

MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
OF TRAVIS COUNTY WCID NO. 19

March 26, 2020

STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS       §

A regular meeting of the Board of Directors of Travis County WCID No. 19 was held at 12:00 p.m. on March 26, 2020, by remote access only in accordance with the March 16, 2020 Order by Governor Abbott temporarily suspending certain requirements of the Texas Open Meetings Act to advance the goal of limiting face-to-face meetings to slow the spread of COVID-19. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act and as modified by the Governor's Order.

1.     CALL TO ORDER

Board President Elmer Dangerfield called the meeting to order.

2.     ROLL CALL OF DIRECTORS

A roll call of the Directors was taken. The Directors present were:

Elmer Dangerfield – President  
Dick Walker – Vice President  
Pres Sheppard – Secretary  
Dave Risser – Assistant Secretary  
E. Blake Mosher – Assistant Secretary

thus constituting a quorum. All Directors were present.

Also present were Herb Edmonson and Steven Minor of Gray Engineering, Inc., Hal Lanham of AWR Services, Inc., David Berrier of Berrier & Company, P.C., Matt McPhail and Allison Nix of Willatt & Flickinger, PLLC, and Mary Martinez of RealManage.

3.     PUBLIC COMMENTS

There were no public comments.

4.     MINUTES OF FEBRUARY 27, 2020 BOARD MEETING

Allison Nix presented the proposed minutes of the February 27, 2020 regular meeting, as included in the agenda package. Motion was made by Pres Sheppard to approve the minutes as presented, and the motion was seconded by Dave Risser. The motion carried unanimously.

5. TEMPORARY MORATORIUM ON DISCONNECTION OF WATER SERVICE FOR NONPAYMENT DURING COVID-19 VIRUS CRISIS

Attorney Matt McPhail discussed the moratorium on disconnection of water service during this time. Motion was made by Blake Mosher and seconded by Pres Sheppard to adopt a temporary moratorium on disconnection of water service for non-payment until June 1, 2020 due to the COVID-19 virus crisis. The motion carried unanimously.

6. PAYMENT PLANS FOR DISTRICT CUSTOMERS DURING COVID-19 VIRUS CRISIS

Attorney Matt McPhail discussed the option for the Board to preapprove extended payment plans for water service customers. It is not anticipated that District customers will need to enter into payment plans during this time, and the Board will have authority to approve payment plans of a certain time frame under the Temporary Emergency Order if it is needed in the future. After discussion, Dick Walker suggested waiver of customer account late fees on a temporary basis until the virus crisis has subsided. After further discussion, it was decided that payment plans and waiver of late fees will be addressed as needed under the authorizations provided in the Temporary Emergency Order.

7. TEMPORARY EMERGENCY ORDER DELEGATING AUTHORITY TO THE BOARD PRESIDENT TO APPROVE CERTAIN ACTIONS NEEDED TO CONTINUE FUNCTIONING OF THE DISTRICT DURING COVID-19 VIRUS CRISIS INCLUDING AUTHORIZATION FOR THE BOARD VICE PRESIDENT TO ACT IF THE BOARD PRESIDENT IS UNAVAILABLE OR UNABLE TO ACT

Attorney Matt McPhail discussed the Temporary Emergency Order due to the COVID-19 virus crisis. Section 6 regarding action on Federal, State or Local Government Orders has been added since the agenda package was sent. The order will provide for authorization of payments so that the District can continue to function, emergency repairs and services required to the facilities, a moratorium on water service disconnections, granting extended payment plans for water service, acquisition of equipment for future Board meetings, if needed, and authorization to take action responsive to Federal, State or Local Government Orders. If the Board President is unavailable or unable to act, the Vice President will be authorized to do so. The Order shall expire on the earlier of June 1, 2020 or upon termination by the Board of Directors. After discussion, motion was made by Pres Sheppard and seconded by Blake Mosher to approve the Temporary Emergency Order Delegating Authority to the Board President to Approve Certain Actions Needed to Continue Functioning of the District During COVID-19 Virus Crisis Including Authorization for the Board Vice President to Act if the Board President is Unavailable or Unable to Act. The motion carried unanimously.

8. ENGINEER'S REPORT

Herb Edmonson presented the Engineering Report as included in the agenda package. The bollards in The Ridge subdivision have been installed, and the HOA is content with the outcome.

Mr. Edmonson presented an invoice from Sun\*Tech Electric in the amount of \$19,400 for completion of the project. Motion was made by Dick Walker and seconded by Dave Risser to approve payment of the \$19,400 Sun\*Tech Electric invoice. The motion carried unanimously.

Mr. Edmonson discussed the streetlight options for The Woods subdivision provided by Spectrum Lighting. The best option appears to be the holophane light. It complies with the dark sky rules, has no globe and can be attached to the existing poles. He can get a cost estimate for installing a sample at the entrance to The Ridge. Dave Risser added that there are still a few planning steps and suggested waiting to install the light at The Ridge until all HOAs are in agreement before making the final decision. Dick Walker discussed matching streetlights at the entrances to all the subdivisions in Barton Creek North POA, but not all subdivisions are in the District. Dave Risser said a little bit of flexibility should be provided to the other HOAs to avoid pushback. Mr. Edmonson will obtain per-pole cost estimates for the light fixtures for the next meeting and a separate proposal for The Ridge entrance with a new pole. He will also obtain a cost estimate for power washing and seal coating the existing faded poles.

Mr. Edmonson added that the trees will need to be trimmed before the lighting project can begin, but that cannot be done until July so there is no rush. He will provide tree trimming policies for Board consideration in the next meeting packet which are based on the City of Austin's policies.

Matt McPhail stated that he has worked with Elmer Dangerfield for completion of the MS4 permit waiver application, and it has been electronically submitted to the TCEQ. The physical application will be mailed soon. He will need to work with Herb Edmonson on the stormwater plan.

Mr. Edmonson said Kuts & Kleans completed cleanup of the District's stormwater outfalls in The Ridge, and an invoice in the amount of \$12,496.75 has been submitted for the project. Motion was made by Dick Walker and seconded by Pres Sheppard to approve payment of the \$12,496.75 Kuts & Kleans invoice. The motion carried unanimously.

## 9. MANAGER'S REPORT

Manager Hal Lanham described AWR's 3-phase COVID-19 Virus Response Plan as detailed in the Manager's Report. AWR is currently operating under Stage 1 of its plan, during which its office is closed to the public and no physical payments are accepted other than checks by mail. Hal Lanham reported that the District's water supply has normal chlorination levels which will kill the virus, and chlorination levels are checked daily.

Hal Lanham said a TCEQ violation notice was received for failure to submit a routine report. AWR has since submitted the report to the TCEQ, and the required notice to customers will be included in the annual mailer.

Hal Lanham stated that cleaning out of the Navidad Cove storm drainage has been completed, and the District will likely need to routinely clear roots from the line in the future.

10. HOUSE BILL 3834 RELATING TO CYBERSECURITY TRAINING

Attorney Matt McPhail reported that there has been movement on the TML website regarding the required cybersecurity training for directors. A TML representative said the online links should be available soon in time for directors to complete the training prior to the June deadline.

11. RATE ORDER

This item was not discussed.


12. REVIEW AND AUTHORIZE PAYMENT OF BILLS

Bookkeeper David Berrier explained the District expenses for February as provided electronically to the Directors. Motion was made by Pres Sheppard and seconded by Dave Risser to authorize payment of the invoices as presented. The motion carried unanimously.

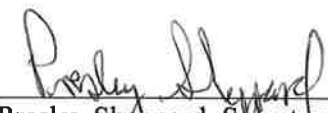
Mr. Berrier reported that he has been working with the bank on an alternative way to pay the invoices by setting up bill pay through the bank. He recommended the Board consider approving a procedure of obtaining Board approval for payment of the invoices, having him set up the payments through the bank's bill pay system, and obtaining additional approval of the bill pay list prior to him submitting the payment list to the bank. After discussion, motion was made by Dave Risser and seconded by Blake Mosher to approve Mr. Berrier to set up electronic payment of invoices and Director per diem payments through the bank's bill pay system, obtaining approval of the payment list and then submitting the payments through the bank's bill pay system. The motion carried unanimously.

13. ADJOURN

President Elmer Dangerfield adjourned the meeting.

  
Elmer Dangerfield, President  
Travis County WCID No. 19

ATTEST:

  
Presley Sheppard, Secretary  
Travis County WCID No. 19

[DISTRICT SEAL]