

CYPRESS RANCH WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1
Minutes of April 16, 2020

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 Atwell, LLC, Barton Creek Plaza III, Suite 300, 3815 South Capital of Texas Highway, Austin, Texas 78704, at 1:00 p.m. on March 26, 2020, via video conference call and telephone conference toll-free call.

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

Ronald den Hoed
Rick Shute
Joanne Molinyawe
Tony Salinas
Richard Kenyon

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 Atwell, LLC; Brett Lanham, of AWR Services, Inc.; Richard Hamala and Jonathan Cochran, of Tiemann, Shahady & Hamala, P.C; Todd Nartner, of LBS; and Richard Topfer, of Cypress Ranch, Ltd.

1. Consider and take action regarding the minutes of the previous Board meeting.

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

2. Receive report and take action as necessary regarding District mowing, greenbelt and landscape maintenance.

Mr. Narter addressed the Board. District mowing and landscaping is on schedule. The Cypress Ranch median was mowed in early April, as requested by Director Molinyawe. Brush was cut back around a utility box on Rose Grass Lane, as requested by Director Salinas. A shrub was cut back on Rock Wren so that the water meter could be read. Mr. Narter then addressed the graffiti in the water tunnels; LBS had planned to provide services to remove the graffiti, but it has already been removed. Director Kenyon cleaned it up, provided a receipt to the District Accountant for materials, and will be reimbursed.

In regard to Phase 2, Section 6, Mr. Narter said that he was instructed not to mow this area. This is developer land. Mr. Topfer then agreed to have LBS mow this area. LBS will send an invoice to Cypress Ranch Ltd.

Director den Hoed inquired about a potentially dangerous tree with low-hanging branches that was discussed at the March Board meeting. Director Molinyawe and Director Shute suggested leaving the tree. Ultimately, Director Kenyon said he will cut the tree down. Director Molinyawe requested that in the water median, if the weeds inside the plants are taller than the plants, please cut the

weeds. LBS will address this item. Director Shute requested that the greenbelt area around 5408 Wild Foxglove be attended to. It used to be more carefully manicured and now is only mowed with a riding mower. LBS will address this item. In regard to effluent disposal drip field leaks, LBS coordinated with AWR to mark and provide pricing for repairs to leaks in the drip field nozzles as well as failing solenoids directing flow to various areas.

3. Receive public comments; receive Director comments for future agenda items.

None.

4. General Manager's report.

Mr. Lanham addressed the Board. In regard to the return activated sludge system at the WWTP, AWR experienced a major blockage in the RAS system. AWR coordinated with the District's Engineer and received emergency authorization from Director Salinas to proceed with the repairs. Upon drain and removal of the section of the line, AWR determined the RAS valve required replacement.

In regard to the master control valve for wastewater treated effluent disposal, AWR experienced an issue with disposing of wastewater to all zones due to a possible issue with the master control valve. AWR has contacted contractors to assess the issue. In regard to treated effluent disposal, AWR noted that Pump No. 2 was not operating normally. Contractors pulled and assessed Pump No. 2 to determine the necessary repairs and to provide a proposal, or to determine if the pump needs to be replaced. There is a significant difference in the price to repair or replace, so it will be repaired if possible.

In regard to AWR's corona virus response plan, AWR is currently in Stage I of the plan. AWR has distributed surgical masks to staff when in the field. In regard to preventative maintenance of the District generators, AWR is scheduling a call with Bob Schernik at Holt Cat. Mr. Schernik will provide a brief overview of the existing preventative maintenance plan for the District's generators and provide a Q&A session. The District currently has a PM3 level service plan. AWR would like to invite Director Kenyon and another Board member to join the call with Mr. Schernik, as well as the District Engineer, to generate productive solutions to enhance the existing maintenance plan for District facilities.

In regard to wastewater flow rates and information, the design engineer for the new WWTP has requested additional flow information. AWR has been coordinating with the District Engineer to provide this information. AWR plans to have a meeting with the design engineer and the District Engineer so that it can provide operator input for the new facilities. Director Molinyawe inquired as to the status of the new Badger electronic meters. Mr. Lanham said the meters have been ordered. The Badger factory has been impacted by Covid-19 as well, as has given the District about a six-week lead time on meters. AWR is working with the San Marcus facility to see if they will release some inventory to the District. They are on order and AWR will get them as quickly as possible.

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

No action.

6. Engineer's report.

Mr. Smith addressed the Board. Atwell has a preconstruction meeting on Tuesday, April 9, 2020 in regard to the well project. There was a preconstruction meeting last week in regard to Phase 2, Section 4 with Travis County and LCRA. Phase 2, Section 4 is now under construction. Pulte is the developer on that project. Phase 2, Section 5 and Phase 2, Section 6 are currently under design. In regard to the new WWTP, the design engineer has been on hold, awaiting the requested information from AWR. Once the design engineer receives that information and resumes the design, Atwell and AWR will have a meeting with the design engineer and provide feedback.

7. Consider and take action as necessary regarding facility maintenance and construction projects as recommended by the District's Engineer.

In regard to invoices, Holman Services provided a \$1,000.00 invoice to replace a broken electrical box. There is also an invoice from SKE to upgrade the lift station in Phase 1, Section 4. The lift station was built to accommodate the full development, but a pump and some electrical equipment needs to be upgraded to accommodate the additional development. The invoice from SKE includes a base design fee. The actual construction will go out for competitive bid later; Mr. Smith estimates it will cost \$50,000 to \$100,000. It will be three or four months before we get bids back and are ready to start construction.

Mr. Monzingo added that the District has money set aside (\$215,000) for maintenance costs that come up and we can move some of that money out of reserve to pay for design and construction of the lift station upgrades. Director Molinyawe made a motion to approve \$1,000.00 to Holman services for the replacement of an electrical service box and an amount not to exceed \$15,000 to SKE in accordance with the contract for the design work of the electrical upgrades at the Coral Bean lift station; the motion was seconded by Director Kenyon, and unanimously carried by the Board.

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

Mr. Monzingo addressed the Board and discussed the bills and invoices. Director Molinyawe made a motion to approve bills and invoices, ratification of payments, and funding of Manager's account; the motion was seconded by Director Shute, and unanimously carried by the Board.

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


The refunding bonds closed and everything came in well within the parameters the Board authorized. Final documents have been sent out for Board review. We got a better interest rate than expected.

The next Board meeting will be May 21, 2020. If the emergency provisions are still in effect next month, we'll have another video conference call. For the Board to assemble a quorum via video, there has to be an urgent public necessity. Under normal circumstances, we have to have a quorum of the Board physically present.

10. Adjournment.

Director Salinas made a motion to adjourn the meeting; the motion was seconded by Director Molinyawe, and unanimously carried by the Board.

APPROVED May 21, 2020



Joanne Molinyawe, Secretary