

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

September 16, 2021

Present:

Scott Roberts, President
Jack Creveling, Vice President
Walt Smith, Secretary
Jason Bethke, Director
Clint Garza, Director

Staff and Consultants:

Jennifer Riechers, Agency General Manager
Jennifer Smith, Agency Controller
Eric Morgan, Agency Operations Manager
Stefanie Albright (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
George Murfee (Murfee Engineering Company, Inc.), District Engineer
Jason Baze (Murfee Engineering Company, Inc.), District Engineer

I. CALL TO ORDER

Director Roberts called the meeting to order at 1:01 p.m.

II. ESTABLISH QUORUM

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

III. PUBLIC COMMENT

No public comment was received.

IV. CONSENT AGENDA (J. Riechers)

- A. Approve minutes of August 19, 2021 regular Board Meeting.**
- B. Approve payment of invoices and other bookkeeping matters.**
- C. Approve Contractor Pay Requests including**
 - 1. Payton Construction, Pay Application 7, \$93,194.05, County Line 1308 Pump Station 1340 Conversion;**

2. **DN Tanks, Inc., Pay Application 13, \$266,000.80, Southwest Parkway Ground Storage Tank 2.**
- D. Approve Service Availability Letter and Non Standard Service Agreement for:**
1. **Julep Commercial Park, 36 LUEs, 290 Water System.**
- E. Approve quote from The Reynolds Company for new network switches for the WTP SCADA system, \$59,933.20.**
- F. Award 2-Year Contract Services Agreement to:**
1. **Wastewater Transport Services, LLC, Sludge Transportation and Disposal.**
 2. **Brenntag Southwest, Water and Wastewater Treatment Plant Chemicals other than Sodium Permanganate and Orthophosphate, Shannon Chemical Corporation for Sodium Permanganate and Orthophosphate. *Brenntag Southwest bid thru 9/30/22 only, 12/31/21 for chlorine.**
 3. **Zane Furr, Landscape Maintenance.**

MOTION: A motion was made by Director Roberts to approve the consent agenda, provided as **Exhibits A-F**. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
 Voting Nay: None
 Abstained: None
 Absent: None

V. OLD BUSINESS

- A. Discuss, consider and take action regarding pending litigation, relating to the following: (S. Albright/D. Klein):**
1. **Weekley Homes LLP v. West Travis County Public Utility Agency, in the 200th Judicial District Court, Travis County, Texas; Cause No. D-1-GN-20-002291.**

Ms. Albright provided a general update regarding the ongoing litigation and stated that briefing had been submitted to the Court of Appeals.

- B. Discuss, consider and take action on reconsideration of adoption of amendments to the WTCPUA's Land Use Assumptions, Capital Improvements Plan and Impact Fees for Wastewater Impact Fee Service Area.**

Ms. Riechers presented this item, stating that at the August Board meeting, the power point presentation regarding impact fees had a typo regarding the Wastewater Impact Fee. The correct

amount is \$11,568.25, which is lower than the amount referenced in presentation. She stated that an order adopting the Wastewater Impact Fee, provided as **Exhibit G**, was recommended to be adopted to ensure that the correct impact fee is approved.

MOTION: A motion was made by Director Roberts to approve the Order provided as **Exhibit G**. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

VI. NEW BUSINESS

A. Discuss, consider and take action on annual review of WTCPUA Investment Policy.

Ms. Smith presented the review of the investment policy, provided as **Exhibit H**. She stated that there are only minor changes proposed. She stated that required reserves have a maturity requirement and there is a provision added to allow investments to be pooled.

MOTION: A motion was made by Director Roberts to approve the changes to the Investment Policy, provided as **Exhibit H**. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

B. Discuss, consider and take action on SOQ for Effluent Management Plan.

Ms. Riechers presented this item, stating that qualification were received from Malone Wheeler. Ms. Albright reminded the Board that because this item related to professional services, the action before the Board was to select the qualifications of Malone Wheeler and authorize staff to negotiate a proposal and agreement, or to reject the qualifications.

MOTION: A motion was made by Director Roberts to accept qualifications of Malone Wheeler and instruct staff to negotiate a contract and proposal for the Effluent Management Plan project. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

C. Discuss, consider and take action on award of contract for the following projects:

1. **1340 Conversion Water Main to Qro Mex Construction Company, Inc. \$1,277,720.50;**
2. **Permanganate Chemical Feed Relocation to G Creek Construction, \$779,515.80;**
3. **Hamilton Pool Ground Storage Tank No. 2 to Preload LLC, \$1,619,160.00. (G. Murfee).**

Mr. Murfee presented on this item, provided as Exhibits I – K.

MOTION: A motion was made by Director Roberts to award the following contracts: 1340 Conversion Water Main to Qro Mex Construction Company (\$1,277,720.50); Permanganate Chemical Feed Relocation to G Creek Construction (\$779,515.80); Hamilton Pool Ground Storage Tank No. 2 to Preload LLC (\$1,619,160.00). The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

D. Discuss, consider and take action on proposal from Murfee Engineering for Bohls Wastewater Treatment Plant Expansion.

Mr. Murfee presented this item, provided as Exhibit L. He stated that this budget adjustment relates to structural and electrical construction administration. He stated that the additional train is identical to the one currently under design. Director Roberts asked about the permitted capacity for the plant, to which Mr. Murfee replied 1.8 MGD. However, it is anticipated growth will only drive a need for 1.4 MGD.

MOTION: A motion was made by Director Roberts to approve the proposal for budget adjustment for the Bohls Wastewater Treatment Plant Expansion, provided as Exhibit L. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

E. Discuss, consider and take action on proposal from Murfee Engineering for Uplands Treatment Plant site plan.

Mr. Murfee presented this item, provided as Exhibit M. He stated that they are looking at a 5 MGD expansion of the Uplands Water Treatment Plant, and he recommended moving forward with the site development permit because of the multiple parties involved. He stated that Murfee Engineering is still working on pricing and availability of membranes to assist with design.

Director Garza asked that if the site impervious cover was not limited to 40%, whether the beneficial reuse facilities would fit on the site. Mr. Murfee stated that they would look into the issue. Discussion ensued regarding sizing of the facilities and available space on the water treatment plant site.

MOTION: A motion was made by Director Roberts to approve the proposal from Murfee Engineering Company for the Uplands Treatment Plant site plan development in an amount not to exceed \$210,000, provided as Exhibit M. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

F. Appoint new member to the Finance Committee.

Ms. Riechers stated that Mr. Walden resigned from the committee and recommended that another Board member be appointed. Discussion ensued regarding the duties of the committee.

MOTION: A motion was made by Director Roberts to appoint Director Jason Bethke to the Finance Committee. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

G. Discuss, consider, and take action regarding Letter Agreement with Lake Travis ISD regarding the Reservation of Service Capacity and Acquisition of Easement Rights.

Ms. Albright presented this item, provided as **Exhibit N**, stating that this is the follow up agreement for the Board's previous action to authorize staff to negotiate an agreement with LTISD to obtain an easement from LTISD on Hamilton Pool Road in exchange for 11 LUEs of service for a school site on the Highway 71/Hamilton Pool Road system.

MOTION: A motion was made by Director Roberts to authorize the General Manager to finalize negotiations and execute the agreement with LTISD, with the terms as provided in **Exhibit N**. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

H. Discuss, consider, and take action on review of TCDRS pension, including:
1. Ratify plan options;
2. Retirement eligibility options;
3. Contribution rate for 2022.

Ms. Smith presented on this item, provided as **Exhibit O** and stated that there are no changes to the TCDRS plan from previous years, and that any increases are planned increases that have been incorporated into the PUA budget.

MOTION: A motion was made by Director Roberts to approve the TCDRS pension plan as presented in **Exhibit O**. The motion was seconded by Director Smith.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

VII. STAFF REPORTS

A. General Manager's Report.

Ms. Riechers presented, provided as **Exhibit P**. Director Smith thanked Ms. Riechers on her assistance in the Region K planning board. He stated that Hays County has never had a representative on that Board and he is seeking a position on the board.

Director Garza asked about the FOG program, to which Ms. Riechers stated that generally there has been positive feedback. She stated that generally there is compliance and they have not received complaints at this point. She confirmed that there has been no observed change in wastewater strength.

B. Controller's Report.

Ms. Smith presented as Exhibit Q. She stated that it is anticipated that the PUA will end the year on a positive note.

She stated that staff is looking to refinancing debt and moving forward with new debt, and that she would bring back a schedule and recommendations regarding future debt options. Director Smith stated that he would like information on who has been buying past debt.

C. Operations Report.

Mr. Morgan presented this item, provided as Exhibit R. Director Roberts asked about the status of the effluent ponds, to which Ms. Riechers stated they are approximately 50% full.

**D. Engineer's Report including:
1. Capital Improvements Plan Update**

Mr. Murfee presented on this item, provided as Exhibit S.

VIII. ADJOURNMENT

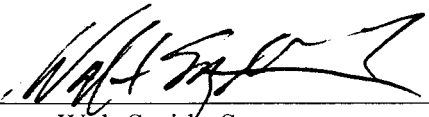
MOTION: A motion was made by Director Roberts to adjourn the meeting. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Bethke, Creveling, Smith, and Garza
Voting Nay: None
Abstained: None
Absent: None

The meeting adjourned at 1:27 p.m.

Dated: October 21, 2021.



Walt Smith, Secretary
Board of Directors