

**MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS
OF TRAVIS COUNTY WATER CONTROL
AND IMPROVEMENT DISTRICT #18**

STATE OF TEXAS

COUNTY OF TRAVIS

A meeting of the Board of Directors of Travis County Water Control and Improvement District #18, open to the public, was held on Monday November 9th, 2015 at the District office, 1502 San Juan Drive, Austin, Texas. Notice of the time, place and subjects of the meeting was posted.

The roll was called of the Board of Directors, to wit:

Marcia Hyink	President
Buzz Buck	Vice President
Kim Kaufman	Secretary
Paul Despres	Assistant Secretary
Bob Breihan	Director

Directors Hyink, Buck, Kaufman, Despres and Breihan were present thus constituting a quorum.

Also present at the meeting was Scott Spidle, Onna Hendershot and Ramon Sepulveda of USW Utility Group and Taylor Kolmodin of Municipal Accounts.

President Hyink called the meeting to order at 7:30 p.m.

Item No. 1, "Approve October 2015 meeting minutes." Vice President Buck moved to approve minutes from October 2015. President Hyink seconds the motion with the stipulation that changes be made to the minutes to reflect the following.

- Indicate customer names in the place of Resident under Item No. 2, "Recognize Citizens."
- Update the statement made by Paul Despres in Item No. 6, to indicate – Assistant Secretary Despres would like to commercial rates to indicate more tiers.

Item No. 3, "Receive Bookkeeping report." Financial Report given by Taylor Kolomodin, recommended payment of Checks 1614 – 1639 totaling \$60,675.28 with an ending balance of \$39,217.13. President Hyink makes a motion to pay checks 1614 – 1639, Secretary Kaufman seconds the motion with all approving.

Item No. 4, "Discuss property located at 1500 San Juan." USW contacted TML on behalf of the District to determine the status of insurance. Indicated to the Board –covered under General Liability because the District owns it. As long as the property is in the District's name, there is nothing else the district needs to do.

Item No. 5, "Consider and take necessary action regarding updating water rates." Mr. Spidle of USW goes over the summary of rates indicated in the proposed rate packet provided to the Board. Assistant Secretary Despres touches on points indicating the most impacted by rate increase – questions usage vs. dollar amount of bills. President Hyink questions Mr. Spidle on the tap fee rate of x 2. He explains that most districts need to have the opportunity to get their cost back on infrastructure, and typically this cost is recouped. Board President Hyink does not agree with recouping the infrastructure cost. Assistant Secretary Despres, can agree not charging for infrastructure costs but instead for the cost associated with tap fees. Mr. Spidle recommends that tap fees be on a case by case basis. The tap fees would consist of cost plus \$100.00 administrative fees. For each tap to be installed an accurate quote for the requirements of the installation will need to be determined by the Operations Supervisor. The quote should be provided to the district and builder/resident with a clause indicating pricing is only effective for 60 days. Assistant Secretary Despres would like information on any other additional fees associated with Taps. President Hyink agrees with the recommended tap fees to consist of cost plus an administrative fee of \$200. Mr. Spidle indicated to the Board the request made to AVR for rate analysis using the proposed rates. The results will be provided to the Board upon completion. The Board has indicated letters should be sent to the customers that are determined to be nonresidential notifying them of the account type change. President Hyink indicated the following updates need to be added to the proposed rates for review at the next Board Meeting:

- Tap fees – cost plus administrative fee of \$200
- Commercial Rates – indicate additional tiers
- Change Commercial Rates to Non Residential Rates

Item No. 6, "Discuss rainwater harvesting program." Director Breihan provided Rainwater Harvesting Rebate Application Forms for discussion - Assistant Secretary Despres indicated individuals rebates will be capped at \$1000 and received in the form of a check. The requirements will indicate the Rainwater Harvesting System will have to be a new system and not an existing system to qualify for the rebates. All inspections will be performed by the district. Additional information to be added at next month's meeting.

Item No. 7, "Receive Attorney's Report." None to provide at this time.

Item No. 8, "Receive Engineers Report." None to provide at this time.

Item No. 9, "Receive Managers Report." Scott Spidle of USW provided the Managers report to include:

Maximum Flows were 1,484,000 Gallons occurring on October 4th, 2015 with an average flow of 835,000.

- There were no district leaks in the month of October.
- 9 meters changed
- There were 2 taps and meters set in the month of October.
- Capital Improvements were updated to include the replacement of the 2” waterline – pricing will be updated as it becomes available. President Hyink requests a bond funds column be added to the Capital Improvements list. Duct work will be required with the housing of the chemicals in the building – should be screened and vented to prevent animals and weather from getting in the building.
- Mr. Spidle recommends additional data loggers be installed for an extended period of time for additional data. Will do a comparison on cost to determine if purchasing data loggers would benefit the district rather than renting.
- Kaeser – PM performed on air compressors – looked cleaner which extended time period between next scheduled dates.
- Lake access – President Hyink requests fire department access to the gate leading to the lake – requests a Knox box.
- Received a notice from TCEQ indicating a minor violation indicating a public notice to be issued by November 20, 2015. Operations Supervisor Ramon Sepulveda has provided documentation to the Board for review. Moved testing sites, modified procedures and taking additional precautions. Changed lab as a precautionary measure. Assistant Secretary Despres questioned if the methods added are above and beyond – Sepulveda indicated they are typical procedures to take every precaution necessary.
- Sepulveda recommends to the Board adding chlorine and LAS at Woodlake Pump Station. This facility only uses a small portion of the tank – leaving the water in the tank for a period of time. Indicates the water wasn’t balanced with mono and chloramines and recommends doing a burn on the system. Any customers on dialysis will have to change filters in their machines. Board President Hyink approves scheduling the Burn for the month of January. The Board requests the scheduled burn is indicated in the bill to provide notice to the customers.
- USW Contract Amendment provided to the Board to review and consider – Board President Hyink would like to discuss further at the next Board Meeting.

President Hyink motioned for adjournment at 10:05 pm. Secretary Kaufman seconded the motion.



Secretary, Travis County WCID No. 18