

**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 August 11, 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, and Despres were present thus constituting a quorum.

Also present at the meeting were Mike Jump, Chance Hendershot and Onna Hendershot of USW Utility Group, Michael Luft of Municipal Accounts, Dennis Lozano of Murfee Engineering Company, Hugh Bender of 3cGeo, Sam Godfrey of Samco, Robert Callegari of CMA Engineering, INC. and Steve Noffsinger of Precision Calibrate Meter Services.

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

Item No. 1, "Approve July 11<sup>th</sup>, 2014 meeting minutes." Pursuant to discussion, President Hyink made a motion to approve the July 11<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, "Consider and discuss customer bill dispute in reference to 9238 Bee caves Rd." Josh Thornton, representative of Austin Ridge Bible Church requested that the Board forgive all late fees due to the bills being sent to the service address instead of the mailing address. President Hyink moved that all late fees should be removed from the customer account. The motion was passed with all approving.

Item No. 5, “Consider and take necessary action regarding tap fee refund in reference to 9238 Bee caves Rd.” President Hyink moved to refund customer tap fee, Vice President Buck Seconded the motion. The motion was passed with all approving.

Item No. 6, “Discuss and take necessary action to provide Municipal Accounts with online banking access.” The Board of directors was provided information on obtaining online banking access. Michael Luft explained to the Board how beneficial online banking is. President stated she would prefer more viewers on the account.

Item No 7, “Receive Bookkeeping Report” Financial Report given by Michael Luft, recommended payment of Checks 1209 - 1244 totaling \$261,221.98 ending balance was \$5,656.97. President Hyink made a motion to approve payment of checks and Assistant Secretary Despres Seconded the motion. The motion was passed with all approving. Michael Luft gave an explanation of the deposit error that occurred on July 22<sup>nd</sup> and July 28<sup>th</sup> - President Hyink was assured there would be no cost associated to Travis County WC ID & 18. President Hyink has requested the districts account be checked on a daily basis. President Hyink wants all information in relationship to this error documented for the upcoming Audit.

Item No. 8, “Consider and take any necessary action regarding the fiscal year 2014-2015 District operating budget.” Manager Mike Jump recommends going to the appraiser for approval in order to pull monies for debt service. President Hyink made a motion to set maximum rate – however Municipal Accounts has not received the rate at this time. Assistant Secretary Seconded the motion with all approving. The motion was passed.

Item No. 9, “Consider and take action regarding adoption of proposed debt service tax rate for 2014 tax year.” There will be no debt service at this time.

Item No. 10, “Consider and take action regarding adoption of proposed operations and maintenance tax rate for 2014 tax year.” Hyink Moves the proposed O & M rate will be .0831, Secretary Kaufman Seconded the motion with all approving.

Item No. 11, “Authorize Publication of notice for hearing regarding adoption of final tax rates for 2014 tax year.” Secretary Kaufman moves to publish

Item No. 12, “Consider and review customer request concerning fire hydrants along Lisa Drive.” This Agenda item will be discussed at the next Board Meeting.

Item No. 13, “Discuss and take necessary action to provide Municipal Accounts with online banking access.” The Board of directors was provided information on obtaining online banking access. Michael Luft explained to the Board how beneficial online banking is. President stated she would prefer more viewers on the account. Duplicated agenda item

Item No. 14, “Consider and discuss 3cGeo Presentation.” Presentation given by Hugh Bender to give basic knowledge of using the toolbar. Indicated in short how to add

information to mapping and at which point 3cGeo will update this information within the mapping database. 3cGeo's mapping software can be accurate up to 3 feet. President Hyink wanted information on how long the update within 3cGeo takes.

Item No. 15, "Consider and discuss SAMCO Final Leak Detection Report." Sam Godfrey presented the leak report to the Board of directors for review. Explained to the Board that all critical leaks would mean emergency scenario whereas, noncritical could be fixed at a later date such as a meter box leaking. Per Mike Jump, 80% of leaks reported by Samco have been fixed, left up to general maintenance.

Item No. 16, "Discussion and action regarding District Website." President Hyink moves approve proposal in reference to Maxwebs Co. –Web Design and Maintenance, Secretary Kaufman Seconds the motion. The motion is passed with all approving.

Item No. 17, "Discussion and possible action regarding potential acquisition of real property, including related appraisal and title issues." President Hyink moves to adopt customer service charge, Assistant Secretary Despres Seconded the motion. The motion was passed with all in favor. The Board has requested that this information be provided on the website.

Item No. 18, "Discussion and action regarding potential acquisition of real property, including related appraisal and title issues." President Hyink has stated the Board cannot move forward until the suit is settled in reference to 1500 San Juan Dr.

Item No. 19, "Consider and discuss LCRA Water Contract Application." LCRA Water Contract Application provided to Engineer. Engineer will work on documentation requirements for renewal and then forward to attorney and then to LCRA.

Item No. 20, "Discussion and action regarding possible engagement of District engineer." Dennis Lozano introduces Murfee Engineering's interest in becoming TC WC ID 18's district engineer. Lozano Provided Board with engineering firm's capabilities. Assistant Secretary Despres asks Lozano if any of the previous filtration systems Murfee has worked with are similar to TC18's Micro Filtration Membrane. Lozano states that Membrane wise they are similar. Murfee is of the belief that updating of maps is highly important and valuable to a district. Surveying is valuable as a tool to determine difficult issues such as noise issues and smell. Lozano recommends working with the district Lawyer to negotiate a contract if appointed district engineer to ensure the district gets what is needed rather than something that is not specific to the district. President Hyink states that she does not like the subcontractor mark up of + 15%. She wants to ensure the district engineer is looking out for the district. Robby Callegari introduces CMA Engineering – CMA Engineering consists of survey group, with 6 engineers that would like to continue working with Travis County WC ID #18. Assistant Secretary Despres inquired about the location of most of the work CMA Engineering has. Per Robby CMA has districts in Dripping Springs, Pasadena, Mud #1, Bellterra Mud, Hay County, Firm Bluff and Etc., The Board also inquired if any of these systems were similar to TC WC ID #18's, Callegari replied that these were all unique. President Hyink stated that USW has worked with Murfee Engineering and TC WC ID 18 has worked with CMA Engineering previously. President Hyink states the Board needs to make a decision on a

district engineer. Assistant Secretary Despres wants to ensure the selected engineer is familiar with the district. President Hyink makes a motion to use CMA Engineering as the District Engineer for TC WC & ID 18. Assistant Secretary Despres Seconded the motion with all approving. The motion was passed with all approving.

Item No. 21, "Discussion and action regarding authorization for District Engineer to prepare engineering report to be submitted to TCEQ for authorization to use surplus bond monies for water system improvements." CMA Engineering will require more information.

Item No. 22, "Receive Attorney's Report." No Attorney's Report at this time.

Item No. 23, "Receive Managers Report." Mike Jump presented the Managers Report to include:

- Maximum flows were 1,299,000 gallons on July 12, 2014 with the average flow of 867,000 gallons per day were reported.

Mike Jump gave Board a generalization that has occurred in the past month. President Hyink wants a list indicated by status of all necessary projects. President Hyink has requested that Mike Jump speak with district attorney to send letters to all residents that don't allow the district 24/7 access to district meters.

Item No. 24, "Consider and discuss Precision Calibrate Meter Services Estimate." Steve Noffsinger of Precision Calibrate Meter Services gave an explanation of the proposal issued to the Board of Directors. Noffsinger stated the meter was off 7-8% and the meter is not repairable. He recommends replacing with an Ultra sonic meter which will verify flow with certification. Should be good for up to a year. Assistant Secretary Despres moves to approve estimate. President Hyink seconds the motion. The motion is passed with all approving.

Item No. 25, "Consider and discuss Pump Solutions Estimate in reference to the High Service Pumps." Mike Jump informs the Board that at this time 3 pumps should be replaced but recommends to the Board to purchase one pump in the amount of \$14,972.00. The Board is informed that ordering of these pumps is a minimum of 3 months. President Hyink Moves to purchase 3 pumps for a total of \$44,916.00. Assistant Secretary Despres Seconds the motion. The motion is passed with all approving.

Item No. 26, "Consider and discuss Pump Solutions Estimate in reference to Village West Pumps." The Board has requested to get Village West Pumps functioning properly. The Total estimated cost for this repair is \$23,136.00. The Pumps need rebuilt, has old wire with 4 bald spots inside conduit – 480 3 phase. President Hyink moves to complete this project but requests to bill TC WC ID # 18 direct as much as possible. Secretary Kaufman seconds the motion. The motion is passed with all approving.

Other Matters to come before the Board

Secretary Kim Kaufman recommends the use of a generator. Mike Jump states the benefits of a backup generator, will begin feasibility and possible project.

Secretary Kaufman motioned for adjournment at 11:00 pm. Assistant Secretary Despres seconded the motion.

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Secretary, Travis County WCID No. 18