

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

October 19, 2023

Board:

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 J. Kalisek (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel
Kathryn Thiel (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.), District Engineer
George Murfee (Murfee Engineering Company, Inc.), District Engineer

I. CALL TO ORDER

The meeting was called to order by Vice President Creveling at 1:04 p.m.

II. ESTABLISH QUORUM

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

III. PUBLIC COMMENT

No public comments.

IV. CONSENT AGENDA

- A. Approve minutes of August 17, 2023 Regular Board Meeting and September 14, 2023 Special Board Meeting.**
- B. Approve payment of invoices and other bookkeeping matters, including:**
 - 1. Quarterly Investment Report;**
- C. Ratify payments approved by General Manager:**

1. G Creek, Pay App #7, Uplands WTP Renovation, \$242,820.00;
2. M.A. Smith Contracting Co, Inc., Pay App #2 & Final, Sonoma Drive Wastewater Line Repair, \$41,100.00.

D. Ratify change orders approved by General Manager:

1. G Creek, Inc., Change Order #5, Uplands WTP Renovation, \$63,536.55.

E. Approve Contractor Pay Requests and invoices including:

1. B-5 Construction Company, Inc., Pay Application #11, \$48,756.50, County Line 1420 Pump Station Upgrades;
2. Landmark Structures, Pay Application #3, \$613,253.50, 1240 EST;
3. Process Water Technologies, Pay Application #3, \$39,950.00, Wastewater Sludge Dewatering Equipment;
4. Lone Star Sitework, LLC, Pay Application #2, \$177,455.50, Trautwein Road 12" Waterline Relocation.
5. RDO Equipment Co., John Deer Backhoe, \$111,806.02;
6. XByte Technologies, 2 New System Servers, \$45,929.00;
7. Generator Field Services, LLC., Generator for Lift Station #16, \$38,390.36.

F. Approve Contractor Change Orders:

1. Udelhoven Oilfield Services, Change Order #3, (\$183,081.64), Lake Pointe Lift Station Rehab;
2. Lone Star Sitework, LLC, Change Order #1, \$47,730.00, Trautwein Road 12" Waterline Relocation.

MOTION: A motion was made by Director Bethke to approve the Consent Agenda, presented in the 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: Directors Bethke, Creveling and Garza

Voting Nay:

Abstained:

Absent: President Roberts and Director Smith

V. NEW BUSINESS

A. Discuss, consider and take action on annual review of General Manager contract and salary (L. Kalisek).

(This item may be taken into Executive Session under the Consultation with Attorney exception and the Personnel exception).

This item was taken into Executive Session under the Consultation with Attorney exception and the Personnel exception at 1:39 p.m. Director Smith arrived during Executive Session. The Board resumed open session at 2:11 p.m.

The Board requested that this item be placed on the agenda in April or May of 2024 to discuss salary. The Board requested this item be brought back in September of 2024 to discuss an additional extension of J. Riechers employment agreement.

MOTION: A motion was made by Director Smith to amend the General Manager contract to extend employment through September 30, 2025 with a 15% Salary Increase effective October 1, 2023. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

Voting Nay:

Abstained:

Absent: President Roberts

B. Discuss, consider and take action on approving an Order Declaring Property Surplus and authorizing conveyance to Lake Pointe MUD (J. Riechers).

Jennifer Riechers presented this item.

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

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

Voting Nay:

Abstained:

Absent: President Roberts

C. Discuss, consider and take action on proposal from Murfee Engineering Company, Inc. for engineering fees related to the Bear Creek Pass Water Main Relocation Project (G. Murfee).

Jason Baze presented this Item. Mr. Baze stated the new project was fairly straightforward and that he was coordinating with Hays County regarding the approval process and the construction process.

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

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

Voting Nay:

Abstained:
Absent: President Roberts

D. Discuss, consider and take action on request for adjustment to project budget for Uplands Water Treatment Plant Expansion project (G. Murfee).

George Murfee presented this item. Mr. Murfee stated geotechnical, structural and sub-surface engineering costs were needed for this project. Director Garza asked about the potential of adhering to the spec requirements for the City of Bee Cave and questioned whether an increased cost in the future would be necessary. Director Bethke asked about the construction timeline. Mr. Murfee stated the project was currently in the design phase and would be fully constructed by January 2026.

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

The vote was taken with the following result:
Voting Aye: Directors Creveling, Smith, Bethke and Garza
Voting Nay:
Abstained:
Absent: President Roberts

E. Discuss, consider and take action on Water and Sewer Service Development Policies regarding service level determinations and TCEQ Optional Enhanced Measures (J. Riechers).

This item was tabled for discussion. No action was taken.

F. Discuss, consider and take action on Effluent Management Master Plan (J. Riechers).

Jennifer Riechers presented this item. Dennis Lozano of Malone Wheeler presented the effluent management master plan. The master plan indicated acreage requirements under various scenarios. Partnerships with the City of Bee Cave and Lake Travis Independent School District are needed for use of parkland and school property for disposal options. Director Garza asked for information regarding acreage increases for effluent disposal in 2030 due to CIP timeline. Director Creveling asked Mr. Lozano to expand on regulatory hurdles and the 75/90 rule regarding irrigation effluent plan timeline. Director Garza discussed the City of Bee Cave's perspective on the plan. Plan to remain open for improvements. No action taken.

G. Discuss, consider and take action on proposal from Malone Wheeler, Inc. for Effluent Management Plan Implementation Phase 1 (J. Riechers).

Jennifer Riechers presented this item. Director Bethke expressed support for the plan and requested the plan be implemented swiftly.

MOTION: A motion was made by Director Bethke to approve this item, presented in item IV.G of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:
Voting Aye: Directors Creveling, Smith, Bethke and Garza
Voting Nay:
Abstained:
Absent: President Roberts

H. Discuss, consider and take action on Resolution authorizing participation in the TexPool Investment Pools (J. Smith).

Jennifer Smith presented this item.

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

The vote was taken with the following result:
Voting Aye: Directors Creveling, Smith, Bethke and Garza
Voting Nay:
Abstained:
Absent: President Roberts

I. Discuss, consider and take action on approval of Service Availability Letter and Non Standard Service Agreement for Live Oak Springs, Phase 2, 43 Water LUEs, 290 System (J. Riechers).

Jennifer Riechers presented this item. Ms. Riechers stated that service provided under the Nonstandard Service Agreement would be contingent on the developer paying the required impact fees.

MOTION: A motion was made by Director Creveling to approve this item, presented in item VI.I of the Board Packet with 43 LUEs. The motion was seconded by Director Garza.

The vote was taken with the following result:
Voting Aye: Directors Creveling, Smith, Bethke and Garza
Voting Nay:
Abstained:
Absent: President Roberts

J. Discuss, consider and take action on Recommendation of Award for Ledgestone Terrace Waterline Relocation project (G. Murfee).

Jason Baze presented this item. Mr. Baze stated he is coordinating with Travis County to work on this project.

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

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

Voting Nay:

Abstained:

Absent: President Roberts

K. Discuss, consider and take action on Engineering Service Agreement with Halff and Associates, Inc. (J. Riechers).

Jennifer Riechers presented this item. Ms. Riechers presented an agreement updating terms and rates for the consultant responsible for water quality review. Director Creveling asked about the scope of work and quality review timeline. Ms. Riechers discussed the scope of work for the Agency.

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

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

Voting Nay:

Abstained:

Absent: President Roberts

VI. STAFF REPORTS

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

Ms. Riechers presented this item. Ms. Riechers stated she would like to review the calendars and move the next Board meeting to December 14th.

Ms. Riechers discussed the CIP project reports. Ms. Riechers stated that for larger projects, staff would put together a report indicating the status of the project and how much of the budget was utilized.

Ms. Riechers stated the Agency moved from stage 3 water restrictions to stage 2 water restrictions, effective October 15th.

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

Jennifer Smith presented this item. Ms. Smith stated that the agency finished out the year with a positive variance of \$3 million, less expenses, and impact fee payments in the amount of \$2 million dollars.

C. Operation's Report (E. Morgan).

Eric Morgan presented this item. Mr. Morgan indicated that the effluent pond levels were low.

D. Engineering Report (G. Murfee).

Board to discuss alternative water supply in December.

VII. ADJOURNMENT

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

The vote was taken with the following result:

Voting Aye: Directors Creveling, Smith, Bethke and Garza

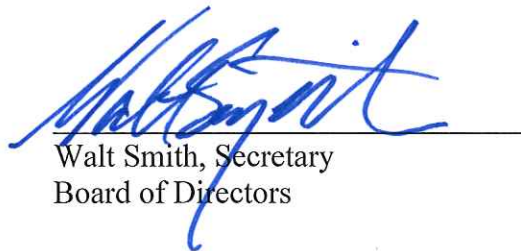
Voting Nay:

Abstained:

Absent: President Roberts

President Roberts adjourned the meeting at 2:12 p.m.

PASSED AND APPROVED this 14th day of December, 2023.



Walt Smith, Secretary
Board of Directors