

**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 July 14, 2014 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 were Mark Henthorne, Mike Jump, Chance Hendershot, Scott Spidle and Onna Hendershot of USW Utility Group, Keli Kirkley of Municipal Accounts, Dennis Lozano of Murfee Engineering Company, and Tony Corbett of Freeman and Corbett.

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

Item No. 1, "Approve June 09<sup>th</sup>, 2014 meeting minutes." Pursuant to discussion, President Hyink made a motion to approve the June 09<sup>th</sup>, 2014 meeting minutes. Vice President Buck seconded the motion with all approving.

Item No. 3, "Consider and discuss customer bill dispute in reference to 10200 Birdlip Circle." This item will be discussed at the next meeting with the presence of the customer.

Item No 4, "Receive Bookkeeping Report" Financial Report given by Keli Kirkley, recommended payment of Checks 1185 - 1208 totaling \$44,672.12 ending balance was \$19,262.98. President Hyink made a motion to approve payment of checks and Vice President Buck Seconded the motion. The motion was passed.

Item No 5, “Consider and take any necessary action regarding the remaining funds of the existing bond. “ Mr. Corbett spoke with the Board in reference to the necessary steps to adopt a resolution and the steps for TCEQ approval. Mr. Corbett indicated to the Board this process can take up to six weeks. President Hyink asked Mr. Corbett to prepare this resolution when necessary. Mr. Corbett indicated he would be sending an email to Onna Hendershot referencing the necessary steps to be followed.

Item No. 6, “Consider and take necessary action regarding the issuance of bonds at this time. “ The Board will not be issuing any new bonds at this time.

Item No. 7, “Consider and take necessary action regarding water conservation.” The Board spoke to Tony Corbett in reference to the district rules that are in place in relation to water conservation – Tony offered to assist adjusting the generalized rules to fit within TC WC ID # 18’s needs.

Item No. 8, “Consider and take necessary action regarding water rates.” This item will require further discussion at the August Board meeting.

Item No. 9, “Consider and review Austin Rainwater Harvesting Rebate Program.” Mr. Corbett recommended to the Board of the directors the Rebate Program will need to be more specific, indicating beginning and ending dates. The documents will need to be clearer cut. The Board will need to determine if they are prepared to pay for a licensed plumber. There are not any restrictions indicated in the proposal and Mr. Corbett indicates this could allow for additional problems. Director Breihan and Assistant Secretary Dupres will be looking into Backflow preventers and annual inspections. President Hyink is interested if any grants are available for the Rebate Program. Mr. Corbett has recommended to the Board to start small first, look into using a barrel system first and then possibly go from there.

Item No. 10, “Consider and take necessary action regarding the establishment of the District anniversary.” The Board will discuss this item at the next Board Meeting.

Item No. 11, “Discuss what course of action the district is able to take in the event a renter does not pay monthly bill and determine if the owner of the property would be responsible for water usage.” The district rules indicate that who ever signs service contract will be liable for service bills.

Item No. 12, “Receive Attorneys Report” None to receive at this time.

Item No. 13, “Consider and discuss web site development.” Mr Corbett informed the Board the previous website should still be available but for a premium cost. He believes Mark Maxwell was the previous IT person, he will look into different websites on the Boards behalf.

Item No. 14, “Consider and discuss obtaining a Real Estate agent in reference to the property located at 1500 San Juan.” President Hyink recommends obtaining a buyers agent if the Board is going to actively pursue the property located at 1500 San Juan Dr. Assistant Secretary Depres recommends the Board does not use someone within the

neighborhood. Mr. Corbett recommends getting an appraisal done or have a title run for a property value.

Item No. 15, "Consider and take any necessary action regarding proposal from Murfee Engineering Company regarding waterline extensions." The Board has requested additional time to review the proposal presented regarding the waterline extension, this item will be discussed further at the August Board Meeting.

Item No. 16, "Consider and discuss SAMCO Leak Detection Services Proposal." Samco has upgraded the maps and is recommending using GPS points for the location of the leaks and meter box leaks. SAMCO will forward the information on to 3cGeo. The fee for mapping is already included when doing the overlay. President Hyink has requested Samco direct bill TCWCID #18.

Item No. 17, "Consider and discuss LCRA Water Contract Application." The LCRA application should be completed in August. Mr. Corbett has informed the Board the LCRA application is fairly standard, but differs by each district. He recommends that USW complete this on behalf of District #18. President Hyink has indicated that if necessary the Board will call a special meeting to approve the contract. Vice President Buck Moves that USW Utility Group will complete the LCRA contract on behalf of TCWC & ID #18. Assistant Secretary Despres Second the motion. The motion is passed with all approving.

Item No. 18, "Consider and discuss LCRA Contract." Board will review contract at next meeting.

Item No. 19, "Consider and discuss meter change out program." President Hyink indicated the change out program should be put into effect, with no more than 50 to 60 being changed on a monthly basis.

Item No. 20, "Consider and discuss district rules relating to Customer's Responsibility." District rule Section 3.4 relating to Customers Responsibility was discussed to determine if any modifications will be needed. President Hyink made a motion the rule should stand as written. Vice President Buck seconded the motion, with all approving.

Item No. 21, "Discuss required 24/7 access to district meters." President Hyink has requested information and a proposed resolution in reference to the meters the district does not have 24/7 access to.

Item No. 22, "Consider and discuss Precision Calibrate Meter Services Estimate." The Board of Directors will discuss this item at the August Board Meeting.

Item No. 23, "Consider and discuss Pump Solutions Estimate." The Board of Directors will discuss this item at the August Board Meeting.

Item No. 24, "Consider and discuss Engineering Proposals." The Board of Directors will discuss the Engineering Proposals at the August Board Meeting.

Item No. 25, "Receive Managers Report." Mike Jump presented the Managers Report to include:

- Maximum flows were 983,000 gallons on June 28, 2014 with the average flow of 688,000 gallons per day were reported.

Mike Jump has asked the Board for Preferred level of response to Customer Calls after hours. The Board requests probing questions are used to determine if sending a technician out afterhours is necessary or if the situation can be handled the next day during office hours.

Item No. 26, "Consider and discuss updating internet speeds with ATT." Provided Board with copy of ATT Technician Report. Technician recommended contacting Area supervisor to request changing status of availability to acquire Uverse service from a red status to a green status. President Hyink made the motion to pursue Uverse service with ATT. Assistant Secretary Despres Seconded the motion, with all approving.

Item No. 27, "Review and discuss Valve and fire hydrant survey." Chance Hendershot verified the valve survey was completed. President Hyink requested a copy of the valve survey be provided to Ce-Bar Fire Department for their records.

Item No. 28, "Consider and discuss 3cGeo data check and any necessary corrections." The Board has indicated that all information including all easements should be included with the data check. Tony Corbett recommends to the Board to hire an independent contractor instead of directly hiring an individual due to the liability that could be associated with hiring direct. President Hyink made a motion to not pursue an intern for data check. Assistant Secretary Despres Seconded the motion with all approving.

Item No. 29, "Consider and review customer request concerning fire hydrants along Lisa Drive." Mr. Jump will get cost estimates and contact Mr. Dochen in reference to the funding of the installation of the fire hydrants along Lisa Drive.

Other Matters to come before the board.

Move to Executive Session to seek legal advice regarding Management Contract at 10:07 pm.

Executive Session ended at 11:08 pm. President Hyink announced that no legal decision or actions were approved in executive session.

Vice President Buck motioned for adjournment at 11:09 pm. Secretary Kaufman seconded the motion.