

MINUTES  
TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 10

May 18, 2022

The Board of Directors (the "Board") of Travis County Municipal Utility District No. 10 (the "District") met in regular session, open to the public, on May 18, 2022, at 17817 King Fisher Ridge Drive, Texas 78645, inside the boundaries of the District, and the roll was called of the members of the Board:

Vance Taylor	President
Dan Eckermann	Executive Vice President
Andrew L. Fawthrop	Vice President
Harvey Reiter	Secretary
Andi K. Tasset	Assistant Secretary

and all of the above were present, except Director Fawthrop, who participated by telephone, thus constituting a quorum.

Also present at the meeting were John Sneed, resident of the District; and Tammy Hargett of AWR Services, Inc. ("AWR"); Cathy Mitchell of Quiddity; and Kathy Garner of Allen Boone Humphries Robinson LLP ("ABHR").

Due to the COVID-19 virus epidemic emergency and the high threat level warnings issued by various governments and agencies, the District established a telephone option for members of the public to listen to the meeting and to address the Board. Also present by telephone was Hal Lanham of AWR.

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board considered approving the minutes of the April 5, 2022, regular meeting. After review and discussion, Director Reiter moved to approve the minutes of the April 5, 2022, meeting. Director Tasset seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

The Board reviewed the bookkeeper's report, a copy of which is attached. Discussion ensued regarding the budget and related variance matters. After review and discussion, Director Reiter moved to approve the bookkeeper's report and the checks listed on the report. Director Tasset seconded the motion, which passed by unanimous vote.

REVIEW, REVISE AND ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

Ms. Garner reviewed a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. She stated that the District's bookkeeper has provided an updated list of qualified brokers/dealers with whom the District may engage in investment transactions that will be attached to the Resolution. After review and discussion, Director Taylor moved to adopt a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and direct that the Resolution be filed appropriately and retained in the District's official records. Director Tasset seconded the motion, which passed by unanimous vote.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed attending the AWBD summer conference on June 23, 24, and 25, 2022. The Board took no action on this agenda item.

TAX ASSESSMENT AND COLLECTION MATTERS

The Board reviewed the tax assessor/collector's report, including the delinquent tax roll, a copy of which is attached. After review and discussion, Director Taylor moved to approve the tax assessor/collector's report. Director Tasset seconded the motion, which passed by unanimous vote.

OPERATION OF DISTRICT FACILITIES

Ms. Hargett reviewed the operator's report, a copy of which is attached. She stated that 198 customers were billed during the month of April.

Ms. Hargett reported on the Highland Lake Storage levels.

Ms. Hargett stated that Fluid Meters conducted the meter calibrations required by the LCRA and all passed with 98% or higher ratings.

Ms. Hargett reported that the wrong check valve for the backwash lagoon project was received and subsequently returned to the vendor. AWR is waiting for the correct check valve for installation.

Ms. Hargett reported that AWR will secure RFPs for the semi-annual raw water line inspection and will provide them at the next meeting.

Ms. Hargett stated that the District's pontoon boat needs repairs and basic maintenance and that AWR will schedule a time to take the boat out of the water for maintenance.

Ms. Hargett updated the Board on customer calls for water and grinder pumps, noting that no grinder pump calls were received in the month of April and that AWR had responded to a customer requesting assistance locating his shut off valve as he was repairing his own water leak.

The operator's report did not reflect any delinquent accounts.

Ms. Hargett reported that the water loss in the District was 11%.

After review and discussion, Director Taylor moved to accept the operator's report. Director Reiter seconded the motion, which passed by unanimous vote.

#### CONSUMER CONFIDENCE REPORT

Ms. Hargett discussed the Consumer Confidence Report with the Board. After review and discussion, Director Taylor moved to approve the Consumer Confidence Report and authorize the operator to deliver the Consumer Confidence Report and file the certificate of delivery with the Texas Commission on Environmental Quality. Director Tasset seconded the motion, which passed by unanimous vote.

#### ENGINEERING MATTERS

Ms. Mitchell reviewed the engineer's report, a copy of which is attached.

#### CAPITAL IMPROVEMENT PLAN

Ms. Mitchell stated there are no changes at this time to the capital improvement plan.

Ms. Mitchell updated the Board on the installation of the SCADA system. She stated that Quiddity has received the software for the unit and the contractor is finalizing the installation of the SCADA system.

#### GENERATOR AT WATER PLANT SITE

Ms. Mitchell stated that Quiddity had completed the plans for the generator at the water plant site and will be submitting them to Travis County for review.

#### BACKWASH BASIN LINER

Ms. Mitchell reviewed a proposal from DigDug Construction in the amount of \$7,775 for the installation of the liner at the backwash basin. No action was taken at this time.

### INSPECTIONS AND REPAIRS

Ms. Mitchell presented a proposal to perform the annual water plant inspection and recommended approval of the proposal.

### ZEBRA MUSSEL REMOVAL AND PREVENTION

Ms. Mitchell presented and reviewed a proposal from Chapman Marine in the amount of \$3,405 for zebra mussel removal.

### CONTINGENCY PLAN FOR DISTRICT FACILITIES

Ms. Mitchell stated that she is continuing to work with Director Taylor on the feasibility of a water well as an alternative water source.

### REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion on this item.

### OTHER ENGINEERING MATTERS

Ms. Mitchell presented a proposal from Advanced General Water Solutions to study the feasibility of constructing a well as another water source and recommended approval of the proposal for \$5,500. Director Fawthrop recommended that the study address the longevity of the well and the impact of the well in a drought.

Ms. Mitchell presented a proposal from Quiddity for the 2022 Water Plant inspection. The proposal included three options: Option A included a report that would satisfy the TCEQ minimum requirements for a cost of \$3,500, Option B included a report that provided a visual facility assessment of the entire water plant in addition to the TCEQ minimum requirements for a cost of \$5,200, and Option C included a mechanical and electrical report in addition to the items included in Option B for a cost of \$7,200. After review and discussion, Director Taylor moved to approve the proposal from Quiddity for the 2022 water plant inspection, included in Option B. Director Reiter seconded the motion, which passed by unanimous vote.

After review and discussion, Director Taylor moved to (1) accept the engineer's report; and (2) approve a proposal from Chapman Marine in the amount of \$3,405 for Zebra Mussel Removal and Prevention. Director Tasset seconded the motion, which passed by unanimous vote.

### REPORT REGARDING DEVELOPMENT IN THE DISTRICT

Director Taylor reported on development in the District.

DISTRICT AND PROPERTY OWNER ASSOCIATIONS COORDINATION AND BOARD MEMBER INPUT REGARDING ISSUES FACING THE DISTRICT

There was no discussion under this agenda item.

REPORT ON DISTRICT WEBSITE

Director Tasset reported on the website.

NEWSLETTER, COMMUNICATIONS WITH RESIDENTS AND/OR PROPERTY OWNERS REGARDING UPDATES TO IRIS DISTRICT COMMUNICATION SYSTEM AND OTHER DISTRICT COMMUNICATIONS

Director Tasset addressed the Board regarding the newsletter and communication with residents. The Directors concurred that the most recent version of the newsletter included a good article describing of the differences between the municipal utility districts and property owner associations.

2022 DIRECTORS ELECTION

ORDER CANVASSING RETURNS AND DECLARING RESULTS OF DIRECTORS ELECTION

The Board reviewed the certified returns from Travis County for the District’s May 7, 2022, Directors Election. Ms. Garner presented an Order Canvassing Returns and Declaring Results of Directors Election, reflecting that the election resulted favorably for the following, as indicated in the certified returns:

<u>Candidate Name</u>	<u>Votes</u>
John Sneed	43
David DeGreeff	14
Daniel Eckermann	28

Director Taylor, President of the Board, noted the completion of the canvass of the returns of the election pursuant to Section 67.004(g), Texas Election Code. After review and discussion, Director Reiter moved to adopt the Order Canvassing Returns and Declaring Results of Directors Election, reflecting that John Sneed and Daniel Eckermann, have been elected to the Board of Directors each to serve a four-year term, and direct that the Order be filed appropriately and retained in the District’s official records. Director Tasset seconded the motion, which passed by unanimous vote.

APPROVE AND DISTRIBUTE CERTIFICATES OF ELECTION

The Board considered approving a Certificate of Election, reflecting the election John Sneed and Daniel Eckermann, to the Board of Directors of the District each for a four-

year term. After review and discussion, Director Reiter moved to approve the Certificate of Election and the distribution of same to Directors Sneed and Eckermann and direct that the Certificate of Election be filed appropriately and retained in the District's official records. Director Tasset seconded the motion, which passed by unanimous vote.

APPROVE DIRECTORS SWORN STATEMENTS, BONDS, AND OATHS OF OFFICE

Ms. Garner reviewed the Sworn Statements, Bonds, and Oaths of Office for Directors Sneed and Eckermann. After review and discussion, Director Reiter moved that the Board approve the Sworn Statements, Bonds, and Oaths of Office and direct that the documents be filed in the official records of the District, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Tasset seconded the motion, which passed by unanimous vote.

REORGANIZE BOARD AND ELECT OFFICERS AND AUTHORIZE FILING OF DISTRICT REGISTRATION FORM

Following discussion of director positions, Director Eckermann moved to approve the following slate of officers:

Vance Taylor	President
Dan Eckermann	Executive Vice President
Andrew L. Fawthrop	Vice President
John Sneed	Secretary
Andi K. Tasset	Assistant Secretary

Director Sneed seconded the motion, which passed unanimously.

The Board considered authorizing the filing of an updated District Registration Form with the Texas Commission on Environmental Quality, updated to reflect the newly elected directors. Following review and discussion, Director Taylor moved to authorize the filing of the updated District Registration Form and direct that the Registration Form be filed appropriately and retained in the District's official records. Director Tasset seconded the motion, which passed unanimously.

OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Garner reviewed a memorandum regarding the Texas Open Meetings Act prepared by ABHR. She noted the Directors, as elected public officials are required to complete a course on the responsibilities of the governmental body and its members under the Texas Government Code, Chapter 551, within 90 days of taking the Oath of Office.

DISCUSS CONFLICT OF INTEREST DISCLOSURE

Ms. Garner reviewed a memorandum prepared by ABHR regarding Chapter 176 of the Texas Local Government Code, which requires directors and consultants to disclose certain conflicts of interest. She reviewed the forms adopted by the Texas Ethics Commission for making disclosures under Chapter 176 and noted that the forms are required to be filed with the records administrator for the District and will need to be filed thereafter within seven days of a disclosable conflict arising.

The Board considered authorizing execution of an updated List of Local Government Officers. Following review and discussion, Director Taylor moved to approve and authorize execution of the List of Local Government Officers and direct that the List be filed appropriately and retained in the District's official records. Director Tasset seconded the motion, which passed by unanimous vote.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY, AND DISCUSS PENDING OR CONTEMPLATED LITIGATION

The Board did not convene in executive session.

NEXT MEETING DATE AND LOCATION

Following discussion, the Board agreed to hold the June 7, 2022, meeting at 18001 Kingfisher Ridge Drive, Lago Vista, Texas 78645, and with access by telephone.

There being no further business to come before the Board, the meeting was adjourned.

(SEAL)



  
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Secretary, Board of Directors  
*Vice President*

ATTACHMENTS TO THE MINUTES

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