

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

September 1, 2022

Board:

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

Staff and Consultants:

Jennifer Riechers, Agency General Manager
Jennifer Smith, Agency Controller
Eric Morgan, Agency Operations Manager
Lauren Kalisek (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
David Klein (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
Jason Baze (Murfee Engineering Company, Inc.), Agency Engineer
George Murfee (Murfee Engineering Company, Inc.), Agency Engineer
Nelisa Heddin (Consulting LLC), Consultant

I. CALL TO ORDER

The meeting was called to order by President Roberts at 1:02 p.m.

II. ESTABLISH QUORUM

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

III. PUBLIC COMMENT

No public comments.

IV. CONSENT AGENDA

A. Approve proposals for:

- 1. HSP 3 Pump & Motor, Austin Armature Works, LP, \$72,394.15;**
- 2. Lift Station #14, Pump #1, Xylem Water Solutions USA, Inc., \$60,231.00;**
- 3. Lift Station #17, Pump #2, Xylem Water Solutions USA, Inc. \$40,516.00;**

4. Pump Station #7, Pump #4 Control Valve, Fluid Meter Service, \$26,750.00.
- B. Approve payment of invoices, including:**
1. Dedicated Controls, LLC, \$49,817.50.
- C. Approve Quarterly Investment Report.**
- D. Approve Annual Review of Investment Policy.**
- E. Ratify Contractor Pay Requests (paid in July, 2022):**
1. Preload, LLC, Pay Application #7, \$71,902.61, Hamilton Pool Road GST 2;
 2. DN Tanks, Inc., Pay Application #19 and Final, \$81,076.72.
- F. Approve Contractor Pay Requests including:**
1. Preload, LLC, Pay Application #8, \$31,899.78, Hamilton Pool Road GST 2;
 2. G Creek Construction, Inc., Pay Application #3, \$177,490.63, Permanganate Chemical Feed Relocation;
 3. B-5 Construction Co., Inc., Pay Application #2, \$98,252.24, County Line 1420 Pump Station Upgrades;
 4. S.J. Louis Construction of Texas Ltd., Pay Application #1, \$684,067.68, 1080 24" Transmission Main-Segment A;
 5. Process Wastewater Technologies, Pay Application #1, \$70,580.00, Water Treatment Plant Solids Dewatering Equipment;
 6. TTE, LLC, Pay Application #2, \$92,379.84, West Bee Cave Pump Station Upgrade.

MOTION: A motion was made by President Roberts to approve the consent agenda as presented in Items IV. A-F of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

V. NEW BUSINESS

- A. Discuss, consider and take action on FY2023 Budget (J. Smith).**
(This item may be taken into Executive Session under the consultation with attorney exception).

Ms. Smith presented the item and noted the budget had been reviewed by the Finance Committee. Director Smith thanked staff for the hard work on this year's budget.

MOTION: A motion was made by President Roberts to approve this item, presented in Item V.A of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

- B. Discuss, consider and take action on WTCPUA Organizational Chart (J. Smith).**

Ms. Riechers presented the item and noted the new organizational chart adds 3 new positions.

MOTION: A motion was made by President Roberts to approve this item, as presented in Item V.B of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

President Roberts indicated he would abstain on New Business Items V.C and C and stepped down from the dais. Vice-President Creveling took over as presiding officer of the meeting.

- C. Discuss, consider and take action regarding 2022 Rate Study (J. Riechers).** *(This item may be taken into Executive Session under the consultation with attorney exception).*

Ms. Riechers presented Ms. Heddin. Ms. Heddin provided a detailed presentation on the 2022 Rate Study and related methodology. Board Members asked several questions, including if peak usage was considered over the most recent summer and

whether the wholesale rate methodology could be reviewed to make the rates more predictable. Staff indicated both topics could be addressed in future rate years. No action was needed for this item.

D. Discuss, consider and take action on Order Amending WTCPUA's Wholesale Water and Wastewater Rates (J. Riechers)

MOTION: A motion was made by Director Smith to approve this item, as presented in Item V.D of the Board Packet. The motion was seconded by Director Garza. President Roberts abstained from the vote.

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

Voting Nay:

Abstained: President Roberts

Absent:

President Roberts returned to the dias as presiding officer.

E. Discuss, consider and take action on WTCPUA Drought Contingency Plan revisions (J. Riechers).

Ms. Riechers presented this item and explained the plan needed some clarification regarding what initiates the stage triggers. The proposed changes are consistent with LCRA's plan.

MOTION: A motion was made by Director Smith to approve this item, as presented in Item V.E of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Unanimous

Voting Nay:

Abstained:

Absent:

F. Discuss, consider and take action on WTCPUA Administrative Financial Policies (J. Smith).

Ms. Smith presented the item to clarify approval authority for items arising between board meetings.

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

The vote was taken with the following result:
Voting Aye: President Roberts, Directors Creveling, Smith, Bethke
Voting Nay:
Abstained:
Absent: Director Garza stepped away from the dais.

- G. Discuss, consider and take action on proposal from Murfee Engineering Company for Engineering Services for Construction of 290 Parallel Water Transmission Main.**

Mr. Murfee presented this item and presented the status of the project.

MOTION: A motion was made by Director Smith to approve this item, as presented as presented by Mr. Murfee. The motion was seconded by Director Garza.


The vote was taken with the following result:
Voting Aye: Unanimous
Voting Nay:
Abstained:
Absent:

VI. ADJOURNMENT

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

The vote was taken with the following result:
Voting Aye: Unanimous
Voting Nay:
Abstained:
Absent:

PASSED AND APPROVED this 20th day of October 2022


Walt Smith, Secretary
Board of Directors