

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

July 23, 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 July 23, 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, Tammy Hargett and Amanda Rodriguez of AWR Services, Inc.; David Berrier of Berrier & Company, P.C.; Matt McPhail and Allison Nix of Willatt & Flickinger, PLLC; Rebecca Jones and Mary Martinez of RealManage, Martin Rochelle of The Woods at Barton Creek Community, Inc.; and Brett Lanham of Lanham Consulting, LLC.

3.     PUBLIC COMMENTS

Brett Lanham addressed the Board to discuss his termination from AWR. He said he discovered several field personnel committing timecard theft. He also said he discovered that the field personnel were failing to conduct standard daily operations required by the contracts and the TCEQ or EPA. Brett Lanham is concerned with possible health and safety issues especially during the current pandemic. After discussions with Hal Lanham regarding his findings, Brett Lanham stated he was fired from AWR. Brett Lanham established Lanham Consulting, LLC and will be glad to offer the same services that the District has now. Brett Lanham would be glad to discuss

this further with the Board if they wish to do so. He concluded his public statement and thanked the Board for their time.

President Elmer Dangerfield appointed a committee of Dave Risser and himself to review the health and safety of the District. The committee will report back to the Board at next month's meeting.

4. MINUTES OF JUNE 25, 2020 BOARD MEETING

Allison Nix presented the proposed minutes of the June 25, 2020 regular meeting, as included in the agenda package. Motion was made by Dick Walker to approve the minutes as presented, and the motion was seconded by Pres Sheppard. The motion carried unanimously.

5. ENGINEER'S REPORT

Steven Minor presented the Engineering Report as included in the agenda package.

Mr. Minor stated that they have continued to work with AWR on updates to the CIP list and creation of a maintenance list, which ties into proposals for upcoming projects in the District.

Submittals have been received from M&C Electric and an LED exhibit meeting needs to be scheduled to choose lights for the District's street lighting project. Pres Sheppard asked if The Woods POA Board would be invited to attend the light exhibit. Herb Edmonson stated the meeting will be at Gray Engineering, and Mr. Sheppard said at least one Board member should attend. Martin Rochelle said he would like to attend the lighting exhibit meeting. Dave Risser and Pres Sheppard will also attend the meeting.

Gray Engineering continues to work on updates to the stormwater management plan.

Mr. Minor reported that they met with contractors regarding needed street repairs in The Woods. Proposals for the street repairs and pavers projects should be ready by next month's meeting. When the street repairs and pavers projects have been completed, they will request bids for repaving and sealcoating of the streets in The Woods.

Dave Risser asked if there was an issue with the bollards in The Ridge. Mr. Edmonson said yes, the POA contacted Gray Engineering and Sun\*Tech has since made necessary repairs.

Pres Sheppard added that there are at least three light poles which are inundated by vegetation and asked if any customers have responded since the tree trimming letter was mailed. Hal Lanham said the letter was just recently sent and the customers have until August 14<sup>th</sup> to take care of the trimming themselves if they prefer to do so.

Dick Walker asked if there are any updates regarding the abandoned water feature in The Ridge. Matt McPhail stated he has not yet received a response from MUD No. 4's attorney, but the engineering report from its last Board meeting shows MUD No. 4 has addressed a similar issue on a different water feature.

6. MANAGER'S REPORT

Hal Lanham presented the Manager's Report covering the month of June 2020. 162 customers were billed, and there are no deed restriction violations or disconnection notices to report.

Mr. Lanham said AWR is still operating under Stage 1 of its Virus Response Plan, during which its office is closed to the public and no in-person payments are being accepted. There have been no positive virus cases with any AWR employees or field workers.

Mr. Lanham reported that he met onsite with the Streetlight Committee and engineers to assess the streetlight conditions and vegetation growing around them. A letter was recently sent to all affected customers with a deadline of August 14<sup>th</sup> to clear the vegetation themselves if they prefer to do so. A proposal was obtained from LBS (Landscape and Business Services) to clear any remaining vegetation, but Mr. Lanham thinks either an engineer or AWR representative should be onsite to direct how the trimming is done to be sure it conforms to District standards and is acceptable to the customers.

Mr. Lanham added that the District purchased the water system with cash but financed purchase of the wastewater system from MUD No. 4 and Stratus Properties. The \$17.50 minimum wastewater charge is being paid to MUD No. 4 until the debt is paid off, which should be in January of 2027. After that time, the District will see an increase in revenue.

Elmer Dangerfield commented that when the large hedges which hang over the sidewalk are trimmed back, they will be an eyesore for quite some time. Hal Lanham replied saying the District has a policy related to overhanging vegetation on sidewalks and streets. There are multiple locations where it is an issue. Mr. Lanham suggested completing the streetlight project before addressing additional overgrown vegetation in the District. Dick Walker added that the Barton Creek North POA MACC has guidelines relating to visibility on street corners regarding overgrown vegetation. Herb Edmonson commented that in some cases where the overgrowth is impacting the use of sidewalks, the TDLR rules would apply. Matt McPhail said that if the District receives pushback from residents, the TDLR and County rules would give additional support for the District's authority to address the overgrowth.

7. REPORT FROM COMMITTEE ON TREE-TRIMMING LETTER TO CUSTOMERS

This item was discussed under Agenda Item No. 6.

8. REPORT FROM COMMITTEE ON SUCCESSION PLANNING OF AWR SERVICES, INC.

President Dangerfield noted that this Committee is also tasked with reviewing the District's records retention strategies. Blake Mosher and Dave Risser, as the Committee, met with Hal Lanham, Tammy Hargett and Matt McPhail on July 14<sup>th</sup>. Mr. Mosher stated that related to AWR's succession planning, it was the Committee's intent to hear more from the standpoint of what is going on at AWR and have a deeper understanding of what they are able to bring from an

experience standpoint as well as succession planning for some of the field technicians with longer tenure working for AWR. These conversations are still ongoing. Regarding District records retention, there were discussion of the various District records and ensuring they are being maintained in accordance with the District's records retention policy and the formation of a plan to digitize records going forward, maintaining the District's core records and not storing more than is necessary. Hal Lanham said it was a good exercise for AWR to look at its key personnel and make sure someone is being trained to fill their role in the company. Mr. Lanham stated he has provided information to the Committee and is pleased with the plan in place. Regarding District records, there are 25 or more years' worth of records in storage which need to be reviewed. Focus will be on the archived important documents to begin with since all recent documents must be kept for several years anyway. There were also discussions on where to maintain District records in the future. Dave Risser added that succession planning and records retention is not just an AWR issue, and it applies to all District service providers. There will likely need to be similar conversations with the other District consultants. Brett Lanham asked if any communications have been provided by AWR to the Committee regarding its succession plan. Hal Lanham stated it is currently still in the discussion stages, and he will be willing to make the plan public when complete.

9. AMENDMENT TO AGREEMENT WITH WASTE CONNECTIONS FOR SOLID WASTE DISPOSAL AND RECYCLING SERVICES

Matt McPhail stated the current agreement with Waste Connections is set to expire on September 30<sup>th</sup>. Elmer Dangerfield said the Committee met with AWR and Mr. McPhail to determine what options are available and need additional information to discuss the amendment further. Dick Walker asked if the vendor has been contacted regarding pickup of additional items not in the containers. Tammy Hargett said she is following up with the vendor this afternoon. Mr. McPhail said that will be kept out of the contract but it will be confirmed before the agreement is extended. The contract amendment will be ready to approve at next month's meeting.

10. RATE ORDER

This item was not discussed.

11. QUARTERLY INVESTMENT REPORT

David Berrier presented the Quarterly Investment Report for the period of April 1, 2020 through June 30, 2020. After discussion, motion was made by Blake Mosher to approve the Quarterly Investment Report as presented, and it was seconded by Dave Risser. The motion carried unanimously.

12. ANNUAL REVIEW OF DISTRICT'S INVESTMENT POLICY FOR 2020

The District is required to annually review its Investment Policy. Attorney Matt McPhail said no changes are recommended at this time. Motion was made by Dick Walker and seconded by Pres Sheppard to approve the Resolution Regarding Annual Review of Investment Policy and Investment Strategy and Annual Designation of Authorized Broker/Dealers with no changes to the policy. The motion carried unanimously.

13. 2020 – 2021 PROPOSED BUDGET

14. PROPOSED TAX RATE

Agenda Item Nos. 13 and 14 were discussed together.

Matt McPhail stated his office is working with the taxing entities on calculations for the proposed tax rate, which will also affect the proposed budget. No action is needed today. The proposed budget and tax rate will be discussed at next month's meeting.

15. REVIEW AND AUTHORIZE PAYMENT OF BILLS


Bookkeeper David Berrier explained the District expenses for June as provided electronically to the Directors. After discussion, motion was made by Pres Sheppard and seconded by Elmer Dangerfield to authorize payment of the invoices as presented. The motion carried unanimously.

16. ADJOURN

President Elmer Dangerfield adjourned the meeting.

  
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Elmer Dangerfield, President  
Travis County WCID No. 19

ATTEST:

  
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Presley Sheppard, Secretary  
Travis County WCID No. 19

[DISTRICT SEAL]