TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

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Regular Meeting of the Board of Directors of Travis County Water Control and Improvement District No. 17 was held at the District office located at 3812 Eck Lane on Thursday, November 15, 2018 at 6:00 p.m. This meeting was scheduled and conducted in compliance with the Texas Open Meetings Act.

I. CALL TO ORDER

President Roberts called the meeting to order at 6:06 p.m.

II. ESTABLISH A QUORUM

President Roberts announced a quorum of Directors Ackman, Decker, Roberts, Steed and Ward all present. General Manager Jason Homan and Operations Manager Joe Kunz, General Counsels Stefanie Albright and Jacquelyn Perrin, and Green Civil Design Engineer Will Pena, were also present.

Stefanie Albright introduced Jacquelyn Perrin as a new attorney at Lloyd Gosselink that would be working on WCID 17 cases and attending meetings.

III. MANAGER AND COMMITTEE REPORTS

A. MANAGER'S REPORT: STATUS OF DISTRICT OPERATIONS, FINANCES, DISTRICT CONSTRUCTION PROJECTS, DEVELOPER CONSTRUCTION PROJECTS, DISTRICT ADMINISTRATION AND MANAGEMENT, DISTRICT PLANNING

General Manager Homan reported that in addition to his written report:

- Cindy Foreman, the WCID 17 retirement agent, provided her 45-day notice of retirement to become effective December 31, 2018. An introductory meeting was held with Ms. Foreman and Oma Claunch, who bought Ms. Foreman's "Book of Business." Mr. Claunch has thirty plus years of experience in the industry and has worked alongside Ms. Foreman for the past twenty years. Another meeting will be held November 28, 2018 with Mr. Claunch to discuss what he brings to WCID 17, positives and negatives of our current relationship with Security Benefits and recommendations for moving forward.
- A meeting was held with Susan Anderson of Valley View Consulting LLC as a potential Municipal Investment Advisor Representative after being recommended by Garry Kimball. Ms. Anderson has experience as former City of Austin treasure and investment officer where she retired and then was the State of Texas Chief Investment Officer. Ms. Anderson has experience in bank request for proposals and investment paths.
- Fiscal Year 2018 audit preparation have begun with assembly of requested documents from Maxwell Locke & Ritter LLP. Auditors will be onsite beginning the first week of December.
- Texas Commission on Environmental Quality (TCEQ) came onsite to perform a focused Municipal Stormwater Sewer System program inspection earlier this month and the inspector rated WCID 17 as being in overall above average condition with two areas of concern. TCEQ requested WCID 17 prepare and include an investigation process / procedure for any sanitary system overflow and prepare educational material on the specifics of reporting sanitary sewer overflows. The inspector stated that a letter would be forthcoming and WCID 17 would have fourteen days to respond regarding these items that were posted for implementation in Year 3 of the plan, yet were never completed.

B. COMMITTEE REPORTS

1. **COMMUNICATIONS / PARKS AND CONSERVATION COMMITTEE REPORT**
2. **LEGAL COMMITTEE REPORT**
3. **PLANNING COMMITTEE REPORT**
4. **BUDGET AND FINANCE COMMITTEE REPORT**
5. **POLICY COMMITTEE REPORT**
6. **IMPACT FEE ADVISORY COMMITTEE**
7. **STORMWATER COMMITTEE**

Manager Homan reported that the Policy Committee met and that the recommendations from that meeting will be discussed during agenda item VI.A.

IV. CONSENT AGENDA

A. APPROVE PAY ESTIMATES/CHANGE ORDERS FOR VARIOUS CONSTRUCTION PROJECTS IN THE DISTRICT

1. Flintrock Wastewater Treatment Plant Expansion, PLW Central Texas, Pay Estimate No. 30
2. Cardinal Hills Waterline Improvements, Prota Construction, Inc., Pay Estimate No. 3

B. APPROVE PAYMENT OF CURRENT INVOICES

C. APPROVE MINUTES – Regular Board Meeting, October 18, 2018

President Roberts asked if there were any questions regarding the Consent Agenda.

Motion: Director Decker to approve the Consent Agenda as presented
Second: Director Ward
Ayes: 5
Noes: 0
Unanimous

V. PUBLIC COMMENT, 6:30 P.M.
President Roberts opened Public Comment at 6:54 p.m.

President Roberts left Public Comment open for anyone who might arrive and wish to address the Board.

Motion: Director Decker to close Public Comment
Second: Director Steed
Ayes: 5
Noes: 0
Unanimous

President Roberts closed Public Comment at 7:15 p.m.

VI. OLD BUSINESS

A. DISCUSS/CONSIDER/TAKE ACTION ON ADOPTION OF AN ADMENDMENT TO THE TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 PERSONNEL POLICIES, SECTION 2.11 REGARDING FORMALIZATION OF THE GENERAL MANAGER'S ANNUAL PERFORMANCE AND COMPENSATION REVIEW AS RECOMMENDED BY THE POLICY COMMITTEE
Manager Homan refreshed the Directors regarding the recommendations of the Policy Committee at the previous meeting to amend the general manager's (GM) annual performance timeline to either use the hire anniversary date or July through October as all employees. He then reminded the Directors of the suggestions made for additional process changes prior to acceptance and that the recommendations were incorporated and reviewed by the Policy Committee October 12, 2018, as well as a review by legal counsel. Manager Homan stated that the committee endorsed using the July to October timeline for the GM performance and compensation reviews.

Motion: Director Ward to adopt an Order Approving Changes to the Personnel Policies of Travis County Water Control and Improvement District No. 17, Section 2.11, using the guidelines presented for the July to October timeline.
Second: Director Ackman
Ayes: 5
Noes: 0
Unanimous

B. DISCUSS/CONSIDER/TAKE ACTION TO REVIEW THE GENERAL MANAGER'S PERFORMANCE AND COMPENSATION
Manager Homan requested to discuss this matter in Executive Session.
At the close of Executive Session IX,

Motion: Director Ward to authorize the Budget/Finance Committee to meet without the General Manager, to discuss the General Manager's compensation range for recommendation to the entire Board at a future meeting and empower the Board President to make a decision regarding a performance bonus for the General Manager.
Second: Director Ackman

Director Decker stated that all Directors would be reviewing material of this matter for future discussion.
Ayes: 5
Noes: 0
Unanimous

VII. NEW BUSINESS

A. DISCUSS/CONSIDER/TAKE ACTION ON REVIEW OF THE FISCAL YEAR 2018, FOURTH QUARTER INVESTMENT REPORT

Manager Homan stated that this copy of the fourth quarterly report indicates an interest earning of $251,383.18 during the fourth quarter adding up to $728,982.31 interest earnings for fiscal year 2018. Manager Homan requested acceptance of the report for the fourth quarter 2018.

Motion: Director Steed to accept the Fiscal Year 2018, Fourth Quarter Investment Report as presented
Second: Director Decker
Ayes: 5
Noes: 0
Unanimous

B. DISCUSS/CONSIDER/TAKE ACTION REGARDING THE PROFESSIONAL SERVICES AGREEMENT FOR GIS SERVICES BETWEEN GEO INTELLIGENT SYSTEMS AND TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 FOR WEB BASED GIS SERVICES

Manager Homan introduced Steven Garza, Owner of Geo Intelligent Systems (GeoIS), who was present to discuss the proposal for setup and use of a new Geo Intelligent System (GIS) for WCID 17 staff. Manager Homan explained the current GIS program used and stated that the current license allowed three users. He went on to state that this proposed GIS program was web based, cost effective and user friendly. Mr. Garza gave a brief history of his experience of creating customized secured GIS websites and management, then he showed a slide presentation of how the WCID 17 site could look and be used. He stated that all data received from and created for this project will be owned by the District, works via Chrome with backup from ESRI (Environmental Systems Research Institute) is used. Mr. Garza went through a timeline to upload data provided by WCID 17 to the WCID 17 GIS website and secured by login and password for only WCID 17 staff to use. He further explained the onsite staff training that was included as well as GeoIS staff availability for questions regarding the usage of the GIS website and data integrity. Mr. Garza explained that GeoIS would maintain the GIS website for one calendar year after acceptance of Phase I and that GeoIS could continue to maintain the GIS website on an annual basis until WCID 17 staff took over maintenance of the project. At the conclusion of presentation, Manager Homan requested authority to execute the Professional Services Agreement for GIS Services with Geo Intelligent Systems.

Motion: Director Steed to authorize the General Manager to engage with Geo Intelligent Systems for professional GIS services at $17,600 per year one
Second: Director Decker
Ayes: 5
Noes: 0
Unanimous

C. DISCUSS/CONSIDER/TAKE ACTION ON ITEMS TO AUTHORIZE AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES BETWEEN MURFEE ENGINEERING CO., INC. AND TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 RELATED TO THE FLINTROCK WASTEWATER TREATMENT PLANT EXPANSION CONSTRUCTION ASSESSMENT

Manager Homan introduced the proposed engineering firm, Murfee Engineering Co., Inc., to conduct a third party inspection of selected portions of the construction expansion of the Flintrock Wastewater Treatment Plant for conformance with the plans and specifications. Manager Homan stated that the President of Pepper Lawson Waterworks committed to reimburse WCID 17 up to an amount of $30,000 for the assessment. Manager Homan introduced Dennis Lozano, Murfee Engineering Co., Inc., whom stated that Murfee Engineering would like to help WCID 17 get to the end of the Flintrock Wastewater Treatment Plant expansion with a solid plant that has been paid for. Mr. Lozano stated that the scope of work depends on the exchange of information between all parties and if information is received expediently the assessment should only take two months. Manager Homan recommended and requested authorization to approve An Agreement for the Provision of Limited Professional Services between Murfee Engineering Co., Inc. and WCID 17.

Motion: Director Decker to authorize the General Manager to execute the Agreement for the Provision of Limited Professional Services with Murfee Engineering Co., Inc. as presented
Second: Director Ward
Ayes: 5
Noes: 0
Unanimous

D. DISCUSS/CONSIDER/TAKE ACTION ON ORDERS ADDING LAND FOR THE FOLLOWING LANDS THAT HAVE PETITIONED FOR ADDITION TO RECEIVE WATER SERVICE FROM TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17:

1. **4.0213 ACRES OUT OF THE P. WILMAN SURVEY NO. 75 AS RECORDED IN VOLUME 13361 PAGE 3013 THE REAL PROPERTY RECORDS IN TRAVIS COUNTY, TEXAS, ADDRESSED AS 5504 WEST BEACH CIRCLE, AUSTIN, TEXAS 78734, WEST BEACH LIMITED PARTNERSHIP AS OWNERS; AND**
2. **LOT 1, FLINTROCK ESTATES RECORDED AS DOCUMENT 2018123241 IN THE REAL PROPERTY RECORDS IN TRAVIS COUNTY, TEXAS, ADDRESSED AS 4222 SERENE HILLS DRIVE, AUSTIN, TEXAS 78738, WILLIAM J. HOLLIS AND SHELLIE ANN HOLLIE AS OWNERS.**

Manager Homan reviewed two new Petitions for Addition of Land and Orders as requested by homeowners that had their well go dry during the drought of summer 2018. He said the two customers are receiving water service and this will complete the required annexation paper work into the district's taxing jurisdiction.

Motion: Director Ward to approve the two Petitions and Orders Adding Land as presented
Second: Director Steed
Ayes: 5
Noes: 0
Unanimous

E. DISCUSS/CONSIDER/TAKE ACTION REGARDING BOUNDARY MAPS AND AMENDED INFORMATION FORM FILED PURSUANT TO SECTION 49.455 OF THE TEXAS WATER CODE FOR TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 BOUNDARY
Manager Homan stated that this item had been prepared but review was still ongoing. Tabled with no action.

President Roberts called for a recess at 7:15 p.m. President Roberts resumed the meeting at 7:21 p.m. with all Directors present and going into Executive Session IX

VIII. THE BOARD WILL MEET IN EXECUTIVE SESSION TO RECEIVE ADVICE FROM ITS ATTORNEY AND REGARDING PERSONNEL MATTERS IN ACCORDANCE WITH TEXAS GOVERNMENT CODE SECTIONS 551.071 AND 551.074 REGARDING PERSONNEL POLICIES, SECTION 2.11 - FORMALIZATION OF THE GENERAL MANAGER'S ANNUAL PERFORMANCE AND COMPENSATION REVIEW AS RECOMMENDED BY THE POLICY COMMITTEE
Executive Session not held

IX. THE BOARD WILL MEET IN EXECUTIVE SESSION TO RECEIVE ADVICE FROM ITS ATTORNEY AND REGARDING PERSONNEL MATTERS IN ACCORDANCE WITH TEXAS GOVERNMENT CODE SECTIONS 551.071 AND 551.074 REGARDING THE GENERAL MANAGER'S PERFORMANCE AND COMPENSATION
President Roberts opened Executive Session at 7:21 p.m. and closed at 8:39 p.m. No action taken

X. ADJOURNMENT
Motion: Director Ackman to adjourn
Second: Directors Ward
Ayes: 5
Noes: 0
Unanimous

President Roberts adjourned the meeting at 8:45 p.m.

Approved this 20th day of December 2018, with a motion by Director Decker and a Second by Director Steed.

Ayes 5 Noes Ø Abstained Ø

Presiding Officer

Secretary