

**CYPRESS RANCH WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1**  
**Minutes of November 15, 2018**

A regular meeting of the Board of Directors of Cypress Ranch Water Control and Improvement District No. 1, open to the public, was held outside the boundaries of the District, at the offices of Texas Engineering Solutions, LLC, Barton Creek Plaza III, Suite 300, 3815 South Capital of Texas Highway, Austin, Texas 78704, at 12:00 noon on November 15, 2018.

The roll was called of the members of the Board of Directors, to-wit:

Ronald den Hoed	Joe Peeler	Rick Shute
Joanne Molinyawe	Tony Salinas	Greg Junghans

All of said Directors were present, thus constituting a quorum. Others in attendance included Jeff Monzingo, of Montoya & Monzingo, LLP; Hank Smith and Xavier Garza of Texas Engineering Solutions, LLC; Hal Lanham, Brett Lanham, and Bettina Bell, of AWR Services, Inc.; Cody Greaney of Landscape and Business Services, LLC; and Richard Hamala and Jonathan Cochran, of Tiemann, Shahady & Hamala, P.C.

1. Qualify Directors, execute oaths of office for elected officials, and approve Directors' bonds and oaths of office.

Director Molinyawe made a motion to qualify new Directors and approve the Directors' bonds and oaths of office; the motion was seconded by Director Salinas, and unanimously carried by the Board.

2. Consider and take action to elect officers and re-organize the Board of Directors.

Director Molinyawe made a motion to elect Director Salinas as President; Director den Hoed as Vice President, Director Molinyawe as Secretary; Director Shute as Assistant Secretary; and Director Junghans as Assistant Secretary; the motion was seconded by Director Junghans, and unanimously carried by the Board.

3. Consider and take action regarding the minutes of the previous board meeting.

Director Molinyawe made a motion to approve the minutes of the October board meeting; the motion was seconded by Director den Hoed, and unanimously carried by the Board.

4. Receive public comments.

Director den Hoed presented information on SinkTwice, which fits on your toilet lid, turning it into a touch-free sink that reuses the water from washing your hands. The used water drains directly into the tank, saving two to five gallons of water per person per day.

5. Receive report and take action as necessary regarding mowing, seeding, and the removal of dead trees and brush piles on District-owned land.

Mr. Greaney addressed the board. He reported that there were no significant mowing issues since the last board meeting; some of the ponds have been too wet to mow and extra mowing days have been scheduled due to weather. The LBS contract will be up for the Board's consideration for renewal at the December or January Board meeting.

#### 6. General Manager's Report.

The Lanham's presented the General Manager's report. 519 customers were billed in the month of October. In regard to drip field seeding, the ground was still very saturated from recent rains; not all fields could be seeded initially; some ruts were made by LBS's equipment and are being restored.

In regard to well winterization, AWR has added insulation materials for exposed well field components to help protect them from extended below-freezing weather conditions. Recent weather predictions indicate central Texas may experience multiple days of below-freezing temperatures as the winter months progress.

Residents at 5520 Cypress Ranch Blvd. reported low water pressure and AWR responded. Air in the lines caused a pressure fluctuation. AWR flushed the lines, restored pressure, and placed the meter back in service.

In regard the WWTP, AWR responded to multiple blower alarms due to severe storms. Blowers were manually reset. The current air diffuser is failing and does not distribute air correctly. Improvements to the WWTP anticipate an expansion in the air diffusion capacity, which will help ensure the bacteriological health in the plant is maintained.

In regard to lift station maintenance, on a semi-annual basis grease and other solids from the surface of the wet wells in the surface of the lift stations is being removed along with a station wash-down to help extend pump life. Additionally, the Board authorized the increase in the level of service from HOLT Cat from Level I to level III, increasing the frequency of generator maintenance as well as making more comprehensive maintenance checks.

In regard to grinder pump repairs, AWR installed a 1hp wastewater pump at 5208 Cypress Ranch Blvd. In regard to the amenity center cistern pump, AWR made repairs after the HOA's landscaper damaged it. All labor and contractor costs will be billed to the Developer and HOA.

AWR responded to a possible water leak at 5601 Cypress Ranch Blvd and determined the issue related to a potable water fill-line, which was useful to feed the irrigation cisterns. AWR isolated the line and contacted the District Engineer, as the line has not been used since the Type-210 re-use system was placed in service. The Engineer advised the line could be capped and taken out of service. AWR then cut, capped the line, and backfilled the area.

7. Consider and take action to repair or replace the gate at Verbena Pkwy. and Cypress Ranch Blvd.

Mr. Lanham addressed the Board. Viking Fence has proposed an amount of \$3,600 for the project, which includes placement of boulders and a 16-foot pipe gate, plus minor expenses for reflectorizing. Director Junghans added that the District may want to consider another gate at the other entrance. Mr. Lanham will get pricing for a gate at the alternative entrance, as well as pricing for “no trespassing” signage, as requested by the Board. Director Molinyawe made a motion to approve Viking Fence’s \$3,600 proposal, which includes placement of boulders and a 16-foot pipe gate, plus minor expenses for reflectorizing; the motion was seconded by Director Salinas, and unanimously carried by the Board.

8. Consider and take action regarding facility operation and maintenance, utility service, billing and collections.

No action.

9. Engineer’s report.

Mr. Smith addressed the Board. Mr. Spencer from R.W. Hardin has all the District well data and is now at work on the evaluation of the District wells and aquifer. All District wells are up and running. Well 5 is back in operation and producing 10-13 GPM, while still pumping down and shutting off intermittently. AWR is fine-tuning this well so it doesn’t pump down and shut off. Well 4 is also back in operation. TES, AWR, and Mr. Vickers are preparing a Well Operation and Maintenance document and schedule that will be a guideline for all District wells moving forward.

In regard to silt fence, new locations were discovered on 10/12/2018 on a TES field visit; further reports of silt fence will be compiled for a large silt fence removal project in the future. In regard to trail maintenance, TES performed a field visit on 11/14/2018 to evaluate trail conditions. Erosion on the walking trail at the bottom of the hill on Cypress Ranch Blvd. was noted. A possible solution is to extend the concrete trail for about 30-60 feet. There are several options to fix the trail erosion and TES will put together a cost estimate.

In regard to a District rate study, a conference call was held the day before the Board meeting with District consultants and Directors Molinyawe and Darling. All agreed that the rates will need to be revised. At the January meeting, the District’s consultants will provide hard numbers for the recommendation and the Board’s approval.

10. Receive update and take action as necessary regarding a request to the West Travis County Public Utility Agency to consider providing the District a water supply interconnection.

Mr. Smith addressed the Board. TES is coordinating with the West Travis County PUA for the possible construction of an emergency interconnect to their water system, including construction of a 6”-12” water line of approximately 4 miles from Sweetwater. There are no new updates to report.

11. Receive report and take action as necessary regarding an easement agreement and an out-of-district service agreement with Lake Travis ISD.

Mr. Smith met with the Lake Travis ISD representatives last week. The easement will be an all-weather access roadway for use by emergency personnel. Director Molinyawe made a motion to approve and authorize the execution of an easement agreement and out-of-district service agreement with Lake Travis ISD, when finalized; the motion was seconded by Director den Hoed, and unanimously carried by the Board.

12. Receive update regarding an application to the Texas Commission on Environmental Quality for an alternate capacity requirement.

No updates at this time.

13. Receive update and take action as necessary regarding the awarding of bids for the rehabilitation of the District's wastewater treatment plant.

Mr. Smith addressed the Board. In regard to the WWTP rehabilitation/modification, the project has been advertised in the Austin Chronicle. The scheduled bid opening date is 11/28/2018. TES will have bids to present to the Board at the December meeting.

14. Consider and take action as necessary to authorize permit applications, and trail, drainage, and facility maintenance and construction projects as recommended by the District Engineer.

None.

15. Consider and take action to ratify and/or approve pay estimates and change orders for construction projects as recommended by the District Engineer.

None.

16. Receive report from the District Accountant and consider and act on approval of bills and invoices, ratification of payments, and funding of Manager's account.

Director Junghans made a motion to approve the bills and invoices and funding of Manager's account; the motion was seconded by Director den Hoed, and unanimously carried by the Board.

17. Discuss and take action regarding future meeting dates, and such other matters as may come before the Board.

The next Board meeting will be at the Wastewater Treatment Plant, within the District, at 12:30 p.m., on Thursday, December 13, 2018.

18. General Counsel's Report.

Mr. Hamala addressed the Board. He inquired as to the Board's interest in taking steps to streamline the meeting process, such as a consent agenda and a narrower focus on General Manager and Engineering reports. The Board indicated that they were satisfied with the current process.

19. Adjourn.

Director Junghans made a motion to adjourn; the motion was seconded by Director den Hoed, and unanimously carried by the Board.

APPROVED December 13, 2018



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Joanne Molinyawe, Secretary