

**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 March 14th, 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 Buck, Kaufman, Despres and Breihan were present thus constituting a quorum.

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

Vice President Buck called the meeting to order at 7:31 p.m.

Item No. 1, "Approve February 2016 meeting minutes." Vice President Buck moved to approve minutes from February 2016. Assistant Secretary Despres seconds the motion with all approving.

Item No. 3, "Receive Bookkeeping report." Financial Report given by Taylor Kolomodin, recommended payment of Checks 1702 – 1724 totaling \$104,079.63 with an ending balance of \$5123.17 Vice President Buck makes a motion to pay checks 1702 – 1724, Assistant Secretary Despres seconds the motion with all approving.

Item No. 4, "Consider and discuss Samco Leak Detection Proposal." Presented Samco Proposal to the Board. Proposal indicates estimated cost not to exceed \$7200.00 without further approval. Operations Manager Sepulveda has requested any leaks found are to be marked, and indicated in the Leak Survey Report. Vice President Buck made a motion to accept the proposal for Leak Detection in the amount of \$7200.00, Assistant Secretary Despres seconded the motion with all approving.

Item No. 5, "Consider and discuss US Underwater quote." Operations Manager Sepulveda indicates to the Board it is TCEQ required water tanks are inspected every three years. Sepulveda provided the Board with quotes from US Underwater for tank inspections. Two quotes were provided, ROV Inspection was quoted at \$1,742.00 and Diver Inspection was quoted at \$2,850.00 – Sepulveda indicated to the Board the difference between the two different types of inspections. The ROV would consist of a robot taking images of the tanks, the Diver inspections allow a person to dive into the tanks and can access areas robots are unable to. Assistant Secretary Despres moves to approve the Diver Inspection for the amount of \$2,850.00, Vice President Buck seconds the motion with all approving.

Item No. 6, "Consider and take necessary action regarding updating water rates." Spidle of USW introduces the proposed rates and fees. Corbett of Freeman and Corbett indicate rates are built on district cost plus the cost of the operator. All permanent records must be filed appropriately. There must be a 30 day notice provided to customers before rate change goes into effect. Spidle and Corbett will begin work on the notice for customers and discuss with President Hyink. Assistant Secretary Despres moves to approve rates, Vice President Buck seconds the motion.

Item No. 7, "Accept certification of unopposed candidates." Vice President Buck moves to adopt certification of unopposed candidates, Assistant Secretary Seconds the motion.

Item No. 8, "Adopt order cancelling election." Vice President Buck moves to adopt certification of unopposed candidates, Assistant Secretary Seconds the motion.

Item No. 9, "Discuss rainwater harvesting program." USW presented to the Board the survey results provided through Survey Monkey. Assistant Secretary Despres has requested to know what the additional staff requirements will be for inspections, administrative and any additional charges the district should anticipate. Corbett recommended to begin with a Pilot program, budgeting \$10,000 to start the program and determine the value of the program. Corbett also recommends getting with LCRA for Rainwater Harvesting requirements. Next month's agenda will include a Pilot Order for Rainwater Harvesting.

Item No. 10, "Receive Attorney's Report." None to provide at this time.

Item No. 11, "Receive Engineers Report." None to provide at this time.

Item No. 12, "Receive Managers Report." Scott Spidle of USW provided the Managers report to include:

Maximum Flows were 718,000 Gallons occurring on February 10, 2016 with an average flow of 553,000.

- There were 1 district leaks in the month of February
- 3 meters changed
- There were no new taps set in the month of February.
- Sepulveda indicates to the Board training options for creating and maintaining an online newsletter on the website. The web developer has indicated he would provide the necessary training at his hourly rate of \$50. Assistant Secretary

Despres moves to go forward with the training for the office staff, Vice President Buck seconds the motion.

- Sepulveda provided two quotes to the Board for consideration for a fire hydrant replacement. Quote provided from ACT was in the amount of \$2,778.93, quote provide from Ferguson was in the amount of \$5417.70 – Vice President Buck made a motion to move forward with the quote from ACT, Assistant Secretary Despres seconded the motion.
- Spidle discussed the USW Contract Amendment provisions with the Board members. Spidle indicated the updated services to be covered under the proposed base fee of \$32,735.00. Invoices would be paid direct by the district reducing the majority of the 10% markup on repairs. President Hyink indicated in previous meetings this would be made retroactive as of January 2016. Corbett recommends approval per reconciliation – based on the approval given by President Hyink on the reconciliation. Assistant Secretary Despres moves to accept the Amendment to the Contract contingent upon President Hyink approving the reconciliation. Vice President Buck seconds the motion.

Vice President Buck motioned for adjournment at 9:25 pm. Secretary Kaufman seconded the motion.



Secretary, Travis County WCID No. 18