

**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 February 8th, 2016 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, and Breihan were present thus constituting a quorum.

Also present at the meeting was Scott Spidle, Kendra Pratt, Ramon Sepulveda and Onna Hendershot of USW Utility Group, Taylor Kolmodin of Municipal Accounts, and Dane Burson of Accurate Meters.

President Hyink called the meeting to order at 7:33 p.m.

Item No. 1, "Approve January 2016 meeting minutes." Vice President Buck moved to approve minutes from January 2016. President Hyink seconds the motion with all approving.

Item No. 2, "Recognition of Citizens."

- Katherine Romanak of 401 Eagle Lookout has been a resident of District 18 for approximately 1 year. Believes the degradation in water quality is due to the increase in rainfall. Displeased with the temporary use of chlorine in the water, questions if it is in compliance with TCEQ.
- Marty Satterfield of 1607 Lipan Trail indicates to the Board leaks along Lipan Trail have been "patched" several times. During these repairs he has seen sediment get into his house lines causing him to replace faucets in his home. He has asked when a permanent repair will occur.
- Thomas Graham of 1505 Lipan Trail indicates he is here also about the repairs on Lipan Trail.

President Hyink indicated to the citizens the district started in 1958 and sometimes the call is made to repair or replace. Operations Manager Ramon Sepulveda showed the citizens the different lines indicated for repair or upgrades.

- Julia Hix of 805 Chrissy Cove indicated it was difficult to understand the language of the public notice. Requested letters include an explanation of what the public notice is stating.

President Hyink questions the citizens to determine what the best type of communication with the customers is. The citizens indicate to the Board, letters separate from the bill and the Next Door App is a good communication tool.

The citizens all question the chlorine added to the water system, Operations Manager Ramon Sepulveda explains to the Citizens the process of the burn and the duration. Sepulveda explained the process of sampling and resampling, he also indicated that finding the bacteria implies the importance of infrastructure upgrades. Scott Spidle of USW indicates the water model will hopefully be updated by the next Board Meeting. President Hyink also would like to indicate that to fund necessary upgrades are excess bond funds, regular funds as indicated and Grants are also options.

The citizens indicated concern if additional bacteria was found, how long before the next burn would take place. Operations Manager Sepulveda indicated to all of the citizens, infrastructure is part of it, maintaining a balanced system is the best course of action. It's an ongoing process.

Item No. 3, "Receive Bookkeeping report." Financial Report given by Taylor Kolomodin, recommended payment of Checks 1679 – 1701 totaling \$86,454.66 with an ending balance of \$4033.78 President Hyink makes a motion to pay checks 1679 – 1701, Vice President Buck seconds the motion with all approving.

Item No. 4, "Take necessary action regarding the Investment Policy." Taylor Kolomodin of Municipal Accounts presented updated investment policy to the Board and indicated list of brokers list has been updated. President Hyink made a motion to approve the investment policy, Vice President Buck Seconded the motion with all approving. President Hyink signed the investment policy.

Item No. 5, "Adopt Order Calling Director Election." Order Calling Director Election provided to the Board Members to review. President Hyink made a motion to adopt order calling Director Election, Vice President Buck seconded the motion – the motion was passed with all approving.

Item No. 6, "Consider and take action to approve Election Agreement." Document unavailable at this time.

Item No. 7, "Consider and take necessary action regarding updating water rates." Kendra Pratt of USW indicates to the Board the higher tier rates are indicated at a higher rate, allowing base rates to remain as they are. Pratt indicates to the Board a report will be provided geared towards finalizing the rates and focusing on conservation.

Item No. 8, "Consider and discuss presentation given by Dane Burson of Accurate Meters about Badger Automatic Read Meters." Burson with Accurate meter gave a

presentation indicating the advantages associated with Badger AMR cellular based meters. The meter data updates every 24 hours to the interface. All data is stored to a cloud based program omitting the need for an in house server. The cost associated for the web hosting application is about \$.89 per meter. The system includes a customer portal access providing information for a 30 day, monthly and yearly averages. The customer also has the ability to receive leak alerts and can determine their usage. The district is able to receive alerts relating to tampering, no flows after a 48 hour period, and potential leaks on customer side of meter along any missing meter reads. The battery life on the meters is 10 years. A starter package includes 10 meters, for 4 months of service for \$3500. Each unit sells for \$200 per meter plus installation. President Hyink indicates that her preference is for all data to be stored on site and not in a cloud based program. Burson indicates to President Hyink that option is no longer available. The Board thanks Burson for providing the presentation.

Item No. 9, "Consider and discuss HVAC heating repair/replacement for District Office." Presented two HVAC quotes to the Board for consideration for repair in the District Office. Precision Heating & Air quoted replacement for \$6284.00, installing an American Standard Heater. AC Pros HVAC quoted replacement for \$7778.00, installing a Train Heater – both heaters are produced by the same manufacturer. President Hyink indicates she prefers the Precision quote. Vice President Buck indicates he agrees President Hyink. President Hyink makes a motion to move forward with the quote from Precision Heating & Air, and the invoice should be direct billed to the district. Vice President Buck seconds the motion with all approving.

Item No. 10, "Discuss rainwater harvesting program." USW presented to the Board a list of recommended questions for the survey to be created through Survey Monkey and posted on the website and indicated on the bill. Vice President Buck moves to use the recommended questions for the survey. President Hyink seconds the motion, with all approving.

Item No. 11, "Receive Attorney's Report." None to provide at this time.

Item No. 12, "Receive Engineers Report." None to provide at this time.

Item No. 13, "Receive Managers Report." Scott Spidle of USW provided the Managers report to include:

Maximum Flows were 706,000 Gallons occurring on January 18, 2016 with an average flow of 706,000.

- There were 3 district leaks in the month of January
- 8 meters changed
- There was 1 tap and meter set in the month of January.
- Sepulveda provided the Board with information for the Team Viewer Application utilized for viewing the plant data from a distance. Provides the ability to acknowledge, turn off and reset. One copy provides 3 licenses – President Hyink clarifies that it would not be necessary to have one per operator. Sepulveda, indicates only one is necessary. President Hyink makes the motion to purchase Team Viewer, Vice President Buck seconds the motion, and the motion is passed.

- Sepulveda provides documentation on Portable Parallel Analyzer Kit to the Board for consideration – indicates to the Board would like to move this item to next month's agenda.
- Director Breihan left the meeting at 9:50 PM
- Spidle briefly discussed the USW Contract Amendment provisions with President Hyink and Vice President Buck. Spidle indicated the repairs and maintenance pricing had been updated as discussed previously explaining who completes the activity, and whether it falls within the base or outside of the contract. President Hyink indicates she can call a special meeting in order to move forward, Spidle indicates he will forward to the Districts Lawyer, Tony Corbett for his legal standpoint.

Vice President Buck motioned for adjournment at 10:10 pm. President Hyink seconded the motion.



Secretary, Travis County WCID No. 18