



## TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

### (DISTRITO NÚMERO 17 PARA CONTROLAR Y MEJORAR EL AGUA DEL CONDADO DE TRAVIS)

3812 Eck Lane • Austin, Texas 78734  
Phone (512) 266-1111 • Fax (512) 266-2790

Notice is hereby given pursuant to V.T.C.A., Government Code § 551, that the Board of Directors of Travis County Water Control and Improvement District No. 17 will hold a regular meeting, open to the public, on Thursday, April 16, 2020 via web video. (Por la presente se notifica, de conformidad con el Vernon's Texas Codes Annotated, Government Code § 551, que el Consejo de Administración del Distrito Número 17 para Controlar y Mejorar el Agua del Condado de Travis celebrará una reunión regular, abierto al público, jueves, el 16 de abril de 2020 por conferencia a través de video web.)

This meeting will be held via web video in accordance with the Office of the Governor's March 16, 2020 proclamation temporarily suspending certain open meetings statutes in response to the current COVID-19 pandemic and statewide disaster declaration. No physical meeting space will be available. (Esta reunión se llevará a cabo a través de la video web de acuerdo con la proclamación del 16 de marzo de 2020 de la Oficina del Gobernador, suspendiendo temporalmente ciertos estatutos de reuniones abiertas en respuesta a la actual pandemia COVID-19 y la declaración de desastres en todo el estado. No habrá espacio físico para reuniones disponible.)

Members of the public may listen to and participate in the meeting via web video link below. (Los miembros del público pueden escuchar y participar en la reunión a través del enlace de video web a continuación.)

To participate in the meeting, please join our free video meeting at

<https://zoom.us/j/91844698898?pwd=MXZZZlhQMEdxYVVoSEILV3pqS1loZz09> (Para participar en la reunión, únase a nuestra reunión de video gratuita en <https://zoom.us/j/91844698898?pwd=MXZZZlhQMEdxYVVoSEILV3pqS1loZz09>)

Any citizen having interest in these matters is invited to participate in the web video at the designated times. Any citizen wishing to provide public comment on any agenda or non-agenda item must notify the District prior to the Board meeting by emailing Linda Sandlin at [lsandlin@wcid17.org](mailto:lsandlin@wcid17.org). At the presiding officer's discretion, speakers will be limited to three minutes to support the orderly flow of the meeting. The Consent Agenda allows the Board of Directors to approve all routine, non-controversial items with a single motion, without the need for discussion by the full Board. Any item may be removed from consent and considered individually upon request of a Board member or a member of the public attending the meeting. (Cualquier ciudadano que tenga interés en estos asuntos es invitado a participar en el video web en los horarios designados. Cualquier ciudadano que desee hacer comentarios públicos sobre cualquier punto del orden del día o punto que no esté en el orden del día debe notificar al Distrito antes de la reunión de la Junta enviando un correo electrónico a Linda Sandlin al [lsandlin@wcid17.org](mailto:lsandlin@wcid17.org). A discreción del oficial presidente, los oradores se limitarán a tres minutos para apoyar el flujo ordenado de la reunión. La Agenda de Consentimiento permite que la Junta Directiva apruebe todos los asuntos rutinarios y no controvertidos con una sola moción, sin necesidad de discusión por parte de la Junta Directiva. Cualquier asunto puede ser eliminado del consentimiento y considerado individualmente a petición de un miembro de la Junta o un miembro del público que asista a la reunión.)

#### Items on the Agenda

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. DISCUSS/CONSIDER/TAKE ACTION ON INDEMNIFICATION OF NEWLY APPOINTED DIRECTOR
- IV. DISCUSS/CONSIDER/TAKE ACTION ON APPOINTMENT OF NEWLY APPOINTED DIRECTOR TO COMMITTEE MEMBERSHIP
- V. 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

**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 – APRIL 14, 2020

**VI. CONSENT AGENDA**

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

1. Lakeway Regional Drip Irrigation, Waste Water Solutions, Pay Estimate No. 7
2. Lakeway Regional Drip Irrigation, Waste Water Solutions, Pay Estimate No. 8
3. Flintrock Wastewater Treatment Plant Expansion, PLW Central Texas, Pay Estimate No. 38

**B. APPROVE DEVELOPER PAY ESTIMATES / CHANGE ORDER FOR SERENE HILLS DEFINED AREA**

1. Bee Creek Offsite Water and Wastewater, Wingman Construction, LLC, Change Order No. 2

**C. APPROVE PAYMENT OF CURRENT INVOICES**

**D. APPROVE MINUTES** – Regular Meetings held January 30, 2020. February 20, 2020 and Special Meeting held February 25, 2020

**VII. PUBLIC COMMENT, 6:30 P.M.**

**VIII. NEW BUSINESS**

**A. DISCUSS/CONSIDER/TAKE ACTION TO REVIEW ITEMS PERTAINING TO TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 REGARDING THE CORONAVIRUS DISEASE 2019 (COVID-19)**

1. DISTRICT UPDATES AND COMMUNITY IMPACT; AND
2. COVID-19 BUDGET LINE ITEM REQUEST

**B. DISCUSS, CONSIDER, AND TAKE ACTION REGARDING MAY 2, 2020 DIRECTORS ELECTION, INCLUDING (DISCUTIR, CONSIDERAR Y TOMAR MEDIDAS CON RESPECTO A LA ELECCIÓN DE DIRECTORES SE REALIZARÁ EL 2 DE MAYO DE 2020, INCLUYENDO):**

1. DECLARATION OF UNOPPOSED CANDIDATES (DECLARACIÓN DE CANDIDATOS SIN OPOSICIÓN); AND
2. CANCELLATION OF ELECTION (CANCELACIÓN DE ELECCIÓN).


**C. DISCUSS/CONSIDER/TAKE ACTION ON REVIEW OF THE SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM 2019 ANNUAL REPORT**

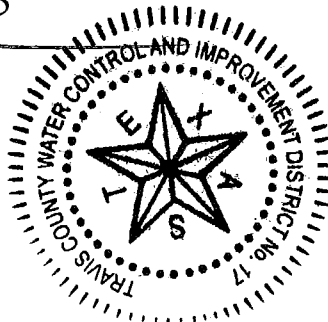
**D. DISCUSS/CONSIDER/TAKE ACTION ON REVIEW OF THE FIRST QUARTER INVESTMENT REPORT, FISCAL YEAR 2020**

**E. DISCUSS/CONSIDER/TAKE ACTION ON DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING THE SALE OF SUCH EQUIPMENT; ONE 2006, CHEVROLET, 1500 SILVERADO**

**F. DISCUSS/CONSIDER/TAKE ACTION ON REVIEW OF CAPITAL AND IMPROVEMENT PROJECTS**

**IX. ADJOURNMENT**

  
Linda R. Sandlin,  
Executive Assistant



## RESOLUTION TO INDEMNIFY DIRECTOR

THE STATE OF TEXAS                   §  
  §  
COUNTY OF TRAVIS                   §

TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17:

WHEREAS, the Board of Directors of Travis County Water Control and Improvement District No. 17 (“the District”) desires to adopt a resolution indemnifying the directors of the District in cases where claims or actions are brought against individual directors in connection with the performance of their official duties for the District.

NOW THEREFORE, be it resolved by the Board of Directors of Travis County Water Control and Improvement District No. 17 that:

Section 1.     The District shall indemnify Director Elicia Gower Michaud, if such director was, is or is threatened to be made a named defendant or respondent in a proceeding, whether civil, criminal, administrative, arbitative, or investigative, including all appeals, because that person is or was a director of the District. Indemnification shall be against all expenses, including, without limitation, attorneys’ fees, court costs, expert witness fees, judgments, decrees, fines, penalties, and reasonable expenses actually incurred by such director in connection with the proceeding, except that if such director is found liable to the District or is found liable on the basis that he improperly received personal benefit, then indemnification shall be limited to reasonable expenses actually incurred by such director in connection with the proceeding, and shall not be made in respect of any proceedings in which such director shall have been found liable for willful or intentional misconduct in the performance of her duty to the District.

Section 2.     The indemnification provided in this resolution shall also extend to good-faith expenditures incurred in anticipation of, or preparation for, threatened or proposed litigation. The Board of Directors may, in proper cases, extend the indemnification to cover the good-faith settlement of any such action, suit, or proceeding, whether formally instituted or not.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

TRAVIS COUNTY WATER CONTROL AND  
IMPROVEMENT DISTRICT NO. 17

(SEAL)

\_\_\_\_\_  
Jeff Roberts, President

ATTEST:

\_\_\_\_\_  
Jerri Lynn Ward, Secretary

# Travis County WCID 17 Board of Directors

2020-0415

## **Officers**

President	Jeff Roberts
Vice President	Mickey Decker
Secretary	Jerri Ward
Alternate Secretary	Elicia G. Michaud (Proposed)
Director	Kenneth Smith

## **Committees**

Budget/Finance:	Jeff Roberts	Kenneth Smith
Communication/ Conservation/Parks:	Mickey Decker	Kenneth Smith
Legal:	Elicia G. Michaud (Proposed)	Jerri Ward
Planning:	Jeff Roberts	Elicia G. Michaud (Proposed)
Policy:	Mickey Decker	Jerri Ward
Stormwater / MS4:	Jeff Roberts	Elicia G. Michaud (Proposed)



## **TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17**

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Phone (512) 266-1111 • Fax (512) 266-2790

*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, January 30, 2020, at 6:00 p.m. This meeting was scheduled and conducted in compliance with the Texas Open Meetings Act.*

**DRAFT**

### **I. CALL TO ORDER**

President Roberts called the meeting to order at 6:02 p.m.

### **II. ESTABLISH A QUORUM**

President Roberts announced a quorum of Directors Decker, Roberts, Steed and Ward present. General Manager Jason Homan, General Counsel Stefanie Albright, Green Civil Design Engineer Will Pena, Joe Kunz and Pierre Dreher were also present.

### **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 announced that in addition to his written report:

- Texas Department of Transportation will present an update February 20, 2020 regarding a draft environmental assessment
- A Notice of Deadline to File Applications for Place on the Ballot for a Director's position was posted January 6, 2020 and the End Date would be February 14, 2020
- On January 28, 2020, the Budget and Finance Committee met with Independent Auditor Rommel to review and go through the fiscal year 2019 draft audit. At the close of the audit meeting he reported that President Roberts discussed the renewal date approaching for General Manager Homan's contract as well as the proposed contract which was forwarded to the Board for Approval

- A new Water Operations Supervisor was on board, Pierre Dreher, and introduced him. Mr. Dreher summarized the extensive micro-filtration he specialized in that his last position was in California where the treatment facility produced 100 million gallons per day. Mr. Dreher thanked the General Manager and Board of Directors for this opportunity to serve customers of the District

## **B. COMMITTEE REPORTS**

- 1. COMMUNICATIONS / PARKS AND CONSERVATION COMMITTEE REPORT**
- 2. LEGAL COMMITTEE REPORT**
- 3. PLANNING COMMITTEE REPORT**
- 4. BUDGET AND FINANCE COMMITTEE REPORT – January 28, 2020**
- 5. POLICY COMMITTEE REPORT**
- 6. IMPACT FEE ADVISORY COMMITTEE**
- 7. STORMWATER COMMITTEE**

General Manager Homan stated that the report of the Budget and Finance Committee would be discussed during the agenda item regarding the financial audit of fiscal year 2019

## **IV. CONSENT AGENDA**

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

1. Lakeway Regional Drip Irrigation, Waste Water Solutions, Pay Estimate No. 5
2. Lakeway Regional Drip Irrigation, Waste Water Solutions, Change Order No 3

### **B. APPROVE PAY ESTIMATES / CHANGE ORDER FOR VARIOUS CONSTRUCTION PROJECTS IN THE SERENE HILLS DEFINED AREA**

1. Bee Creek Offsite Water, Wastewater and Drainage Installation, Wingman Construction, LLC, Pay Estimate No. 1
2. Bee Creek Offsite Water, Wastewater and Drainage Installation, Wingman Construction, LLC, Pay Estimate No. 2

**DRAFT**

3. Bee Creek Offsite Water, Wastewater and Drainage Installation, Wingman Construction, LLC, Pay Estimate No. 3
4. Bee Creek Offsite Water, Wastewater and Drainage Installation, Wingman Construction, LLC, Pay Estimate No. 4
5. Bee Creek Offsite Water, Wastewater and Drainage Installation, Wingman Construction, LLC, Pay Estimate No. 5
6. Bee Creek Offsite Water, Wastewater and Drainage Installation, Wingman Construction, LLC, Change Order No. 1

**C. APPROVE PAYMENT OF CURRENT INVOICES**

**D. APPROVE MINUTES**

1. Regular Meeting held October 17, 2019
2. Regular Meeting held November 21, 2019
3. Regular Meeting held December 19, 2019

President Roberts requested any questions or concerns regarding the Consent Agenda as presented.

Motion: Director Decker to approve the Consent Agenda as presented

Second: Director Steed

Ayes: 4

Noes: 0

Unanimous

**V. PUBLIC COMMENT, 6:30 P.M.**

*Public comments regarding an item that is not on the agenda will be accepted only during this designated portion of the meeting.*

President Roberts opened Public Comment at 6:26 p.m. President Roberts left Public Comment open for anyone who might arrive and wish to address the Board.

**DRAFT**



Motion: Director Ward to close Public Comment

Second: Director Steed

Ayes: 4

Noes: 0

Unanimous

President Roberts closed Public Comment at 7:27 p.m.

## **VI. OLD BUSINESS**

### **A. DISCUSS/CONSIDER/TAKE ACTION REGARDING APPOINTMENT TO FILL VACATED SEAT ON THE BOARD OF DIRECTORS**

President Roberts stated that the Board had interviewed four good, engaging candidates.

Motion: Director Ward to appoint Mr. Kenneth M. Smith to fill the current vacancy and to be sworn in at the February 20, 2020 Regular Board of Directors Meeting

Second: Director Steed

Ayes: 4

Noes: 0

Unanimous

## **VII. NEW BUSINESS**

### **A. DISCUSS/CONSIDER/TAKE ACTION TO ADOPT ORDER CALLING DIRECTORS ELECTION AND AUTHORIZE PUBLICATION OF NOTICE (CONSIDERAR Y ADOPTAR MEDIDAS PARA ADOPTAR LA ORDEN QUE LLAMA LA ELECCIÓN DE DIRECTORES Y AUTORIZAR LA PUBLICACIÓN DEL AVISO)**

Attorney Albright introduced the Order Calling 2020 Directors Election as a standard declaration in calling an election for May 2, 2020

Motion: Director Decker to adopt the Order Calling 2020 Directors Election and to authorize publication of Notice

**DRAFT**



Second: Director Steed

Ayes: 4

Noes: 0

Unanimous

**B. DISCUSS/CONSIDER/TAKE ACTION TO AUTHORIZE EXECUTION OF JOINT ELECTION AGREEMENT WITH POLITICAL SUBDIVISIONS IN TRAVIS COUNTY (AUTORICE EJECUCIÓN DE ACUERDO DE ELECCIÓN CONJUNTO CON SUBDIVISIONES POLÍTICAS EN CONDADO TRAVIS)**

Attorney Albright stated that this also was standard protocol to authorize a Joint Election Agreement with Political Subdivisions in Travis County. She stated that the last date to declare and notify the County of an uncontested election was February 21, 2020. She said this agreement of joint entities combined would pay the election clerk fees. *A brief discussion was held regarding the potential for District 17 to move its' elections to November and it was realized at this time the Water Code prevents such.*

Motion: Director Ward to authorize execution of a Joint Election Agreement with Political Subdivisions in Travis County

Second: Director Steed

Ayes: 4

Noes: 0

Unanimous

**C. DISCUSS/CONSIDER/TAKE ACTION ON THE EXPANSION OF THE FLINTROCK WASTEWATER TREATMENT PLANT'S FINAL CLOSE OUT**

General Manager Homan stated his disappointment not to have the maintenance bond in-hand prior to this meeting.

Table, no action

**D. DISCUSS/CONSIDER/TAKE ACTION REGARDING UPDATE OF THE CARDINAL HILL SUBSEQUENT USER FEES IN THE AMOUNT OF \$5,5960.28/WATER AND \$7,905.48/WASTEWATER**

**DRAFT**

General Manager Homan explained that the initial “Order Adopting Subsequent User Fees (SUF) for the Preserve at Lakeway, Cardinal Hills Units 4-7” and an amendment state that each even year the SUF would increase by Prime plus one-percent. He then explained that even though this SUF would expire in the spring, the rates were required to increase now. He reviewed the Water SUF would need to increase to \$5,560.28 per living unit equivalent (LUE) and Wastewater would need to increase to \$7,905.48 per LUE.

**Motion:** Director Decker to approve the recommended Cardinal Hill Subsequent User Fees of \$5,961.00 per Water LUE and \$7,906 per Wastewater LUE

**Second:** Director Ward

Ayes: 4

Noes: 0

Unanimous

**E. DISCUSS/CONSIDER/TAKE ACTION REGARDING ACCEPTANCE OF UTILITY CONVEYANCE AGREEMENT BETWEEN TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 AND BIODEC, LLC. – FALCONHEAD AT VAIL DIVIDE**

General Manager Homan introduced the Utility Conveyance Agreement for utility infrastructure from Biodec. LLC for the new strip mall completed at the corner of Vail Divide and Highway 71 West known as Falconhead at Vail Divide. He stated that this was standard protocol and that he recommended acceptance.

**Motion:** Director Ward to accept the Utility Conveyance Agreement from Biodec, LLC for Falconhead at Vail Divide

**Second:** Director Steed

Ayes: 4

Noes: 0

Unanimous

**F. DISCUSS/CONSIDER/TAKE ACTION ON THE FINANCIAL AUDIT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019**

**DRAFT**

Auditor Jimmy Rommel of Maxwell Locke & Ritter LLP (MLR) was present to review the findings of MLR's audit for the year ending September 30, 2019 (FY19.) Mr. Rommel reviewed the unqualified opinion letter of the District's financial statements stating that MLR did not encounter any significant difficulties in dealing with management in performing and completing the FY19 audit. Mr. Rommel then reviewed the basic financial statements and supplemental information required by the Texas Commission on Environmental Quality. Mr. Rommel commended the Staff for having no material deficiencies this year and sequentially trending better each year. He continued that all requested materials were provided and he commended the excellent staff cooperation and organization.

**Motion:** Director Steed to accept the Financial Audit for the period ending September 30, 2019, as presented and authorize the filing of final audit to the Texas Commission on Environmental Quality

**Second:** Director Ward

Ayes: 4

Noes: 0

Unanimous

**G. DISCUSS/CONSIDER/TAKE ACTION REGARDING RENEWAL OF THE  
GENERAL MANAGER EMPLOYMENT AGREEMENT**

General Manager Homan stated that he met with the Budget and Finance Committee and discussed his existing three-year contract that would be expiring in March. He then expressed to the Directors that he would like to request a five-year contract that would renew each August moving forward to align with the District's annual budget.

At the close of Executive Session,

**Motion:** Director Ward to finalize Jason F. Homan's General Manager contract for 5 years and 5 months, running until August 31, 2025, per the Budget and Finance Committee's recommended contract.

**Second:** Director Decker

Ayes: 4

Noes: 0

Unanimous

**DRAFT**

**VIII. THE BOARD WILL MEET IN EXECUTIVE SESSION TO RECEIVE ADVICE FROM ITS ATTORNEY, IN ACCORDANCE WITH TEXAS GOVERNMENT CODE SECTION 551.071, AND TO DISCUSS PERSONNEL MATTERS PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.074, REGARDING APPOINTMENT TO FILL BOARD OF DIRECTORS VACANCY**

President Roberts opened Executive Session at 7:04 p.m. and closed the session at 7:26 p.m. with no action taken. General Manager Homan was present for this session.

**IX. THE BOARD WILL MEET IN EXECUTIVE SESSION TO SEEK ADVICE FROM ITS ATTORNEY, IN ACCORDANCE WITH TEXAS GOVERNMENT CODE SECTIONS 551.071, AND TO DISCUSS PERSONNEL MATTERS PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.074, REGARDING RENEWAL OF THE GENERAL MANAGER EMPLOYMENT AGREEMENT**

President Roberts opened Executive Session at 6:43 p.m. and closed the session at 7:04 p.m. with no action taken in session. General Manager Homan was not present for this session.

**X. ADJOURNMENT**

**Motion:** Director Ward to adjourn

**Second:** Director Steed

Ayes: 4

Noes: 0

Unanimous

President Roberts adjourned the meeting at 7:31 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020, with a motion

by Director \_\_\_\_\_ and a Second by Director \_\_\_\_\_.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstained \_\_\_\_\_

**DRAFT**

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Presiding Officer

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Secretary

**DRAFT**



## **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, February 20, 2020, at 6:00 p.m. This meeting was scheduled and conducted in compliance with the Texas Open Meetings Act.*

**DRAFT**

### **I. CALL TO ORDER**

President Roberts called the meeting to order at 6:00 p.m.

### **II. ESTABLISH A QUORUM**

President Roberts announced a quorum of three Directors present - Decker, Roberts, and Ward. General Manager Jason Homan, General Counsel Stefanie Albright, and Green Civil Design Engineer Will Pena were also present.

President Roberts gave tribute to the sudden death of the Board's colleague, David Lewis Steed, PhD. He said he was sorry that Director Steed's time of service had expired and requested a moment of silence.

### **III. DISCUSS/CONSIDER/TAKE ACTION ON QUALIFICATION OF APPOINTED DIRECTOR**

Kenneth M. Smith made Statement of Officer before Texas Notary of Public, Linda Sandlin, and the Board of Directors

### **IV. ADMINISTER OATH OF OFFICE TO APPOINTED DIRECTOR**

Executive Assistant and Texas Notary of Public, Linda Sandlin, administered the Oath of Office to Kenneth M. Smith. Mrs. Sandlin then welcomed Mr. Smith and stated to President Roberts that Mr. Smith was now a voting member of the Board of Directors of Travis County Water Control and Improvement District No. 17.

**V. DISCUSS/CONSIDER/TAKE ACTION ON APPOINTMENT OF NEWLY APPOINTED DIRECTOR TO COMMITTEE MEMBERSHIP**

President Roberts welcomed appointed Director Kenneth M. Smith and requested a Resolution to Indemnify Director be administered at the next meeting. President Roberts recommended Mr. Smith be appointed to the same committees previously held by Director Ervin Ackman until after the May election when committees would be discussed and acted upon.

**Motion:** Director Ward to appoint Director Smith to the Budget/Finance Committee and the Communication / Conservation / Parks Committee.

**Second:** Director Decker

Ayes: 4

Noes: 0

Unanimous

**VI. 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:

- Discussions with the Apache Shores Property Owners Association Board (AS POA) seems to be heading toward a land swap. The District would exchange Well Site Three on Broken Bow for a lot the AS POA owns on General Williamson. The AS POA stated that the community would prefer this location and if the AS POA were able to have Well Site 3, the right-of-way to connect Broken Bow to Lariat Trail would be protected from abandonment.
- Payton Construction will begin a 2020 Capital Improvement Project, Eck Lane Water Treatment Plant Tank Improvements, in the first week of March.
- Two water operators manned a booth at the Steiner Ranch Elementary School's Science, Technology, Engineering, and Mathematics (STEM) event and the public welcomed the interaction with one another.



- Call a Special Board Meeting for February 25, 2020 to discuss Director Steed's vacant seat.
- Presented a look back at Director David Lewis Steed, PhD's service and major accomplishments of the District under his leadership. General Manager Homan concluded that, "David was a valued member of the district, a friend to countless people in the area, a steward of the environment and a committed public servant who believed wholeheartedly in the value the district brings to our community. He will be sorely missed but we are all the better for having known him."

## **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**

## **VII. CONSENT AGENDA**

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

1. Lakeway Regional Drip Irrigation, Waste Water Solutions, Pay Estimate No. 6

### **B. APPROVE PAYMENT OF CURRENT INVOICES**

### **C. APPROVE MINUTES – Special Meeting held January 23, 2020 and Regular Meeting held January 30, 2020**

President Roberts asked if there were any questions regarding the Consent Agenda. General Manager Homan requested removing the January 30, 2020 minutes.

**DRAFT**

Motion: Director Decker to approve the Consent Agenda as presented with the exception of the January 30, 2020 Minutes

Second: Director Ward

Ayes: 4

Noes: 0

Unanimous

#### **VIII. PUBLIC COMMENT, 6:30 P.M.**

*Public comments regarding an item that is not on the agenda will be accepted only during this designated portion of the meeting.*

President Roberts opened Public Comment at 6:27 p.m. President Roberts left Public Comment open for anyone who might arrive and wish to address the Board.

Motion: Director Ward to close Public Comment

Second: Director Decker

Ayes: 4

Noes: 0

Unanimous

President Roberts closed Public Comment at 6:40 p.m.

#### **X. NEW BUSINESS**

##### **A. DISCUSS/CONSIDER/TAKE ACTION ON THE FLINTROCK WASTEWATER TREATMENT PLANT EXPANSION PROJECT'S FINAL CLOSE OUT**

General Manager Homan reported that this project would now be closing out and officially completed. President Roberts asked if the Maintenance Bond was now in hand and Mr. Homan said yes.

No action

**DRAFT**

**B. DISCUSS/CONSIDER/TAKE ACTION ON DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING THE SALE OF SUCH EQUIPMENT; ONE 2007 CHEVROLET, 1500 SILVERADO**

General Manager Homan stated that one of the District's vehicles was no longer drivable because the cost to repair the damaged frame superseded the value of the vehicle.

Motion: Director Decker to authorize execution of the Order Declaring Certain Equipment as Surplus Property and Authorizing the Sale of Such Equipment as presented

Second: Director Ward

Ayes: 4

Noes: 0

Unanimous

**C. DISCUSS/CONSIDER/TAKE ACTION TO ADOPT AN ORDER TO AUTHORIZE NEW EQUIPMENT FOR THE MAY 2, 2020 ELECTION (DISCUTA/CONSIDERA/ACTÚA PARA ADOPTAR UNA ORDEN PARA AUTORIZAR NUEVO EQUIPO PARA LA ELECCIÓN DEL 2 DE MAYO DE 2020)**

General Manager Homan explained that the Office of the Texas Secretary of State had certified a new voting system and software to be used in Texas elections. He then explained that this Order of New Equipment Adoption was necessary, but not limited to lease or rent from Travis County or any other legal source, as authorized by the Texas Election Code.

Motion: Director Decker to authorize execution of the Order of New Equipment Adoption by the Office of the Texas Secretary of State and Travis County.

Second: Director Decker

Ayes: 4

Noes: 0

Unanimous

**D. DISCUSS/CONSIDER/TAKE ACTION AUTHORIZING PAYMENT OF FINAL PAY ESTIMATE NO. 15 FOR CARDINAL HILLS WATERLINE IMPROVEMENTS, BY PROTA CONSTRUCTION, UPON APPROVAL BY THE TEXAS WATER DEVELOPMENT BOARD**

**DRAFT**

Engineer Pena explained to the Directors that this pay estimate would be the final payment of \$38,237.39 to Proto Construction for the close out of the Cardinal Hills Waterline Improvement. He said all paperwork to close this job had been submitted to the Texas Water Development Board (WDB) and this final payment would only be released upon approval from the WDB. General Manager Homan reviewed the funding and approval process of the Texas Water Development Board and recommended approval of this final pay estimate to be disbursed after the WDB approval.

Motion: Director Ward to authorize payment of the final Pay Estimate No. 15 to Prota Construction upon approval by the Texas Water Development Board

Second: Director Decker

Ayes: 4

Noes: 0

Unanimous

**E. DISCUSS/CONSIDER/TAKE ACTION REGARDING ACCEPTANCE OF UTILITY CONVEYANCE AGREEMENT BETWEEN TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 AND HILL COUNTRY BIBLE CHURCH AUSTIN**

General Manager Homan explained that this was the routine conveyance of water and wastewater infrastructure upon completion of a project build-out within the District. He said the Hill Country Bible Church Austin had completed building on Steiner Ranch Mixed Use 1B, Lots 2 and 3, Block A and that he recommended acceptance.

Motion: Director Decker to accept and execute the Utility Conveyance Agreement between the District and the Hill Country Bible Church Austin

Second: Director Ward

Ayes: 4

Noes: 0

Unanimous

**F. DISCUSS/CONSIDER/TAKE ACTION ON REVIEW OF CAPITAL AND IMPROVEMENT PROJECTS**

Tabled

**DRAFT**

**X. ADJOURNMENT**

Motion: Director Smith to adjourn

Second: Director Decker

Ayes: 4

Noes: 0

Unanimous

President Roberts adjourned the meeting at 6:41 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020, with a  
motion

by Director \_\_\_\_\_ and a Second by Director \_\_\_\_\_.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstained

\_\_\_\_\_

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

**DRAFT**

**DRAFT**



## **TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17**

3812 Eck Lane • Austin, Texas 78734  
Phone (512) 266-1111 • Fax (512) 266-2790

*A Special 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 Tuesday, February 25, 2020 at 6:00 p.m. This meeting was scheduled and conducted in compliance with the Texas Open Meetings Act.*

**DRAFT**

### **I. CALL TO ORDER**

President Roberts called the meeting to order at 6:01 p.m.

### **II. ESTABLISH A QUORUM**

President Roberts established a quorum of four Directors present; Directors Decker, Roberts, Smith and Ward. General Manager Homan and Engineer Will Pena were also present.

Out of an abundance of caution, President Roberts requested General Manager Homan establish a protocol for the company prior to the arrival of the coronavirus.

### **III. NEW BUSINESS**

#### **A. DISCUSS/CONSIDER/TAKE ACTION ON INDEMNIFICATION OF NEWLY APPOINTED DIRECTOR**

General Manager Homan requested approval of the Resolution to Indemnify Director Smith.

Motion: Director Decker to authorize the approval of the Resolution to Indemnify  
Director Kenneth M. Smith

Second: Director Ward

Ayes: 4

Noes: 0

Unanimous

#### **B. DISCUSS/CONSIDER/TAKE ACTION REGARDING APPOINTMENT TO FILL VACATED SEAT ON THE BOARD OF DIRECTORS**

General Manager Homan briefed the Directors on the other three candidates that were interviewed when filling Ervin Ackman's position. President Roberts stated that there were two candidates that stood out at that time and that he would recommend offering the second



place candidate this appointment. Director Smith stated that he was comfortable with the appointment of the second candidate and did not need to enter an Executive Session to discuss all the candidates again.

Motion: Director Ward to offer the Director appointment to Elicia Gower Michaud to fill the current vacancy and to be sworn in at the March Regular Board of Directors Meeting

Second: Director Decker

Ayes: 4

Noes: 0

Unanimous

**IV. THE BOARD WILL MEET IN EXECUTIVE SESSION TO RECEIVE ADVICE FROM ITS ATTORNEY, AND TO DISCUSS PERSONNEL MATTERS, IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE SECTION 551.071 AND 551.074, REGARDING APPOINTMENT TO FILL BOARD OF DIRECTORS VACANCY**

Executive Session not held

**V. ADJOURNMENT**

**Motion:** Director Smith to adjourn

**Second:** Director Decker

Ayes: 4

Noes: 0

Unanimous

President Roberts adjourned the meeting at 6:19 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020, with a motion  
by Director \_\_\_\_\_ and a Second by Director \_\_\_\_\_.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstained \_\_\_\_\_

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

**DRAFT**



## Phase II (Small) MS4 Annual Report Form

**TPDES General Permit Number TXR040000**

### A. General Information

Authorization Number: TXR040470

Reporting Year (year will be either 1, 2, 3, 4, or 5): 1

Annual Reporting Year Option Selected by MS4: Calendar

Calendar Year: 2019

Permit Year: January 2019

Fiscal Year: FY2019 Last day of fiscal year: N/A

Reporting period beginning date: (month/date/year) 01/01/2019

Reporting period end date: (month/date/year) 12/31/2019

MS4 Operator Level: 2 Name of MS4: Travis County WCID 17

Contact Name: Jason F. Homan, GM Telephone Number: 512-266-1111, ext. 113

Mailing Address: 3812 Eck Lane, Austin, TX 78734

E-mail Address: jhoman@wcid17.org

A copy of the annual report was submitted to the TCEQ Region: YES X NO     

Region the annual report was submitted to: TCEQ Region     11    

### B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:  
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1: Public Education, Outreach and Involvement	1.2 Invite and appoint members of the public, design, construction and development communities, MS4 personnel and other persons affected by various BMPs.	Yes. The invitation to the public is posted on our website. (Exhibit A - <a href="http://www.wcid17.org">www.wcid17.org</a> Website) The Committee will have a meeting on 4/14/2020 and in the Fall of 2020.
1:	2.1 Brochures supplied to each Board of Directors and all consultants.	Yes – existing brochures have been made available to directors and consultants. (Exhibit B - Brochures)

1:	2.2 Brochures to be made available to District residents at the main office and through the website	Yes. Existing brochures (See Exhibit B) are maintained in physical form at the District's main administrative offices, and continue to be posted on the District's website.
1:	2.3 Review existing material and develop a list of subjects related to Stormwater quality for inclusion on the District's website.	Yes. District staff has reviewed the existing stormwater brochures and has determined that the existing referenced topics are sufficient, and recommends continuing to utilize such brochures. (Exhibit A – <a href="http://www.wcid17.org">www.wcid17.org</a> Website)
1:	3.3 Annually review and update stormwater information as necessary on the District's website	Yes. The District has identified that the updated SWMP will be provided on the website upon approval by TCEQ.
1:	5 Conduct meetings with partner municipalities to review Lake Travis Regional Reuse and Recycling Center operations.	Yes. Constant communication is maintained with other municipalities. (Exhibit C – Email Correspondence – HHW Report)
1:	5 Provide report regarding number of area resident services, amount of materials recovered and shipped annually	Yes. Exhibit C - Email Correspondence - HHW Report.

1:	Storm drain labeling – identify target areas, develop a schedule for review and inspection of labeled drains, review labels, invite targeted groups to participate in storm drain	Yes. The District has evaluated the storm drain labels currently being used and plans to continue to use these labels and accompanying text/slogans. Areas include Steiner Ranch and Serene Hills. Monthly inspections are conducted on rotating schedules
2: Illicit Discharge Detection and Elimination	1.1 Evaluate participation opportunities with the cities of Lakeway, Bee Cave and Travis County regarding the inspection and enforcement of pollutant discharges into the MS4. Evaluate entering into interlocal agreements with neighboring cities.	Yes. The District continues to communicate with local entities, such as the cities of Lakeway, Bee Cave, and Travis County regarding addressing pollutant discharges, and has developed an emergency contact list for such purposes. (Exhibit D - Emergency Contact List/Email Correspondence) The District also maintains an interlocal agreement with neighboring entities to operate the Lake Travis Regional Reuse and Recycling Center that allows for removal of hazardous waste.
2:	1.3 Develop effective notification procedures for the reporting of discharges or incidents to an entity with enforcement authority over such incidents.	Yes. (Exhibit D - Emergency Contact List/Email Correspondence)
2:	3.1 Review and update procedures to track locations of illicit discharges and required actions upon identification.	Yes. (Exhibit E - DADs Lawn Services, LLC schedule/emails)
2:	3.2 Develop a schedule that allows for the screening of the entire MS4 system within the permit term.	Yes. (Exhibit E - DADs Lawn Services, LLC schedule/emails)
2:	3.3 Develop procedure for internal tracking and record keeping of outfall screening results.	Yes. (Exhibit E - DADs Lawn Services, LLC schedule/emails)

2:	3 Annually report on the number of outfalls screened, number of non-stormwater discharges, number of illicit discharges, and elimination activities conducted under this program.	Yes. (Exhibit E - DADs Lawn Services, LLC schedule/emails)
2:	4.1 Contact the agencies and identify potential roles of the agencies in assisting the MS4 in eliminating illicit discharges; specifically, those that may cross jurisdictional boundaries.	Yes. (Exhibit F – Assisting Other Agencies)
2:	4 Develop a list of local agencies that may need to be involved in the illicit discharge elimination process and contact the agencies to identify potential roles	Yes. (Exhibit F – Assisting Other Agencies)
2:	Develop and implement a standard procedure for the investigation, identification, and reporting of sanitary sewer system overflows.	Yes. (Exhibit G - Collection Dept. Reports/SOP)
3: Construction Site Stormwater Run-off	1.1 Develop and implement a site plan review process for any construction within the MS4 to ensure consideration of potential water quality impacts as well as to require construction site operators to implement controls that will minimize stormwater runoff.	Yes. (Exhibit H – Infrastructure Inspection Report/Email)

5: Pollution Prevention and Good Housekeeping for Municipal Operators	1.1 Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may affect Stormwater quality and need to be serviced.	Yes. (Exhibit I - DADs Lawn Services, LLC report)
5:	2.1 Review and continue with the District's current landscape services contract to ensure that the agreement provides for reduced pesticides and herbicide applications.	Yes. (Exhibit I - DADs Lawn Services, LLC report)
5:	4.1 Develop an inventory of all permittee owned landscaping and lawn care areas.	Yes. (Exhibit I - DADs Lawn Services, LLC report)
5:	5.1 Develop implementation procedure in order to identify existing illegal dumping locations.	Yes. (Exhibit I – DADs Lawn Services, LLC report)
5:	5.2 Document a list of illegal dumping locations identified.	Yes. A CAPCOG sign was posted in the only location recognized as a potential dumping location. (Exhibit J - CAPCOG signage)



5:	<p>5.6 Provide presentation to permittee's Board of Directors within three (3) months after director election held every two years to include review of:</p> <p>A map of MS4 and discussion of its components;</p> <p>A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000);</p> <p>A copy of and requirements of SWMP; and</p> <p>A discussion of how SWMP is implemented by the District.</p>	<p>Yes. (Exhibit K - Meeting minutes) Annual meeting conducted on 5/22/2019 and 6/13/2019. No elections were conducted in 2019. The next election will be held on May 2020.</p>
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3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)</b>

1: Public Education, Outreach and Involvement	1.2 Invite and appoint members of the public, design, construction and development communities, MS4 personnel and other persons affected by various BMPs.	Website	1	Invitations extended on website	Yes. This educates and encourages the public to dispose of waste properly.
1:	2.1 Brochures supplied to each Board of Directors and all consultants.	Brochures	7	Brochures supplied	Yes. This educates and informs the board of directors and consultants of maintaining awareness as well as promoting preventative action.
1:	Brochures to be made available to District residents at the main office and through the website	Brochures	1	Brochures made available	Yes. This educates and informs the board of directors and consultants of maintaining awareness as well as promoting preventative action.
1:	3.1 Review existing material and develop a list of subjects related to Storm water quality for inclusion on the District's website.	Website	1	Review of materials	Yes. This educates and encourages the public to dispose of waste properly.
1:	3.3 Annually review and update stormwater information as necessary on the District's website	Website	1	Annual review	Yes.

1:	5 Conduct meetings with partner municipalities to review Lake Travis Regional Reuse and Recycling Center operations.	Conduct meetings	3	Meetings	Yes. Meetings were held on the following dates: 4/2/2019, 10/3/2019, 11/1/19.
1:	5 Provide report regarding number of area resident services, amount of materials recovered and shipped annually	Provide report	1	Report	Yes. (HHW Report)
1:	Maintain existing inter-local municipal partnerships through regular meetings and event participation.	On-site Meeting	5	Meetings	We met with Travis County Engineering Inspector on the job site to make sure storm drains were protected from asphalt paving and that erosion control measures were implemented. (Exhibit L – Reports/Pictures)
1	Storm drain labeling – identify target areas, develop a schedule for review and inspection of labeled drains, review labels, invite targeted groups to participate in storm drain	<p>Schedules reviewed and developed</p> <p>Review of labels</p> <p>Invitations to targeted groups</p>	<p>1</p> <p>1</p> <p>0</p>		<p>District staff conducts a review of existing storm drain labels to confirm whether replacement is needed.</p> <p>The District will use its existing labels/slogans.</p> <p>Currently, District staff is reviewing the existing labels and targeted groups were not needed to be invited due to the small number of replacements.</p>

2: Illicit Discharge Detection and Elimination	1.1 Evaluate participation opportunities with the cities of Lakeway, Bee Cave and Travis County regarding the inspection and enforcement of pollutant discharges into the MS4. Evaluate entering into inter-local agreements with neighboring cities.	Interlocal agreement	1	Agreement.	Yes. This cooperation helps us to be prepared and act at any given moment with pertinent information in the event of a situation. The inter-local agreement for the Lake Travis Regional Reuse and Recycling Center ensures regional cooperation to collect hazardous waste that may otherwise be introduced to the storm water system.
2:	1.3 Develop effective notification procedures for the reporting of discharges or incidents to an entity with enforcement authority over such incidents.	Internal Document	1	Notification procedures developed.	Yes. This cooperation helps us to be prepared and act at any given moment with pertinent information in the event of a situation.
2:	3.1 Review and update procedures to track locations of illicit discharges and required actions upon identification.	Internal Document regarding Procedures	1	Review and update	Yes. Maps are up-to-date and inspections and reviews have been reviewed and are up-to-date.
2:	3.2 Develop a schedule that allows for the screening of the entire MS4 system within the permit term.	Screening schedule	1	Schedule	Yes. Maps are up-to-date and inspections and reviews are up-to-date.

2:	3.3 Develop procedure for internal tracking and record keeping of outfall screening results.	Tracking Procedures	1	Procedures developed	Yes. Maps are up-to-date and inspections and reviews are up-to-date.
2:	3.4 Develop a list of local agencies that may need to be involved in the illicit discharge elimination process and contact the agencies to identify potential roles	Local Agencies	1	List developed	Insert numbers for City of Lakeway: City Engineer - 512-314-7552 Director - 512-608-9974  City of Bee Cave: City Engineer – 512-767-6615  Lakeway MUD: 512-261-6681
2:	4.1 Contact the agencies and identify potential roles of the agencies in assisting the MS4 in eliminating illicit discharges; specifically, those that may cross jurisdictional boundaries.	Internal Document	1	Interlocal contact list for assistance	Yes. This cooperation helps us to be prepared and act at any given moment with pertinent information in the event of a situation.
2:	Develop and implement a standard procedure for the investigation, identification, and reporting of sanitary sewer system overflows.	Reports & Standard Operating Procedure	6 – Unauthorized Discharge Reports  1 - SOP	Reports  Standard Operating Procedures	Yes. Having a Standard Operating Procedure and a reporting procedure raises operator awareness and reduces future incidents. (Exhibit G - Reports/SOP)

3: Construction Site Storm water Run-off	1.1 Develop and implement a site plan review process for any construction within the MS4 to ensure consideration of potential water quality impacts as well as to require construction site operators to implement controls that will minimize stormwater runoff.	Pre-construction meeting handout	12	Meetings	Yes. These handouts are given to foremen and engineers to have SWPPP awareness and inform them of our continuous erosion control inspections.
5: Pollution Prevention and Good Housekeeping for Municipal Operators	1.1 Identify the litter collection services currently part of the District's landscaping contract and identify other areas not part of the contract that may affect Stormwater quality and need to be serviced.	Litter collection areas	1	Reviews conducted	Yes. By identifying the areas that need litter removal the District ensures that all priority areas where litter collects are addressed. In this review, no additional areas were identified to be added.
5:	2.1 Review and continue with the District's current landscape services contract to ensure that the agreement provides for reduced pesticides and herbicide applications.	Landscaping contract	1	Review	Yes. Chemicals are prevented from entering the MS4.
5:	4.1 Develop an inventory of all permittee owned landscaping and lawn care areas.	Develop Inventory	1	Inventory of landscaping and lawn care areas	Yes. Increases awareness and preventative action.

5:	5.1 Develop implementation procedure in order to identify existing illegal dumping locations.	Implement procedure	1	Procedures implemented	Yes. Signs are posted and will continue to be posted where illegal dumping is a problem.
5:	5.2 Document a list of illegal dumping locations identified.	Documentation of locations	1	Dumping sites identified	Yes. Signs are posted and will continue to be posted where illegal dumping is a problem. This will prevent and discourage illegal dumping.
5:	<p>5.6 Provide presentation to permittee's Board of Directors within three (3) months after director election held every two years to include review of:</p> <p>A map of MS4 and discussion of its components;</p> <p>A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000);</p> <p>A copy of and requirements of SWMP; and</p> <p>A discussion of how SWMP is implemented by the District.</p>	N/A	No election was conducted in 2019. The next scheduled election will be held on May 2020.	N/A	Yes. This heightens awareness in maintaining our MS4 to stay clean from pollutants,

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):



<b>MCM(s)</b>	<b>Measurable Goal(s)</b>	<b>Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.</b>
1	Invite and appoint members of the public, design, construction and development communities, MS4 personnel, and other persons affected by the various BMPs to participate on the Stormwater Committee. Determine Stormwater Committee meeting schedule.	Achieved. Stormwater committee was formed and are having regular sessions. An invitation to the public was posted on our website to join the committee. (Exhibit A - website)
1	Develop a list of subjects for inclusion and discussion in a stormwater quality brochure. Present topics and examples to the Stormwater Committee for review.	Achieved. Brochures are available on our website and were passed out at committee meeting.
1	Review current material and develop a list of subjects related to Stormwater quality for inclusion on the District's website.	Achieved. Checklist available on visual observations to identify illicit discharges.
1	Conduct meetings with partner municipalities to review receiving center operations, event planning and community impact.	Achieved. Conducted HHW event in cooperation with other municipalities.
1	Identify target areas or streets to be included in the storm drain labeling program.	Achieved. Two communities identified and locations planned out. (Exhibit O - Maps)
1	Develop a schedule for the review and inspection of labeled storm drains.	Achieved inspections annual per rotating schedules.
1	Review and approve slogans, logos, and/or text for labeling stormwater inlet structures.	Achieved.
1	Invite targeted groups to participate in the storm drain labeling program.	In process. As of this date we only have one community group participating.
2	Research and evaluate entering into an interlocal agreement with the cities of Lakeway, Bee Cave and Travis County for participation in the inspection and enforcement of pollutant discharges into the MS4.	Achieved. We have collaborated with neighboring municipalities and have assisted in inspections outside our MS4. (Exhibit N – Inter-local agreement)
2	The District will develop effective notification procedures for the reporting of discharges or incidents to an entity with enforcement authority over such incidents.	Achieved. We have compiled a list of contacts in several jurisdictions who are readily available at a given notice.

2	Implement a procedure to track locations of illicit discharges.	Achieved. Collaborate with DADs Lawn Services LLC. and routine visual inspections.
2	Implement a systematic outfall screening schedule to ensure the screening of the entire MS4 system within the 5 year permit term.	Achieved. Landscaping company has scheduled inspections.
2	Contact the agency(s) and identify potential roles of the agency(s) in assisting the MS4 in eliminating illicit discharges.	Achieved. Contacted City of Lakeway to mutually assist in eliminating illicit discharges.
2	Develop a list of local agencies that may need to be involved in the illicit discharge elimination process.	Achieved.
2	Develop and implement a standard procedure for the investigation, identification, and reporting of sanitary sewer system overflows.	Achieved. The District has developed an interdepartmental SOP for sanitary sewer system overflows.
3	Develop and implement a site plan review process for any construction within the MS4 to ensure consideration of potential water quality impacts. Develop and implement a site operator checklist of requirements to minimize construction stormwater runoff. Develop and implement site inspection process and maintain records of said inspections.	Achieved. A handout which includes a check list to make developers aware of SWPPP are in use.
5	Identify the litter collection services <b>currently part of the District's landscaping</b> contract and identify other areas not part of the contract that may affect Stormwater quality and need to be serviced.	Achieved. DAD's Lawn Services, LLC conducts clean-up and visual inspections.
5	Verify the District's current landscape services contract to ensure that the agreement provides for reduced pesticides and herbicide applications through annual onsite inspections of all landscape.	Achieved. DAD's Lawn Services, LLC does not use pesticides and herbicides.
5	Develop an inventory of all permittee owned landscaping and lawn care areas.	Achieved. DAD's Lawn Services, LLC maintains a list of inlets and outlets.

5	Document all illegal dumping locations identified and post signs at illegal dumping locations that indicate the prohibitions associated with illegal dumping.	Achieved. We will continue to post signage where necessary.
5	Provide presentation to permittee's Board of Directors within three (3) months after director election held every two years to include review of: A map of MS4 and discussion of its components; A copy of and requirements of TPDES Phase II MS4 General Permit (TXR040000); A copy of and requirements of SWMP; and A discussion of how SWMP is implemented by the District.	Achieved. See Exhibit K - meeting minutes.
5	Include standing item on a quarterly basis at a regular meeting of the Board of Directors on the implementation of the SWMP.	Achieved. See standing item III. B.7 in Exhibit K - meeting minutes.

## C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

Please see information attached as Exhibit 1 as an example of Inspections conducted.

## D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

N/A

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

N/A

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

N/A

4. Report the benchmark identified by the MS4 and assessment activities:

<b>Benchmark Parameter</b> <i>(Ex: Total Suspended Solids)</i>	<b>Benchmark Value</b>	<b>Description of additional sampling or other assessment activities</b>	<b>Year(s) conducted</b>
N/A	N/A	N/A	N/A

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

<b>Benchmark Parameter</b>	<b>Selected BMP</b>	<b>Contribution to achieving Benchmark</b>
N/A	N/A	N/A

6. If applicable, report on focused BMPs to address impairment for bacteria:

<b>Description of bacteria-focused BMP</b>	<b>Comments/Discussion</b>
N/A	N/A

7. Assess the progress to determine BMP's effectiveness in achieving the benchmark.

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
N/A	N/A

## E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1: Public Education, Outreach and Involvement	Identify target areas or streets to be included in the storm drain-labeling program.	Medallions labeling program.	In the Serene Hills Subdivision medallions will be distributed on Duckhorn Pass and the State Highway 71 and Serene Hills drive area. (Reference Exhibit O)
	Develop a schedule for the review and inspection of labeled storm drains.	Bi-monthly inspections.	On-site drive by inspections. Additionally, review and update subdivision street maps.
	Review and approve slogans, logos, and/or text for labeling Stormwater inlet structures.	Review as needed.	Current label medallion reads "NO DUMPING, DRAINS TO LAKE". Graphic of fish over water on blue.

	Invite target groups to participate in the storm drain-labeling program.	Take advantage of community program in local school program (current circumstances permitting).	Invite students from local schools to assist (current circumstances permitting). If schools are not able to assist, Safety department will assist in carrying out this project.
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## F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

☒ Yes ☐ No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

☐ Yes ☒ No

If "Yes," report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)


**Note:** If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

## G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

<b>BMP</b>	<b>Description</b>	<b>Implementation Schedule (start date, etc.)</b>	<b>Status/Completion Date (completed, in progress, not started)</b>
N/A	N/A	N/A	N/A

## H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?  
☐ Yes ☒ No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation:

Name and Explanation:

Name and Explanation:

Name and Explanation:

2.a. Is the permittee part of a group sharing a SWMP with other entities?

\_\_\_ Yes X No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

\_\_\_ Yes \_\_\_ No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

Authorization Number: \_\_\_\_\_ Permittee: \_\_\_\_\_

## I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

Because the District overlaps with MS4s in the cities of Austin, Lakeway, and Bee Cave as well as Travis County, the District does not always receive copies of NOIs.

2a. Does the permittee utilize the optional seventh MCM related to construction?

\_\_\_ Yes X No

2b. If "yes," then provide the following information for this permit year:

<b>The number of municipal construction activities authorized under this general permit</b>	
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The total number of acres disturbed for municipal construction projects	N/A
---	-----

**Note:** *Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.*

## J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MS4 \_\_\_\_\_

**If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.**

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.

**ORDER DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY AND  
AUTHORIZING THE SALE OF SUCH EQUIPMENT**

THE STATE OF TEXAS                   §  
   §  
COUNTY OF TRAVIS                   §

**WHEREAS**, Travis County Water Control & Improvement District No. 17 (the "District") is a conservation and reclamation district operating pursuant to Chapters 49 and 51 of the Texas Water Code;

**WHEREAS**, the District owns certain equipment, which is more specifically described as Exhibit A, attached hereto (the "Equipment");

**WHEREAS**, the District's Board of Directors has assessed and considered the usefulness and value of the Equipment, and the Board believes that the Equipment is not needed by the District; and

**WHEREAS**, the Board desires to declare the Equipment surplus property and to authorize the sale of such Equipment.

**NOW THEREFORE**, it is ordered by the Board of Directors of Travis County Water Control and Improvement District No. 17 as follows:

**Section 1:**     The above recitals are true and correct and are incorporated into this Order for all purposes.

**Section 2:**     The District's Board of Directors has determined and hereby declares that the Equipment listed in Exhibit A, attached hereto and incorporated herein for all purposes, is surplus property as defined in Texas Water Code § 49.226 and is not needed by the District.

**Section 3:**     The District's Board of Directors authorizes its General Manager to sell the Equipment in accordance with Texas Water Code § 49.226.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Jeff Roberts, President

ATTEST:

\_\_\_\_\_  
Jerri Lynn Ward, Secretary

**EXHIBIT A**  
**EQUIPMENT**

DESCRIPTION
2006 Chevrolet, 1500 Silverado 2WD VIN#..6918

QUOTE  
1234522  
03/20/2020

Unit 54 quote  
①

FIRESTONE COMPLETE AUTO CARE  
5145 RANCH RD 620 N BLDG E  
AUSTIN, TX. 78732-1815

SERVICE ADVISOR:  
01 ED  
512.266.5755

WATER DISTRIC, USE THIS 1 [S]  
3812 ECK LN  
LAKEWAY, TX 78734-1613

2004 CHEVROLET SILVERADO 1500 LS  
5.3L V8 FI GAS VIN T OHV  
LIC #  
IN VIN #  
EST. MILEAGE 0

Store # 357894

### QUOTE

#### Description

#### ENGINE ASSEMBLY & PARTS

Article Number	T#	Qty	Part	Labor	Extended Price	Job Total
----------------	----	-----	------	-------	----------------	-----------

CS1589 NEW CAMSHAFT

Generic		1	783.28		783.28	5,131.50
---------	--	---	--------	--	--------	----------

103210 3-PIECE TIMING SET

Generic		1	176.99		176.99
---------	--	---	--------	--	--------

HT2148 LIFTER 1 EA SEALD

Generic		16	27.99		447.84
---------	--	----	-------	--	--------

260-1974 Full Gasket Set 1 EA FLPRO

Generic		1	802.99		802.99
---------	--	---	--------	--	--------

→ REMOVE & REPLACE CAMSHAFT

7042374		1		2,920.40	2,920.40	63.86
---------	--	---	--	----------	----------	-------

#### DEXOS / SPECIALTY OIL CHANGE UP TO 5 QTS

6.0 QTS.

API - SAE 5W-30

The Manufacturer recommends an Oil Change when an associated dash board indicator light is lit...See Owner's manual for specific requirements.

Oil Filter

Catalog		1	4.99		4.99
---------	--	---	------	--	------

5W-30 PZL GLD DEXOS CERTIFIED OIL UP TO

7015243		1	41.99		41.99
---------	--	---	-------	--	-------

ADDITIONAL OIL REQUIRED 1.0 QTS @ \$0.84 PER 1/10 QTS

7015244		10	0.84		8.40
---------	--	----	------	--	------

DEXOS - SPECIALTY OIL CHANGE LABOR

7034604		1		5.49	5.49
---------	--	---	--	------	------

USED OIL FILTER RECYCLING CHG (1)

7075051		1	2.99		2.99
---------	--	---	------	--	------

#### COOLANT FLUID EXCHANGE W/ ARMOR RECYCL ANTIFREEZE

112.96

COOLANT FLUSH W/SEALER AND CONDITIONER

7003297		1	16.99		16.99	
---------	--	---	-------	--	-------	--

ARMOR GLOBAL EXTENDED LIFE ANTIFREEZE GA

7008669		2	13.99		27.98
---------	--	---	-------	--	-------

COOLANT FLUSH LABOR

7003302		1		67.99	67.99
---------	--	---	--	-------	-------

Prices valid for 30 days.

#### Summary

Parts	2,314.44
Labor	2,993.88
Shop Supplies	0.00

Sub	5,308.32
Tax	0.00
Total	5,308.32

THIS IS NOT AN INVOICE. DO NOT PAY



QUOTE  
1234522  
03/20/2020

54 quote  
engine ②

FIRESTONE COMPLETE AUTO CARE  
5145 RANCH RD 620 N BLDG E  
AUSTIN, TX. 78732-1815

SERVICE ADVISOR:  
01 ED  
512.266.5755

WATER DISTRIC, USE THIS 1 [S]  
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2004 CHEVROLET SILVERADO 1500 LS  
5.3L V8 FI GAS VIN T OHV  
LIC # VIN #  
IN EST. MILEAGE 0

Store # 357894

### QUOTE

#### Description

#### DEXOS / SPECIALTY OIL CHANGE UP TO 5 QTS

6.0 QTS.

API - SAE 5W-30

The Manufacturer recommends an Oil Change when an associated dash board indicator light is lit...See Owner's manual for specific requirements.

Article	Number	T#	Qty	Part	Labor	Extended Price	Job Total
Oil Filter	Catalog		1	4.99		4.99	
5W-30 PZL GLD DEXOS CERTIFIED OIL UP TO	7015243		1	41.99		41.99	
ADDITIONAL OIL REQUIRED 1.0 QTS @ \$0.84 PER	7015244		10	0.84		8.40	
1/10 QTS							
DEXOS - SPECIALTY OIL CHANGE LABOR	7034604		1		5.49	5.49	
USED OIL FILTER RECYCLING CHG (1)	7075051		1	2.99		2.99	

#### COOLANT FLUID EXCHANGE W/ ARMOR RECYCL ANTIFREEZE

112.96

COOLANT FLUSH W/SEALER AND CONDITIONER	7003297		1	16.99		16.99	
ARMOR GLOBAL EXTENDED LIFE ANTIFREEZE GA	7008669		2	13.99		27.98	
COOLANT FLUSH LABOR	7003302		1		67.99	67.99	

#### ENGINE ASSEMBLY & PARTS

7,745.88

REMOVE & REPLACE LONG BLOCK1	7042374				2,845.90	2,845.90	
HP97 REMANUFACTURED ENGINE ASSEMBLY	7042986		1	4,899.98		4,899.98	

#### IGNITION PARTS

87.92

9602 IRIIDIUM SPARK PLUG	7010881		8	10.99		87.92	
--------------------------	---------	--	---	-------	--	-------	--

Prices valid for 30 days.

#### Summary

Parts	5,091.24
Labor	2,919.38
Shop Supplies	0.00
Sub	8,010.62
Tax	0.00
Total	8,010.62

THIS IS NOT AN INVOICE- DO NOT PAY

STD FCAC LASER 7008335 - 48110392 REV 11/11

Page 1 of 1

See reverse side for Warranty Information

Quote1 170419.504004

Unit 54 value. not accounting engine  
Fair Condition



Advertisement

## 2006 Chevrolet Silverado 1500 Regular Cab Pricing Report



**Style:** Work Truck Pickup 2D 6 1/2 ft  
**Mileage:** 211,000

### Sell To Private Party

Private Party Range  
**\$1,806 - \$3,975**

Private Party Value  
**\$2,891**



Valid for ZIP Code 73301 through 03/25/2020

## Vehicle Highlights

Fuel Economy: City 14/Hwy 19/Comb 16 MPG	Max Seating: 3
Doors: 2	Engine: V6, 4.3 Liter
Drivetrain: 2WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Pickup
Country of Origin: United States	Country of Assembly: United States

## Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

### Engine

V6, 4.3 Liter

### Transmission

Automatic

### Drivetrain

2WD

### Braking and Traction

ABS (4-Wheel)

### Comfort and Convenience

Air Conditioning  
Power Windows  
Power Door Locks  
Cruise Control

### Steering

Power Steering  
Tilt Wheel

### Entertainment and Instrumentation

AM/FM Stereo  
Cassette

### Safety and Security

Dual Air Bags

### Wheels and Tires

Steel Wheels

### Exterior Color

✓ White

# Glossary of Terms

**Kelley Blue Book® Trade-in Value** - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

**Trade-In Range** - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

**Kelley Blue Book® Private Party Value** - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

**Private Party Range** - The Private Party Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week for a vehicle with stated mileage in the selected condition and configured with your selected options, excluding taxes, title and fees when selling to a private party.

**Excellent Condition** - 3% of all cars we value. This car looks new and is in excellent mechanical condition. It has never had paint or bodywork and has an interior and body free of wear and visible defects. The car is rust-free and does not need reconditioning. Its clean engine compartment is free of fluid leaks. It also has a clean title history, has complete and verifiable service records and will pass safety and smog inspection.

**Very Good Condition** - 23% of all cars we value. This car has minor wear or visible defects on the body and interior but is in excellent mechanical condition, requiring only minimal reconditioning. It has little to no paint and bodywork and is free of rust. Its clean engine compartment is free of fluid leaks. The tires match and have 75% or more of tread. It also has a clean title history, with most service records available, and will pass safety and smog inspection.

**Good Condition** - 54% of all cars we value. This car is free of major mechanical problems but may need some reconditioning. Its paint and bodywork may require minor touch-ups, with repairable cosmetic defects, and its engine compartment may have minor leaks. There are minor body scratches or dings and minor interior blemishes, but no rust. The tires match and have 50% or more of tread. It also has a clean title history, with some service records available, and will pass safety and smog inspection.

**Fair Condition** - 18% of all cars we value. This car has some mechanical or cosmetic defects and needs servicing, but is still in safe running condition and has a clean title history. The paint, body and/or interior may need professional servicing. The tires may need replacing and there may be some repairable rust damage.

## Tip:

It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.

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# **Travis County WCID 17 Notice of Equipment Sale**

Sealed Bids will be received by Travis County WCID 17, Attn: General Manager, at the District office at 3812 Eck Lane, Austin, TX 78734, until 10:00 a.m. on May 7, 2020, and then and there opened and read aloud, for the following surplus equipment:

**Vehicle: 2006 Chevrolet, 1500 Silverado, 2WD VIN#6918**  
**Engine: 5.3 L v8, Gas, Mileage: 219,459**

It is known that the engine camshaft and lifters require replacement. This equipment is sold "as is" with no expressed or implied warranty. The District retains the right to reject any and all bids. Call 512-266-1111 ext. 115 for more information and bid details.

Issued this 23rd day of April and 30th day of April, 2020  
For Publication in Lake Travis View/Westlake Picayune

Linda Sandlin, Executive Assistant



