 1,037,235	\$ 829,282	\$ 783,230	\$ 15,588,554
Wholesale Wa	255,383	315,206	306,658	325,471	358,658	452,258	495,236	439,837	408,877	347,732	333,107	335,294	\$ 4,373,718
TOTAL	\$ 1,023,705	\$ 1,143,970	\$ 1,419,181	\$ 1,408,840	\$ 1,615,148	\$ 1,943,345	\$ 2,678,391	\$ 2,774,714	\$ 2,289,098	\$ 1,384,967	\$ 1,162,390	\$ 1,118,524	\$ 19,962,272

Wastewater Utili	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Retail Wastewa	\$ 307,379	\$ 310,949	\$ 330,854	\$ 328,726	\$ 330,141	\$ 325,318	\$ 341,913	\$ 355,233	\$ 349,293	\$ 290,452	\$ 290,706	\$ 282,479	\$ 3,843,444
Wholesale Wa	58,926	61,992	63,331	64,260	63,483	63,958	66,306	63,253	71,276	71,383	71,018	69,501	\$ 788,688
TOTAL	\$ 366,305	\$ 372,942	\$ 394,185	\$ 392,986	\$ 393,624	\$ 389,276	\$ 408,220	\$ 418,486	\$ 420,570	\$ 361,835	\$ 361,723	\$ 351,980	\$ 4,632,131

Other	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Other Fees - R	\$ 19,838	\$ 19,593	\$ 21,478	\$ 24,396	\$ 25,480	\$ 24,631	\$ 26,651	\$ 30,149	\$ 34,035	\$ 33,210	\$ 31,612	\$ 15,441	\$ 306,514
Raw Water/Effl	1,464	6,883	288	56,545	57,478	102,835	101,065	75,745	49,863	41,468	39,349	30,215	\$ 563,197
TOTAL	\$ 21,302	\$ 26,476	\$ 21,766	\$ 80,941	\$ 82,958	\$ 127,466	\$ 127,716	\$ 105,894	\$ 83,898	\$ 74,678	\$ 70,961	\$ 45,655	\$ 869,711

GRAND TOTAL	\$ 1,411,312	\$ 1,543,387	\$ 1,835,132	\$ 1,882,768	\$ 2,091,731	\$ 2,460,086	\$ 3,214,326	\$ 3,299,094	\$ 2,793,565	\$ 1,821,480	\$ 1,595,074	\$ 1,516,160	\$ 25,464,114
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**Summary of Total Billed Consumption (1,000 Gallons)
Water Utility**

Retail Water	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Bee Cave	28,475	28,507	44,553	42,078	48,212	56,756	81,504	103,424	89,965	56,217	42,744	37,524	659,959
Bee Cave South	12,571	16,121	17,892	17,213	19,171	28,600	39,919	32,272	25,282	16,233	15,429	15,967	256,670
Homestead / Meadow Fox	953	906	1,053	1,007	1,442	1,767	2,599	2,351	1,847	1,071	986	976	16,958
HPR / 290	16,327	19,418	32,774	31,141	41,113	48,342	74,380	71,441	54,443	30,348	22,386	22,717	464,830
Total Retail	58,326	64,952	96,272	91,439	109,938	135,465	198,402	209,488	171,537	103,869	81,545	77,184	1,398,417

Wholesale Water	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Barton Creek West	4,200	7,500	5,985	7,915	10,267	13,861	15,708	11,762	8,184	6,224	5,458	4,730	101,794
City of Dripping Springs (Blue Blazes)	-	-	1	-	-	-	4	-	-	-	-	-	5
Headwaters	1,047	1,832	1,880	2,139	2,977	4,706	5,678	4,681	3,334	2,669	1,936	1,931	34,810
Crystal Mountain HOA	654	978	988	985	1,399	1,987	2,166	1,736	1,328	1,072	860	777	14,930
Deer Creek Ranch	3,460	4,577	4,460	4,570	5,575	6,795	7,950	6,394	4,962	3,771	3,615	3,836	59,965
Dripping Springs WSC	14,363	20,821	19,063	19,431	15,532	25,906	31,344	26,334	20,150	14,936	11,034	9,484	228,398
Eanes ISD	226	395	436	362	389	468	839	710	444	407	278	380	5,334
Graham Mortgage	-	-	-	-	-	-	-	-	-	-	-	-	-
Hays WCID 1	6,523	9,941	9,755	10,976	13,067	18,971	20,470	15,989	12,613	8,136	7,180	10,931	144,552
Hays WCID 2	5,840	9,681	9,067	10,531	13,580	18,642	20,118	17,207	13,382	7,966	7,082	7,331	140,427
Hudson	-	-	-	-	-	-	-	-	-	-	-	-	-
Lazy Nine 1A	5,721	9,357	9,224	9,836	14,150	23,140	24,990	20,955	13,542	9,229	9,846	8,607	158,597
Sweetwater	-	-	-	-	-	-	-	-	8	4	5	4	21
Masonwood	2,820	4,379	4,471	5,227	5,975	8,100	9,577	7,980	5,509	4,074	3,184	3,295	64,591
Reunion Ranch	3,767	5,580	5,907	6,774	9,090	12,454	14,084	12,211	9,696	4,307	3,854	3,866	91,590
Senna Hills	2,678	4,490	4,326	5,344	6,765	9,703	10,785	8,998	6,042	4,053	3,360	3,128	69,672
Travis County MUD 12	5,476	10,366	9,934	11,424	13,847	20,289	22,638	21,486	13,338	8,769	7,725	9,231	154,523
Rim Rock Rutherford (City of Dripping Springs)	-	-	-	-	-	-	1,999	1,581	1,556	1,786	1,929	1,692	10,543
Driftwood Creek (The Salt Lick)	-	-	-	-	-	-	-	-	1,294	399	391	367	2,451
Total Wholesale	56,775	89,897	85,497	95,514	112,613	165,022	186,351	156,443	112,532	75,617	65,417	67,531	1,269,209

Effluent Water	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Brinker Texas, LP	-	-	-	-	-	-	-	-	-	-	-	-	-
CCNG Golf, LLC.	8,850	7,329	2,836	5,155	9,124	19,063	18,368	14,865	7,817	7,819	9,623	6,674	117,523
Connell Falconhead Apartments	164	807	820	543	763	941	988	1,134	1,321	376	553	161	8,571
FH Texas Management Co. LLC.	6,812	9,483	11,397	15,999	11,012	21,326	18,644	2,825	7,546	7,429	5,688	5,330	123,491
First State Bank	-	-	1	31	87	39	111	93	79	5	6	5	457
Lake Travis ISD	284	160	70	58	62	69	69	180	180	166	179	126	1,603
Spillman Ranch Communities Inc.	2,445	3,061	2,681	2,457	2,414	2,563	3,358	11,880	2,486	1,606	1,033	1,021	37,005
Ash Creek Homes (Wildwood)	210	303	267	305	500	561	620	416	260	308	176	48	3,974
Embrey Partners (Estates at Bee Caves)	13	250	45	212	275	141	549	299	533	152	1	2	2,472
M Robinson Jewelers	-	16	23	31	60	42	204	141	220	113	100	43	993
PFP Falconhead Retail, LLC.	45	94	1,882	99	153	210	445	366	161	59	43	32	3,589
Total Wholesale	18,823	21,503	20,022	24,890	24,450	44,955	43,356	32,199	20,603	18,033	17,402	13,442	299,678

System Summary	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Total Retail	58,326	64,952	96,272	91,439	109,938	135,465	198,402	209,488	171,537	103,869	81,545	77,184	1,398,417
Total Wholesale	56,775	89,897	85,497	95,514	112,613	165,022	186,351	156,443	112,532	75,617	65,417	67,531	1,269,209
Effluent Water	18,823	21,503	20,022	24,890	24,450	44,955	43,356	32,199	20,603	18,033	17,402	13,442	299,678
TOTAL WATER	133,924	176,352	201,791	211,843	247,001	345,442	428,109	398,130	304,672	197,519	164,364	158,157	2,967,304

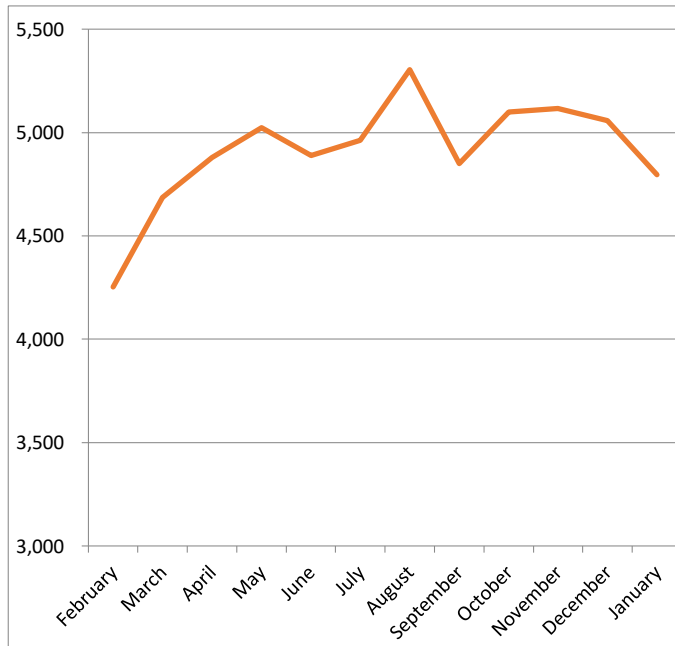
Retail Percent of Total	44%	37%	48%	43%	45%	39%	46%	53%	56%	53%	50%	49%	47%
Wholesale Percent of Total	42%	51%	42%	45%	46%	48%	44%	39%	37%	38%	40%	43%	43%



**Summary of Total Billed Consumption (1,000 Gallons)
Wholesale Wastewater**

Wholesale Wastewater	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Masonwood Wastewater	2,142	2,405	2,509	2,532	2,567	2,583	2,748	2,583	2,725	2,749	2,671	2,451	30,665
WCID 17 Wastewater	2,111	2,282	2,370	2,492	2,323	2,380	2,556	2,266	2,375	2,368	2,387	2,345	28,255
TOTALS	4,253	4,687	4,879	5,024	4,890	4,963	5,304	4,849	5,100	5,117	5,058	4,796	58,920

System Summary	February	March	April	May	June	July	August	September	October	November	December	January	12 Month Total
Total Wholesale	4,253	4,687	4,879	5,024	4,890	4,963	5,304	4,849	5,100	5,117	5,058	4,796	58,920
TOTAL WASTEWATER	4,253	4,687	4,879	5,024	4,890	4,963	5,304	4,849	5,100	5,117	5,058	4,796	58,920

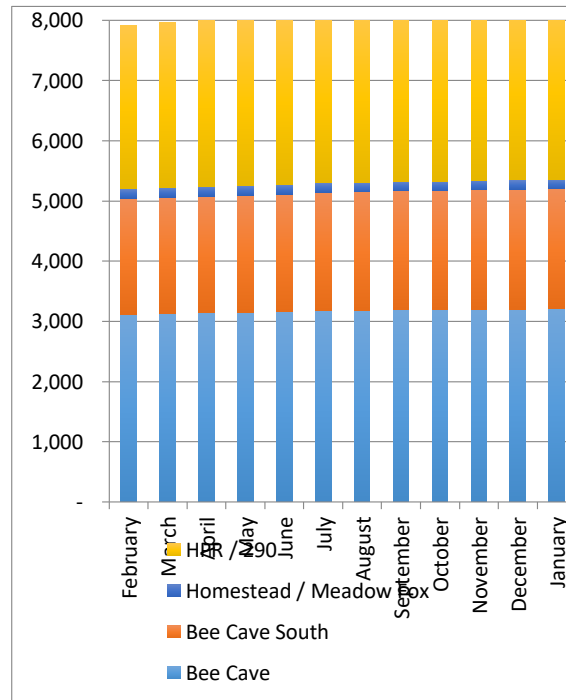




Summary of Total Retail Customer Count Water

Meters	February	March	April	May	June	July	August	September	October	November	December	January
Bee Cave	3,121	3,132	3,143	3,148	3,157	3,173	3,181	3,189	3,189	3,201	3,201	3,209
Bee Cave South	1,923	1,931	1,938	1,947	1,958	1,967	1,969	1,977	1,978	1,986	1,991	1,994
Homestead / Meadow Fox	159	159	159	158	159	159	158	159	160	160	160	160
HPR / 290	2,715	2,736	2,759	2,767	2,780	2,820	2,828	2,869	2,882	2,901	2,918	2,932
TOTALS	7,918	7,958	7,999	8,020	8,054	8,119	8,136	8,194	8,209	8,248	8,270	8,295

Customer Growth	24	40	41	21	34	65	17	58	15	39	22	25
Monthly Growth Rate	0.30%	0.51%	0.52%	0.26%	0.42%	0.81%	0.21%	0.71%	0.18%	0.48%	0.27%	0.30%
12 Month Growth	375	384	386	351	344	371	353	391	373	383	385	401
12 Month Growth Rate	4.95%	5.04%	5.03%	4.55%	4.44%	4.77%	4.52%	4.99%	4.74%	4.86%	4.88%	5.06%

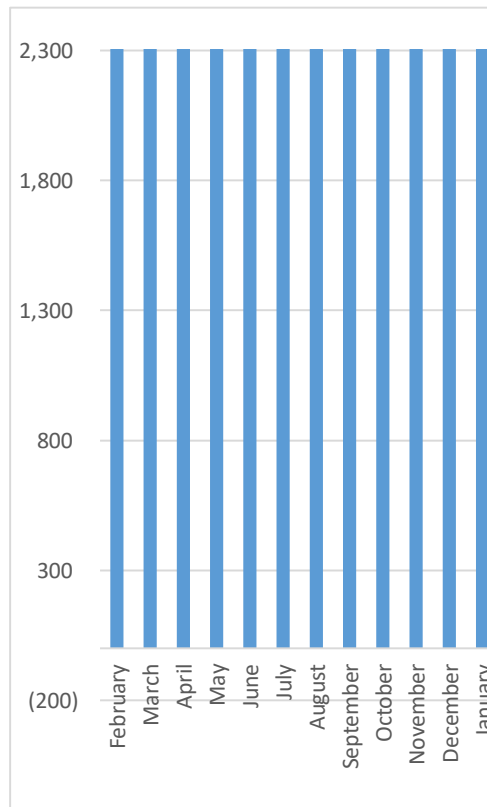




Summary of Total Retail Customer Count Wastewater

Meters	February	March	April	May	June	July	August	September	October	November	December	January
Wastewater Customers	2,322	2,328	2,334	2,331	2,337	2,348	2,360	2,373	2,375	2,392	2,366	2,395

Customer Growth	(6)	6	6	(3)	6	11	12	13	2	17	(26)	29
Monthly Growth Rate	-0.26%	0.26%	0.26%	-0.13%	0.26%	0.47%	0.51%	0.55%	0.08%	0.72%	-1.09%	1.23%
12 Month Growth	38	47	56	56	49	53	65	56	56	70	45	67
12 Month Growth Rate	1.67%	2.06%	2.46%	2.45%	2.14%	2.31%	2.81%	2.41%	2.41%	3.02%	1.93%	2.89%





Retail Customer Average Use Analysis
Average Water Usage per Connection, per Month (Gallons)

	January	February	March	April	May	June	July	August	September	October	November	December	January
Bee Cave	9,534	9,124	9,102	14,175	13,367	15,271	17,887	25,622	32,431	28,211	17,562	13,353	11,693
Bee Cave South	7,364	6,537	8,349	9,232	8,841	9,791	14,540	20,274	16,324	12,782	8,174	7,749	8,008
Homestead / Meadow Fox	6,459	5,994	5,698	6,623	6,373	9,069	11,113	16,449	14,786	11,544	6,694	6,163	6,100
HPR / 290	6,031	6,014	7,097	11,879	11,254	14,789	17,143	26,301	24,901	18,891	10,461	7,672	7,748
System Wide Average	7,745	7,366	8,162	12,036	11,401	13,650	16,685	24,386	25,566	20,896	12,593	9,860	9,305

12-Month Average	13,643	13,550	13,508	13,500	13,213	12,665	12,226	12,277	12,864	13,765	14,125	14,248	14,355
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