

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

June 16, 2022

**Board:**

Scott Roberts President  
Jack Creveling, Vice President  
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  
Kathryn Thiel (Lloyd Gosselink Rochelle & Townsend, P.C.), Agency General Counsel  
George Murfee, (Murfee Engineering Company, Inc.), Agency Engineer

**I. CALL TO ORDER**

The meeting was called to order by Director Roberts at 1:03 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 April 21, 2022, regular Board Meeting;**
- B. Approve payment of invoices and other bookkeeping matters;**
- C. Ratify payments of Contractor Pay Requests paid in May 2022 including:**
  - 1. Qro Mex Construction Co. Inc., Pay Application 3, \$167,777.47, Sawyer Ranch 1340 Water Main Conversion;**
  - 2. Preload, LLC, Pay Application 5, \$358,370.88, Hamilton Pool Road Ground Storage Tank 2;**

3. **G Creek, Pay Application 2, \$19,533.21, Permanganate Chemical Feed Relocation;**
4. **DN Tanks, Inc., Pay Application 18, \$8,900.81, Southwest Parkway Ground Storage Tank 2;**
5. **Process Water Technologies, Pay Application 1, \$73,900.00, Wastewater Sludge Dewatering Equipment.**

**D. Approve Change Order for:**

1. **Preload, LLC, Change Order 1, (\$114,600.00), Hamilton Pool Road Ground Storage Tank 2;**
2. **G Creek, Change Order 3, \$14,682.89, Permanganate Chemical Feed Relocation.**

**E. Approve payment of Contractor Pay Requests including:**

1. **Payton Construction Inc., Pay Application 15 and Final, \$89,324.05, County Line 1308 to 1340 Pump Station Conversion;**
2. **Preload, LLC, Pay Application 6, \$156,126.59, Hamilton Pool Road Ground Storage Tank 2;**

**F. Approve Amendment to Non-Standard Service Agreement for Fitzhugh 83 (Orchard Ranch).**

**G. Approve proposal for purchase of Raw Water Pump #4 (5 Year Plan).**

**MOTION:** A motion was made by Director Garza to approve the consent agenda, presented in items IV A-G of the Board Packet. The motion was seconded by Director Creveling.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

**V. OLD BUSINESS**

- A. Discuss, consider and take action on amendment of Water Capital Improvement Plan regarding transmission main from Hamilton Pool Road to Crumley Road. (S. Roberts).**

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

At 1:20 p.m., Director Roberts announced that the Board would convene in executive session under the consultation with attorney exception. Ms. Kalisek stated for the record that Items V.A., VI.D., VI.E., VI.F., and VI.N. would be discussed in Executive Session by the Board.

At 2:35 p.m., Director Roberts announced that the Board would reconvene in open session and that no action had been take in executive session.

No action was taken as to Item V.A.

## **VI. NEW BUSINESS**

### **A. Discuss, consider and take action on Fiscal Year 2022 Budget Amendment (J. Smith).**

**MOTION:** A motion was made by Director Roberts to approve Fiscal Year 2022 Budget Amendment, presented in items V1.A of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

### **B. Discuss, consider and take action on Service Availability Letters for:**

**1. 300 Grace Lane, 31 Water LUEs, 71 System.**

**2. H-E-B 33, 68 LUEs, 290 System.**

**MOTION:** A motion was made by Director Roberts to approve the Service Availability Letters, presented in items V1.B of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

- C. Discuss, consider and take action on Non-Standard Service Agreement for:**  
**1. 300 Grace Lane, 31 Water LUEs, 71 System.**  
**2. H-E-B 33, 68 LUEs, 290 System.**

**MOTION:** A motion was made by Director Roberts to approve the Non-Standard Service Agreement, presented in item VI.C of the Board Packet. The motion was seconded by Director Garza.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

- D. Discuss, consider and take action on plan for growth on 290 system.**  
*(This item may be taken into Executive Session under the consultation with attorney exception).*

The Board discussed Item D in Executive Session under the consultation with attorney exception and no action was taken.

- E. Discuss, consider and take action on hiring a consultant to facilitate obtaining interconnect agreement for water service (S. Roberts).** *(This item may be taken into Executive Session under the consultation with attorney exception).*

The Board discussed this item in Executive Session under the consultation with attorney exception and no action was taken.

- F. Discuss, consider and take action on status of PUA plat notes on projects within participating entity jurisdictions (S. Roberts).**  
*(This item may be taken into Executive Session under the consultation with attorney exception).*

The Board discussed this item during Executive Session under the consultation with attorney exception and no action was taken. The Board directed staff to reach out to necessary parties and encourage compliance with the MOU standard.

- G. Discuss, consider and take action on Memorandum of Agreement with Lake Pointe MUD regarding conveyance of property at 3100 and 3012 Napa Dr. (J. Riechers).**

Ms. Riechers presented on this item, stating that Lake Pointe MUD would like to move forward with maintenance on the fence and that the WTCPUA's legal team drafted a Memorandum of Agreement granting the MUD the authority to move forward with what they have planned. Ms.

Riechers confirmed with the Board that the Agreement will not effect the WTCPUA having access to facilities as necessary for WTCPUA operations.

**MOTION:** A motion was made by Director Creveling to approve the Memorandum of Agreement with Lake Pointe MUD, presented in item VI.G of the Board Packet. The motion was seconded by Director Roberts.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

**H. Discuss, consider and take action on Request for Adjustment to Project Budget, Lake Pointe Lift Station Rehab, \$38,575.00 (G. Murfee).**

**MOTION:** A motion was made by Director Roberts to approve the Adjustment to Project Budget, Lake Pointe Lift Station Rehab, 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 Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

**I. Discuss, consider and take action on Recommendation of Award for Trautwein Road Waterline Relocation Project (G. Murfee).**

Mr. Murfee presented on this item. Director Creveling and Mr. Murfee discussed the size and scope of the project. Mr. Murfee and Director Garza discuss the variance between the two bids and Mr. Murfee recommended approval of the award for the project.

**MOTION:** A motion was made by Director Creveling for the approval of the Recommendation of Award for Trautwein Road Waterline Project, presented in item VI.I of the Board Packet . The motion was seconded by Director Roberts.

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

**J. Discuss, consider and take action on Reimbursement Agreement with H-E-B #33 for 16" CIP 1240 transmission main (G. Murfee).**

Mr. Murfee presented this item. Mr. Murfee described the nature and scope of the Nutty Brown extension line which began in 2006 and the need for work to begin now relating to facilities where H-E-B is building a parking lot. Mr. Murfee stated that this agreement with H-E-B was similar to previous process projects and that H-E-B engineers will build the facilities and convey the facilities back to the WTCPUA.

**MOTION: A motion was made by Director Roberts to approve the Reimbursement Agreement with H-E-B #33, presented in item VI.J of the Board Packet. The motion was seconded by Director Creveling.**

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

**K. Discuss, consider and take action on Recommendation of Award for Uplands Water Treatment Plant Renovation Project (J. Riechers).**

**MOTION: A motion was made by Director Roberts to approve the Recommendation of Award for the Uplands Water Treatment Plant Renovation Project, 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 Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke

**L. Discuss, consider and take action on Recommendation of Award for Water Sludge Dewatering Equipment (G. Murfee).**

Mr. Murfee presented this item and recommended approval.

**MOTION: A motion was made by Director Garza to approve the Recommendation of Award for the Water Sludge Dewatering Equipment, presented in item VI.L of the Board Packet. The motion was seconded by Director Roberts.**

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: Directors Smith and Bethke  
Absent: None

**M. Discuss, consider and take action on Amendment to WTCPUA Bylaws related to board meeting schedule (S. Roberts).**

Mr. Roberts proposed moving meeting schedules to bi-monthly meetings. Ms. Kalisek described the amendment to the Bylaws and need for a motion. The Board stated for the record that the August WTCPUA Board of Directors meeting would be canceled, and the next regularly scheduled meeting would be in October.

**MOTION: A motion was made by Director Roberts to approve Amendment of WTCPUA Bylaws, presented in item VI-M of the Board Packet. The motion was seconded by Director Creveling.**

The vote was taken with the following result:  
Voting Aye: Directors Roberts, Garza, and Creveling  
Voting Nay: None  
Abstained: None  
Absent: Directors Smith and Bethke

**N. Discuss, consider and take action on potential sale of WTCPUA property (17-acre tract on Hwy. 71) (J. Creveling).**  
*(This item may be taken into Executive Session under the real property matters exception).*

The Board discussed the process for sale of the property and the desire to move forward quickly to address workforce housing challenges in the area.

**MOTION: A motion was made by Director Roberts to declare the 71-acre tract on Highway 71 as surplus and authorizing staff, engineers and attorneys to move forward with the process of public notice and solicitation of proposals for purchase of property. The motion was seconded by Director Creveling.**

The vote was taken with the following result:  
Voting Aye: Directors Roberts, Garza, and Creveling  
Voting Nay: None  
Abstained: None  
Absent: Directors Smith and Bethke

## **VII. STAFF REPORTS**

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

Ms. Riechers presented this item.

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

Ms. Smith presented this item . Ms. Smith noted that for the month of May there was a positive variance of approximately 74,000; 41% higher year over year for the month of May; balance sheet has changed considerably because we closed on the bonds with \$40 M revenue coming in.

**D. Operations Report (E. Morgan).**

Mr. Morgan presented this item. Director Garza asked about demand and for an update on the expansion of WTCPUA operations. Mr. Morgan provided an update on where the WTCPUA is today compared to last year. Director Roberts and Mr. Morgan engaged in a discussion on the maximum capacity and the levels of the reservoir. Director Creveling asked Mr. Morgan whether the addition of the second intake line had helped in regard to any capacity issues. Mr. Morgan confirmed that the addition of the line had helped with capacity issues regarding treatment.

**D. Engineer's Report (G. Murfee) Including:**

**1. Capital Improvements Plan Update**

Mr. Murfee presented this item. Mr. Murfee noted that by 2024 the Agency will have an additional 5 mgd. Mr. Murfee noted that the area is experiencing drought conditions earlier than usual and what the area would normally expect to see in mid-summer. Director Creveling and Mr. Murfee discussed the timeline for project completion dates.

Ms. Kalisek and Ms. Smith discussed the dollar amount restrictions for the General Manager to take action without Board approval and the emergency purchasing provisions that would allow the General Manager to act under certain circumstances so long as it was brought back for the Board for ratification.

**VIII. ADJOURNMENT**

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

The vote was taken with the following result:

Voting Aye: Directors Roberts, Garza, and Creveling

Voting Nay: None

Abstained: None

Absent: Directors Smith and Bethke



PASSED AND APPROVED this 20<sup>th</sup> day of October 2022

A handwritten signature in black ink, appearing to read 'Walt Smith', written over a horizontal line.

Walt Smith, Secretary  
Board of Directors