

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

February 16, 2023

**Board:**

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

**Staff and Consultants:**

Jennifer Riechers, Agency General Manager  
Eric Morgan, Agency Operations Manager  
Danielle Lam (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 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**

Jay Kamm, WTCPUA customer, thanked everyone for their efforts regarding the winter storm. Mr. Kamm spoke about Senate Bill 3 and the required Emergency Preparedness Plan. Mr. Kamm requested that the WTCPUA offer an explanation relating to how the Emergency Preparedness Plan failed and expressed particular concern about the power outage. President Roberts and Ms. Riechers discussed the power outage and intake issues at the Water Treatment Plant resulting from Austin Energy and LCRA power and transmission line failures. Ms. Riechers reported that Staff is discussing alternative power sources and is currently considering diesel power pump options. President Robert asked Staff to bring this issue back to the Board.

**IV. CONSENT AGENDA**

- A. Approve minutes of December 8, 2022 Regular Board Meeting and January 12, 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. **EDC Construction, \$37,500, Containment Bays at County Line PS;**
  - 2. **G Creek, Inc, Pay Application #2, \$447,720.75, Uplands Trident/Office Building Renovation.**
  
- D. Approve Contractor Pay Requests including:**
  - 1. **Qro Mex Construction Co., Inc., Pay Application #5 (Final), \$155,138.93, 1340 Conversion;**
  - 2. **S.J. Louis Construction of Texas, Ltd., Pay Application #6, \$416,601.37, 1080 Transmission Main-Segment A;**
  - 3. **S.J. Louis Construction of Texas, Ltd., Pay Application #7, \$157,173.02, 1080 Transmission Main-Segment A;**
  - 4. **TTE, LLC, Pay Application Final, \$8,010.00, West Bee Cave Pump Station Upgrade.**

Director Creveling requested Item E be removed from the Consent Agenda.

**MOTION:**            **A motion was made by President Roberts to approve Items A, B, C and D of the Consent Agenda, presented in items A, B, C and D 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: Director Smith**

- E. Approve Change Orders for:**
  - 1. **Process Water Technologies, LLC, Change Order #1, \$0.00 Uplands Water Treatment Solids Dewatering;**
  - 2. **Qro Mex Construction Co., Inc., Change Order #3, \$1,368.92, 1340 Conversion;**

Director Creveling requested information from the staff regarding the Change Order for Item E.2. Staff provided clarification regarding the 1340 Conversion Project. Director Creveling stated that he had no further issue with the Change Order.

**MOTION:**            **A motion was made by Director Creveling to approve Items E.1 and E.2 of the Consent Agenda, presented in items E.1 and E.2 of the Board Packet. The motion was seconded by President Roberts.**

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

**Voting Aye: Unanimous**

**Voting Nay:**  
**Abstained:**  
**Absent: Director Smith**

**V. NEW BUSINESS**

- A. Discuss, consider and take action on Wholesale Service Agreements for:**
- 1. Anarene (City of Dripping Springs);**
  - 2. Cannon Ranch (City of Dripping Springs).**

G. Murfee and J. Riechers presented this item. Ms. Riechers clarified the separate agreements for each subdivision under the Wholesale Service Agreement with the City of Dripping springs and confirmed that the projects were considered in the CIP and wholesale rates. President Robert and Director Bethke questioned why wholesale rates are lower than retail water rates. J. Riechers stated she would follow up by email following the meeting. Mr. Murfee discussed a future site for an elevated storage tank provided under the terms of the proposed agreement with Anarene, Wildridge and Cannon East. Mr. Murfee further explained the LUEs allocated for the City of Dripping Spring and confirmed that under the agreement Anarene will only be provided with water service to cover its first phase with additional service dependent on the completion of WTCPUA improvements. Director Bethke and Mr. Murfee discussed funding for the design and construction of the elevated storage tank. Directors Bethke, Creveling and Garza requested more information related to this development and for Item V.A. to be postponed.

**MOTION: A motion was made by Director Bethke to postpone this item until the next board meeting. The motion was seconded by Director Creveling.**

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

**Voting Aye: Unanimous**

**Voting Nay:**

**Abstained:**

**Absent: Director Smith**

- B. Discuss, consider and take action on approval of Service Availability Letters for :**
- 1. Sawyer Ranch, Lot 3A, 40 Water LUEs, 290 System;**
  - 2. 16810 Hamilton Pool Road, 42 Water LUEs, 71 System.**

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

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

**Voting Aye: Unanimous**

**Voting Nay:**

**Abstained:**

**Absent: Director Smith**

**C. Discuss, consider and take action on approval of Non Standard Service Agreements for:**

- 1. Sawyer Ranch, Lot 3A;**
- 2. 16810 Hamilton Pool Road.**

**MOTION:** A motion was made by Director Bethke to approve this item, presented in 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: Director Smith**

**D. Discuss, consider and take action on update to Board of Directors on water system capacity commitments and direction to staff on processing new applications for service (S. Roberts).**

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

At 1:25 p.m., President Roberts announced that the Board would convene in Executive Session under the consultation with attorney exception to discuss items V.D and V.E.

At 2:14 p.m., the Board reconvened in open session with no action taken on either item

**MOTION:** A motion was made by President Roberts to remove the 32 million gallons per day cap on water capacity and continue to process new applications for service. The motion was seconded by Director Creveling.

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

**Voting Aye: Unanimous**

**Voting Nay:**

**Abstained:**

**Absent: Director Smith**

**E. Discuss, consider and take action on authorization for the exploration and funding of additional water supply (S. Roberts).**

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

**MOTION:** A motion was made by President Roberts to authorize a \$10 million budget for the exploration and funding of additional water supply. The motion was seconded by Director Creveling.

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

**Voting Aye: Unanimous**

**Voting Nay:**

**Abstained:**

**Absent: Director Smith**

**F. Discuss possible date for March Special Meeting (J. Riechers).**

The Board of Directors directed staff to schedule the March Special Meeting on March 23, 2023.

**G. Discuss, consider and take action regarding employee bonuses related to the February Ice Storm (J. Riechers).**

Ms. Riechers presented this item. Ms. Riechers explained that the personnel policy states that bonuses may be approved under special circumstances. She reported that there were 11 employees who worked the week of the February Ice Storm without power while many facilities had to be monitored manually. Based on the exception performance provided by such employees to assist the Agency until power was restored, Ms. Riechers stated that she would determine bonuses on an individual basis according to the number of hours worked. The Board of Directors concurred that bonus awards for the February Ice Storm were appropriate. The Board requested that Ms. Riechers relay the Board's gratitude for their efforts.

**VI. STAFF REPORTS**

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

Ms. Riechers presented this item, provided as **Exhibit A**. Ms. Riechers highlighted a report about the February winter storm included in the Report. She stated that there were many questions regarding the failure of pump stations, however she wanted to clarify that this was the result of a failure at the water treatment plant. President Roberts asked Staff to provide a report to the Board at the April meeting about the costs of generators. Director Bethke asked how long it would take to get the system back online. Ms. Riechers explained that the power went out twice. The first outage was about 10 hours, and the system could operate in the meantime; however, the second outage was about 18 hours and it affected the intake. She explained that the second outage was due to an LCRA transmission line failure which affected the substation. LCRA, PEC, and Austin Energy were all coordinating to get the substation back online. Mr. Baze explained that the ice caused massive amounts of equipment failure at the substation.

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

Ms. Smith presented this item, provided as **Exhibit B**.

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

Ms. Smith presented this item, provided as **Exhibit C**.

**D. Engineering Report (G. Murfee) including:**

**1. Capital Improvements Plan Update.**

Ms. Murfee presented this item, provided as **Exhibit D**.

**VII. ADJOURNMENT**

**MOTION:** A motion was made by Director Garza 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: Director Smith**

PASSED AND APPROVED this 20th day of April, 2023.



Walt Smith, Secretary  
Board of Directors