

## **PUBLIC NOTICE OF REGULAR MEETING**

TAKE NOTICE THAT A REGULAR MEETING OF THE  
Board of Directors of  
Travis County Water Control and Improvement District No. 19  
Will be held at the Oak Hill Fire Department  
4111 Barton Creek Boulevard, Austin, Texas 78735 (SEE NOTES BELOW)  
commencing at 12:00 p.m. on April 23, 2020, to consider and act upon the following:

**PLEASE NOTE:** THIS MEETING WILL BE HELD BY REMOTE ACCESS ONLY IN ACCORDANCE WITH THE MARCH 16, 2020 ORDER BY GOVERNOR ABBOTT TEMPORARILY SUSPENDING CERTAIN REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT TO ADVANCE THE GOAL OF LIMITING FACE-TO-FACE MEETINGS TO SLOW THE SPREAD OF COVID-19. NO PERSONS WILL BE AT THE MEETING LOCATION AND NO EQUIPMENT WILL BE AT THE MEETING LOCATION FOR ACCESS TO THE MEETING. HOWEVER, MEMBERS OF THE PUBLIC MAY ACCESS THIS MEETING BY TELEPHONE AND PARTICIPATE IN THE MEETING BY CALLING ONE OF THE FOLLOWING TOLL-FREE NUMBERS: (877) 853-5247 OR (888) 788-0099 AND ENTERING THE FOLLOWING INFORMATION: MEETING ID: 940 3106 6545 AND PASSWORD: 443081.

PLEASE SEE THE DISTRICT'S WEBSITE AT [WWW.TCWCID19.ORG](http://WWW.TCWCID19.ORG) FOR THE MEETING PACKET.

### **AGENDA**

1. Call to order.
2. Roll call of Directors.
3. Public Comments.

This is an opportunity for members of the public to address the Board of Directors concerning any issue that is not on the agenda. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issues is limited to a proposal to place it on the agenda for a later meeting. Each speaker shall be limited to 3 minutes, unless more than 10 members of the public wish to speak during this meeting. In such case, speakers offering public comment shall be limited to 1 minute each.

Note: Members of the public wishing to address the Board of Directors on specific agenda items will be required to indicate the agenda items on which they wish to speak. They will be given an opportunity to speak when the item is called and prior to consideration by the Board. Such comments shall be limited to 3 minutes per speaker for each agenda item. If more than 10 members of the public wish to speak, all speakers shall be limited to 1 minute each per item per person.

4. Minutes of March 26, 2020 Board meeting.
5. Engineer's Report.
  - a. General Items: Oversight activities.
  - b. Replacement of streetlights in The Woods subdivision; Recommendations of lighting consultants.
  - c. Stormwater drainage system assessment; MS4 Permit; Stormwater Management Plan.

- d. Tree Trimming Policy.
  - e. Report on Travis County MUD No. 4 Meeting.
  - f. Updates to Capital Improvements Project list and any new directives.
- 6. Manager's Report.
    - a. Deed Restriction Report.
    - b. Delinquent accounts.
    - c. Billing adjustments.
  - 7. House Bill 3834 relating to cybersecurity training.
  - 8. Rate Order.
  - 9. Quarterly Investment Report.
  - 10. Review and authorize payment of bills.
  - 11. Adjourn.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

(SEAL)



Attorney for the District

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The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Allison Nix, Willatt & Flickinger, PLLC, at (512) 476-6604 for information.

MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
OF TRAVIS COUNTY WCID NO. 19

March 26, 2020

STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS       §

A regular meeting of the Board of Directors of Travis County WCID No. 19 was held at 12:00 p.m. on March 26, 2020, by remote access only in accordance with the March 16, 2020 Order by Governor Abbott temporarily suspending certain requirements of the Texas Open Meetings Act to advance the goal of limiting face-to-face meetings to slow the spread of COVID-19. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act and as modified by the Governor's Order.

1.     CALL TO ORDER

Board President Elmer Dangerfield called the meeting to order.

2.     ROLL CALL OF DIRECTORS

A roll call of the Directors was taken. The Directors present were:

Elmer Dangerfield – President  
Dick Walker – Vice President  
Pres Sheppard – Secretary  
Dave Risser – Assistant Secretary  
E. Blake Mosher – Assistant Secretary

thus constituting a quorum. All Directors were present.

Also present were Herb Edmonson and Steven Minor of Gray Engineering, Inc., Hal Lanham of AWR Services, Inc., David Berrier of Berrier & Company, P.C., Matt McPhail and Allison Nix of Willatt & Flickinger, PLLC, and Mary Martinez of RealManage.

3.     PUBLIC COMMENTS

There were no public comments.

4.     MINUTES OF FEBRUARY 27, 2020 BOARD MEETING

Allison Nix presented the proposed minutes of the February 27, 2020 regular meeting, as included in the agenda package. Motion was made by Pres Sheppard to approve the minutes as presented, and the motion was seconded by Dave Risser. The motion carried unanimously.

5. TEMPORARY MORATORIUM ON DISCONNECTION OF WATER SERVICE FOR NONPAYMENT DURING COVID-19 VIRUS CRISIS

Attorney Matt McPhail discussed the moratorium on disconnection of water service during this time. Motion was made by Blake Mosher and seconded by Pres Sheppard to adopt a temporary moratorium on disconnection of water service for non-payment until June 1, 2020 due to the COVID-19 virus crisis. The motion carried unanimously.

6. PAYMENT PLANS FOR DISTRICT CUSTOMERS DURING COVID-19 VIRUS CRISIS

Attorney Matt McPhail discussed the option for the Board to preapprove extended payment plans for water service customers. It is not anticipated that District customers will need to enter into payment plans during this time, and the Board will have authority to approve payment plans of a certain time frame under the Temporary Emergency Order if it is needed in the future. After discussion, Dick Walker suggested waiver of customer account late fees on a temporary basis until the virus crisis has subsided. After further discussion, it was decided that payment plans and waiver of late fees will be addressed as needed under the authorizations provided in the Temporary Emergency Order.

7. TEMPORARY EMERGENCY ORDER DELEGATING AUTHORITY TO THE BOARD PRESIDENT TO APPROVE CERTAIN ACTIONS NEEDED TO CONTINUE FUNCTIONING OF THE DISTRICT DURING COVID-19 VIRUS CRISIS INCLUDING AUTHORIZATION FOR THE BOARD VICE PRESIDENT TO ACT IF THE BOARD PRESIDENT IS UNAVAILABLE OR UNABLE TO ACT

Attorney Matt McPhail discussed the Temporary Emergency Order due to the COVID-19 virus crisis. Section 6 regarding action on Federal, State or Local Government Orders has been added since the agenda package was sent. The order will provide for authorization of payments so that the District can continue to function, emergency repairs and services required to the facilities, a moratorium on water service disconnections, granting extended payment plans for water service, acquisition of equipment for future Board meetings, if needed, and authorization to take action responsive to Federal, State or Local Government Orders. If the Board President is unavailable or unable to act, the Vice President will be authorized to do so. The Order shall expire on the earlier of June 1, 2020 or upon termination by the Board of Directors. After discussion, motion was made by Pres Sheppard and seconded by Blake Mosher to approve the Temporary Emergency Order Delegating Authority to the Board President to Approve Certain Actions Needed to Continue Functioning of the District During COVID-19 Virus Crisis Including Authorization for the Board Vice President to Act if the Board President is Unavailable or Unable to Act. The motion carried unanimously.

8. ENGINEER'S REPORT

Herb Edmonson presented the Engineering Report as included in the agenda package. The bollards in The Ridge subdivision have been installed, and the HOA is content with the outcome.

Mr. Edmonson presented an invoice from Sun\*Tech Electric in the amount of \$19,400 for completion of the project. Motion was made by Dick Walker and seconded by Dave Risser to approve payment of the \$19,400 Sun\*Tech Electric invoice. The motion carried unanimously.

Mr. Edmonson discussed the streetlight options for The Woods subdivision provided by Spectrum Lighting. The best option appears to be the holophane light. It complies with the dark sky rules, has no globe and can be attached to the existing poles. He can get a cost estimate for installing a sample at the entrance to The Ridge. Dave Risser added that there are still a few planning steps and suggested waiting to install the light at The Ridge until all HOAs are in agreement before making the final decision. Dick Walker discussed matching streetlights at the entrances to all the subdivisions in Barton Creek North POA, but not all subdivisions are in the District. Dave Risser said a little bit of flexibility should be provided to the other HOAs to avoid pushback. Mr. Edmonson will obtain per-pole cost estimates for the light fixtures for the next meeting and a separate proposal for The Ridge entrance with a new pole. He will also obtain a cost estimate for power washing and seal coating the existing faded poles.

Mr. Edmonson added that the trees will need to be trimmed before the lighting project can begin, but that cannot be done until July so there is no rush. He will provide tree trimming policies for Board consideration in the next meeting packet which are based on the City of Austin's policies.

Matt McPhail stated that he has worked with Elmer Dangerfield for completion of the MS4 permit waiver application, and it has been electronically submitted to the TCEQ. The physical application will be mailed soon. He will need to work with Herb Edmonson on the stormwater plan.

Mr. Edmonson said Kuts & Kleans completed cleanup of the District's stormwater outfalls in The Ridge, and an invoice in the amount of \$12,496.75 has been submitted for the project. Motion was made by Dick Walker and seconded by Pres Sheppard to approve payment of the \$12,496.75 Kuts & Kleans invoice. The motion carried unanimously.

## 9. MANAGER'S REPORT

Manager Hal Lanham described AWR's 3-phase COVID-19 Virus Response Plan as detailed in the Manager's Report. AWR is currently operating under Stage 1 of its plan, during which its office is closed to the public and no physical payments are accepted other than checks by mail. Hal Lanham reported that the District's water supply has normal chlorination levels which will kill the virus, and chlorination levels are checked daily.

Hal Lanham said a TCEQ violation notice was received for failure to submit a routine report. AWR has since submitted the report to the TCEQ, and the required notice to customers will be included in the annual mailer.

Hal Lanham stated that cleaning out of the Navidad Cove storm drainage has been completed, and the District will likely need to routinely clear roots from the line in the future.

10. HOUSE BILL 3834 RELATING TO CYBERSECURITY TRAINING

Attorney Matt McPhail reported that there has been movement on the TML website regarding the required cybersecurity training for directors. A TML representative said the online links should be available soon in time for directors to complete the training prior to the June deadline.

11. RATE ORDER

This item was not discussed.

12. REVIEW AND AUTHORIZE PAYMENT OF BILLS

Bookkeeper David Berrier explained the District expenses for February as provided electronically to the Directors. Motion was made by Pres Sheppard and seconded by Dave Risser to authorize payment of the invoices as presented. The motion carried unanimously.

Mr. Berrier reported that he has been working with the bank on an alternative way to pay the invoices by setting up bill pay through the bank. He recommended the Board consider approving a procedure of obtaining Board approval for payment of the invoices, having him set up the payments through the bank's bill pay system, and obtaining additional approval of the bill pay list prior to him submitting the payment list to the bank. After discussion, motion was made by Dave Risser and seconded by Blake Mosher to approve Mr. Berrier to set up electronic payment of invoices and Director per diem payments through the bank's bill pay system, obtaining approval of the payment list and then submitting the payments through the bank's bill pay system. The motion carried unanimously.

13. ADJOURN

President Elmer Dangerfield adjourned the meeting.

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Elmer Dangerfield, President  
Travis County WCID No. 19

ATTEST:

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Presley Sheppard, Secretary  
Travis County WCID No. 19

[DISTRICT SEAL]



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Austin, Texas 78759 : [www.grayengineeringinc.com](http://www.grayengineeringinc.com)

TBPE 2946

## MEMORANDUM

**TO:** Board of Directors - Travis County WCID No. 19

**FROM:** Herb Edmonson, Jr.

**DATE:** April 15, 2020

**Re:** Engineering Report Update  
GEI 1317-7686-54

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### General Information (GEI No. 1317-7686-54)

Preparation of engineering report and general District over-sight activities. Our office, along with AWR Services, will be updating the CIP list and creating a Maintenance list for consideration by the Board.

As previously discussed, the attached Tree Trimming and Oak Wilt Prevention Policies are included for consideration and action. If approved, proposals can be requested for trimming trees at the required streetlights.

### District Street Lighting Project (GEI No. 1317-11370-54)

Sun\*Tech Electric is still working with the vendor to obtain pricing for the Holophane LED light. Once they have obtained all pricing, three separate proposals will be submitted for consideration.

### MS4 Permit Application (GEI No. 1317-11393-54)

Our office is working with Willatt & Flickinger, PLLC to clarify the TCEQ filing requirements. Our office is scheduling the preparation of the Stormwater Management Plan (SWMP). We anticipate having the documents prepared for review and consideration the May Board meeting.

Representatives from GEI are scheduled to attend the April meeting to address any engineering-related questions or comments via teleconference.

HE:SM:ad

### Attachments

- Capital Improvements Projects List
- Tree Trimming Policy
- Oak Wilt Prevention Policy
- Travis County MUD 4 Agenda, April 7, 2020 Board Meeting
- Travis County MUD 4 March 3, 2020 Board Minutes
- Travis County MUD 4 Engineer's Report



Board of Directors  
Travis County WCID No. 19  
April 15, 2020  
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cc: Bill Flickinger; Willatt & Flickinger, PLLC (w/attachments)  
Matt McPhail; Willatt & Flickinger, PLLC (w/attachments)  
Hal Lanham; AWR Services, Inc. (w/attachments)  
Brett Lanham; AWR Services, Inc. (w/attachments)  
David W. Gray, P.E.; Gray Engineering, Inc. (w/attachments)  
Steven Minor, P.E.; Gray Engineering, Inc. (w/attachments)

## ENGINEERS OPINION OF PROBABLE CONSTRUCTION COSTS

**PROJECT:** TRAVIS COUNTY WCID No. 19 CAPITAL IMPROVEMENT PROGRAM  
**BASED ON:** CIP LIST OF PROJECTS  
**PREPARED BY:** GRAY ENGINEERING, INC.

**Project No.:** 1317-7686  
**Date:** 11/13/2019

ITEM	DESCRIPTION	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
<b>General District CIP Projects</b>						
1	TELEWISE ALL WASTEWATER LINES (TCEQ 5YR REQ.)					\$50,000
2	FIRE HYDRANT MAINTENANCE	\$10,000				
3	CLEANOUT ALL STORM WATER LINES, INLETS, MANHOLES, ETC.	\$10,000		\$5,000		\$5,000
4	POWER WASH ALL SIDEWALKS		\$15,000		\$15,000	
5	POWER WASH ALL CURBS, GUTTER, AND CONCRETE		\$10,000		\$10,000	
6	SIDEWALK MAINTENANCE	\$10,000		\$10,000		\$10,000
<b>SUB-TOTAL GENERAL DISTRICT CIP PROJECTS</b>		<b>\$30,000</b>	<b>\$25,000</b>	<b>\$15,000</b>	<b>\$25,000</b>	<b>\$65,000</b>
<b>THE FOOTHILLS CIP PROJECTS</b>						
7	ENTRY MAINTENANCE		\$5,000			
8	STREET LIGHT CONVERSION TO LED (15 LIGHT STANDARDS)			\$60,000		
9	SEAL COATING			\$15,000		
<b>SUB-TOTAL THE FOOTHILLS CIP PROJECTS</b>		<b>\$0</b>	<b>\$5,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>
<b>THE WOODS CIP PROJECTS</b>						
10	ENTRY MAINTENANCE	\$5,000		\$95,000		\$5,000
11	SEAL COATING		\$30,000			
12	1" MILLING AND OVERLAY				\$200,000	
13	CLEAN VEGETATION AT BRIDGE ON NAVIDAD	\$5,000		\$5,000		\$5,000
14	STREET LIGHT LED CONVERSION (17 LIGHT STANDARDS)		\$60,000			
<b>SUB-TOTAL THE WOODS CIP PROJECTS</b>		<b>\$10,000</b>	<b>\$90,000</b>	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$10,000</b>
<b>THE RIDGE CIP PROJECTS</b>						
15	ENTRY MAINTENANCE			\$5,000		
16	SEAL COATING			\$8,000		
17	1" MILLING AND OVERLAY					\$65,000
18	STREET LIGHTS LED ENTRY		\$25,000			
<b>SUB-TOTAL THE RIDGE CIP PROJECTS</b>		<b>\$0</b>	<b>\$25,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$65,000</b>
CAPITAL IMPROVEMENT PROJECTS SUBTOTAL		<b>\$40,000</b>	<b>\$145,000</b>	<b>\$203,000</b>	<b>\$225,000</b>	<b>\$140,000</b>
ESTIMATED ENGINEERING FEES		<b>\$4,000</b>	<b>\$14,500</b>	<b>\$20,300</b>	<b>\$22,500</b>	<b>\$14,000</b>
<b>TOTAL ESTIMATED COSTS</b>		<b>\$44,000</b>	<b>\$159,500</b>	<b>\$223,300</b>	<b>\$247,500</b>	<b>\$154,000</b>

## **TREE TRIMMING POLICY TRAVIS COUNTY WCID NO.19**

### **Tree Trimming/Pruning**

Tree trimming/pruning, to provide clearance and/or to remove hazards, shall be performed under the direct supervision of a qualified arborist and shall follow standards identified in the most current ANSI A300 (Part 1), "Pruning". The ANSI standard describes proper pruning methods for limb removal and for making pruning cuts. A minimum clearance height of eight (8) feet above the street level must be provided and maintained for all existing trees if adjacent to a sidewalk. However, if the limbs of trees overhang the curb line or edge of travel lane of any street, a minimum clearance height of fourteen (14) feet is required (Transportation Criteria manual section 6.2.3,A, 4, "Clearance Height"). A clearance width of three (3) feet shall be provided at the top of the light pole and a minimum clearance width of five (5) feet shall be provided at the mid-point of the light pole. Pruning shall provide the minimum clearance needed or remove a hazard unless otherwise directed.

Damage to oak trees shall be treated immediately, with consideration for site safety, to reduce the risk of Oak Wilt infection (Comply with City of Austin Standard 610S.4.H, "Oak Wilt Prevention").

### **Final Cleanup**

Work shall include the removal and disposal of all debris, including construction related debris, from tree trimming/pruning operation when the work has been completed.

### **Measurement and Payment**

Tree trimming/pruning, including all materials and equipment required to perform the work, will not be measured separately but shall be paid for per lump sum of each project.

# OAK WILT PREVENTION POLICY

## TRAVIS COUNTY WCID NO. 19

### **Purpose and Scope**

The purpose of this Oak Wilt Prevention Policy is to identify measures that contactors and their sub-contractors, who perform the services of removing or trimming trees, will take to prevent the spread of oak wilt.

### **Definitions**

Oak Wilt Disease: A tree disease caused by the fungus, *Ceratocystis fagacearum*. The fungus infects the vascular system of a tree. The vascular system contains vessels which transport moisture throughout the tree. The vessels of an infected tree effectively become blocked by the infection of the fungus, and cannot transport adequate moisture to sustain a healthy or living tree. In most cases, the end result is tree mortality.

### **Prevention Policy**

When possible, contractors should avoid trimming, pruning, or wounding Live Oaks and Red Oaks (Spanish, Shumard, Texas Red, and Blackjack oaks) from February through June.

At all times and irrespective of limb size, all cuts and wounds to oak trees shall be dressed immediately using a non-phytotoxic tree wound dressing.

Disinfection of pruning tools, saws, and related equipment is mandatory during the trimming or pruning of oak trees. Disinfection of tree removal and trimming equipment shall occur before work begins in a project area, between work in individual oak trees, and again prior to leaving a project area. Acceptable disinfectants include either aerosol disinfectant or a 10 percent bleach-water solution.

\*NOTE: Although this policy would require the disinfection of pruning equipment before and between oak trees as a precaution, research does not substantiate disinfection as a means of preventing the transmission of the oak wilt disease.

**TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4**

**April 7, 2020**

TO: THE BOARD OF DIRECTORS OF TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4 AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Travis County Municipal Utility District No. 4 will hold a regular meeting on **Tuesday, April 7, 2020, at 10:00 a.m.**

**THIS MEETING WILL BE HELD VIA TELEPHONE CONFERENCE CALL PURSUANT TO SECTION 551.125, TEXAS GOVERNMENT CODE, AS MODIFIED TEMPORARILY BY GOVERNOR GREG ABBOTT, AND THE RELATED GUIDANCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL, IN CONNECTION WITH THE GOVERNOR'S COVID-19 DISASTER PROCLAMATION.**

**MEMBERS OF THE PUBLIC ARE ENTITLED TO PARTICIPATE IN AND TO ADDRESS THE BOARD OF DIRECTORS DURING THE MEETING. THE TOLL-FREE DIAL IN NUMBER FOR THE MEETING IS 1-888-510-5505, AND THE PARTICIPANT CODE IS 797300. PLEASE FOLLOW THE INSTRUCTIONS PROVIDED BY THE SYSTEM TO ACCESS THE MEETING.**

**AN ELECTRONIC AGENDA PACKET FOR THE MEETING IS AVAILABLE AT THE FOLLOWING LINK:**

<https://abaustin.sharefile.com/share/view/sd538f44a2d14aa28/fo15e2c2-e402-42b9-90dd-9f0cbbb213f3>

**THIS MEETING WILL BE RECORDED AND, FOLLOWING THE MEETING, THE RECORDING WILL BE MADE AVAILABLE AT THE SAME LINK SPECIFIED ABOVE.**

The following matters may be considered and acted upon at the meeting:

**CITIZEN COMMUNICATIONS/CONSENT ITEMS**

1. Citizen communications;
2. Minutes of the March 3, 2020 Board meeting;

**CORONAVIRUS PREPAREDNESS ITEMS**

3. Emergency coronavirus preparedness and protocols, including:
  - (a) Board meeting policy, including limiting attendance to essential personnel, telephone/video conference meetings, canceling future Board meetings and related matters;
  - (b) Utility operations, response plan, and related matters;

- (c) Authorizing District Manager to take further action in response to evolving conditions;
- (d) Resolution Authorizing Transfers of Funds and Payment of Expenses During Public Emergencies;

**DISCUSSION/ACTION ITEMS**

- 4. Report from the District’s general manager regarding operations, including system maintenance repairs, upgrades to facilities and intake modifications, maintenance of ponds, and related proposals;
- 5. Report from the District’s bookkeeper, including approval of bills, invoices, transfers, and investments;
- 6. Report from the District’s engineer, including award(s) of contracts, pay estimate(s) and change order(s) for the following:
  - (a) North Wastewater Treatment Plant, including:
    - (1) Unit #1 Rehabilitation and Repairs project;
  - (b) South Wastewater Treatment Plant, including:
    - (1) Permit renewal and amendment application, including effluent disposal lease agreement and equipment;
    - (2) Effluent storage delivery and management system;
  - (c) Water meter replacements and upgrades project;
  - (d) Raw Water Intake operation and maintenance, including:
    - (1) Zebra mussel issues;
    - (2) Lake pump replacement;
  - (e) Risk Management Plan and Resiliency Study - American Water Infrastructure Act (AWIA) requirements, including:
    - (1) Risk Management Plan update;
  - (f) Barton Springs Zone Operating Permits, including renewals;
  - (g) Barton Creek Section G Water Quality Pond, including:
    - (1) Electric service modifications;
- 7. Report from the District’s developer;
- 8. Future meeting schedule and agenda items.

The Board of Directors is authorized by the Texas Open Meetings Act, Chapter 551, Texas Government Code, to convene in closed or executive session for certain purposes, including receiving legal advice from the District’s attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073); discussing personnel matters (Section 551.074); discussing security personnel or devices (Section 551.076); and discussing information technology security practices (Section 551.089). If the Board of Directors determines to go into executive session to discuss any item on this agenda, the presiding officer will announce that an executive session will be held and will identify the item

to be discussed and the provision of the Open Meetings Act that authorizes the closed or executive session.

(SEAL)



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Attorney for the District

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and access to communications will be provided upon request. For questions, please call (512) 435-2300. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may utilize the statewide Relay Texas program (800) 735-2988. All other questions should be directed to Crossroads Utility Services (512) 246-1400.

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF  
TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4**

**March 3, 2020**

THE STATE OF TEXAS       §  
  §  
COUNTY OF TRAVIS       §

The Board of Directors of Travis County Municipal Utility District No. 4 met in regular session, open to the public, on March 3, 2020, at 6312 Southwest Parkway, Austin, Texas, pursuant to notice duly given in accordance with law. A copy of the Certificate of Posting of said Notice is attached hereto as **Exhibit “A”**.

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

Doug Connolly	-	President
Bill F. Schneider	-	Vice President
Wayne Basden	-	Secretary
H. Edward Padgett, Jr.	-	Treasurer
Daniel M. Dukes	-	Assistant Secretary/Treasurer

and all of said Directors were present, thus constituting a quorum. Also present at the meeting were Robert Ferguson of Murfee Engineering Company, Inc.; Mike Morin of Crossroads Utility Services, LLC; Allen Douthitt of Bott and Douthitt, P.L.L.C.; Dave Ruehlman of Stratus Properties Inc.; and Gregg Krumme of Armbrust & Brown, PLLC.

Director Connolly called the meeting to order at 10:00 a.m. and, noting there were no citizens present to address the Board, stated that the Board would first consider the minutes of the February 4, 2020 Board meeting. Director Basden moved that the Board approve the minutes as presented. Director Padgett seconded the motion, which passed unanimously.

Director Connolly stated that the Board would next receive a report from the District’s general manager regarding operations, including system maintenance repairs, upgrades to facilities and intake modifications, maintenance of ponds, and related proposals. Mike Morin of Crossroads Utility Services, LLC addressed the Board and directed the Board’s attention to the report behind tab 3 of the Board’s packet, a copy of which is attached hereto as **Exhibit “B”**. Mr. Morin reviewed the water loss report with the Board and noted that it was at an acceptable level. Mr. Morin also reviewed with the Board the Crossroads Utility Services, LLC invoice and noted that there was additional sludge hauling cost being incurred due to the rehabilitation of the north wastewater treatment plant, but that those numbers would drop off once that project was complete. Mr. Morin noted that there were no write-offs and reviewed the account adjustments and back charges with the Board. Next Mr. Morin provided the Board with a proposal for computer equipment and related software for the north water treatment plant from MPC Inc., a copy of which is attached hereto as **Exhibit “C”**. Mr. Morin explained to the Board that the outdated computer equipment providing SCADA services was no longer viable and recommended the Board approve this proposal to replace the equipment and install new, updated software at related facilities. Mr. Morin and the Board discussed the new proposed system and possible future upgrades at the south water treatment plant. After discussion, Director Basden moved that the Board approve the proposal. Director Padgett seconded the motion, which passed unanimously. Mr. Morin next reported that the intake pump that was pulled out of the lake for inspection needed to be replaced. Mr. Ferguson provided the Board

**AGENDA ITEM #2**

with a memorandum and an Agreement for the Provision of Limited Professional Services for engineering services to design and go out to bid for replacement pump facilities, a copy of which is attached hereto as **Exhibit “D”**.

Director Connolly stated that the Board would next receive a report from the District’s bookkeeper, including approval of bills, invoices, transfers, and investments. Allen Douthitt of Bott and Douthitt, P.L.L.C. addressed the Board and provided the Board with a Cash Activity Report, a copy of which is attached hereto as **Exhibit “E”**. Mr. Douthitt reviewed the fund transfers, bond payments, investments, and bills and invoices as set forth on the Cash Activity Report. Director Basden moved that the Board approve the payment of the bills and invoices, fund transfers and bond payments as set forth on the Cash Activity Report. Director Schneider seconded the motion, which passed unanimously.

Director Connolly stated that the Board would next receive a report from the District’s engineer, including award(s) of contracts, pay estimate(s) and change order(s) for the following:

- (a) North Wastewater Treatment Plant, including:
  - (1) Unit #1 Rehabilitation and Repairs project;
- (b) South Wastewater Treatment Plant, including:
  - (1) Permit renewal and amendment application, including effluent disposal lease agreement and equipment;
  - (2) Effluent storage delivery and management system;
- (c) Water meter replacements and upgrades project, including:
  - (1) Bid tabulation and recommendation of award of contract;
- (d) Raw Water Intake operation and maintenance, including:
  - (1) Zebra mussel issues, including removal/cleaning;
  - (2) Lake pump replacement;
- (e) Risk Management Plan and Resiliency Study - American Water Infrastructure Act (AWIA) requirements, including:
  - (1) Risk Management Plan update;
- (f) Barton Springs Zone Operating Permits, including renewals;
- (g) Barton Creek Section G Water Quality Pond, including; and
  - (1) Electric service modifications.

Robert Ferguson of Murfee Engineering Company, Inc. addressed the Board and directed the Board’s attention to the report behind tab 5 of the Board’s packet, a copy of which is attached hereto as **Exhibit “F”**. Mr. Ferguson reviewed the memorandum report with the Board. Mr. Ferguson next directed the Board’s attention to the bid tabulation for the meter replacement project, behind tab 5 of the Board’s packet, a copy of which is attached hereto as **Exhibit “G”**. Mr. Ferguson recommended approval of the contract with RTS Water Solutions, without accepting the alternate bid item, in the total amount of \$528,481.13. The Board discussed the bid and the implementation of the project with Mr. Morin. Mr. Morin stated that once the project was fully functional, he would reduce his fee for meter reading since it would be done electronically. Mr. Morin also stated that the rate order would have to be amended to address electronic meters going forward. Mr. Ferguson next provided the Board with Pay Application No. 7 for the north wastewater treatment plant rehabilitation project, a copy of

which is attached hereto as **Exhibit “H”** and recommended the Board approve it for payment. After discussion, Director Basden moved that the Board approve the engineering services agreement for the new pump intake at the lake, the award of the contract to RTS Water Solutions for the meter project and Pay Application No. 7 for the north wastewater treatment plant rehabilitation project. Director Padgett seconded the motion, which passed unanimously.

Director Connolly stated that the Board would next receive a report from the District’s developer. Dave Ruhlman of Stratus Properties Inc. addressed the Board and stated that he had nothing further to report at this time.

Director Connolly stated that the Board would next discuss future meeting schedule and agenda items. The Board directed the next meeting be scheduled for April 7, 2020 at 10:00 a.m.

There being no further business to come before the Board, upon motion by Director Basden and second by Director Schneider, the meeting was adjourned at 10:40 a.m.

\* \* \*

[SIGNATURE PAGE TO MARCH 3, 2020 MINUTES]

(SEAL)

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Wayne Basden, Secretary  
Board of Directors

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

# MURFEE ENGINEERING COMPANY, INC.

Texas Registered Firm No. F-353  
1101 Capital of Texas Hwy., South  
Building D, Suite 110  
Austin, Texas 78746  
(512) 327-9204

## M E M O R A N D U M

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**DATE:** March 31, 2020  
**TO:** Travis County MUD No. 4 Board of Directors  
**FROM:** Robert Ferguson, P.E.  
**RE:** Engineer's Report for April 07, 2020

**MEC Project No. 98084.417**

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### Projects and Status:

**(a) - 1 North Wastewater Treatment Plant Unit #1 Repairs and Rehabilitation:** Prota Construction finished the repair and rehabilitation work on the treatment unit #1 and scheduled a start up for April 1<sup>st</sup>. We will provide an update during the conference call meeting as to how the start up went. Presented also, is a change order for various items identified during the project determined to be necessary such as a toe or kick board along the catwalks and replacement of the troughs. The change order will also reflect a contract deduction for work not performed when the re-coating of the filter basins was eliminated from this contract. This change order also includes an increase in the contract time adjusting the substantial completion date. A copy of the change order is included with this report.

The structural and electrical design for the **headworks and influent screening** device continues. We met with our sub-consultants to push the schedule forward. This includes the **in-plant water system** to provide wash down water and process water for the perforated plate screens.

**(b) South Wastewater Treatment Plant:** We provided a response to the administrative review comments and are working on addressing some technical questions raised during the initial review. The amendment – renewal of the permit is moving into the technical review. (2) The design of the **effluent transfer and management system** continues with the electrical design (same

note as above regarding scheduling). We will coordinate with the golf course management as the operation of the effluent system will be integrated with the golf course irrigation specific to the Canyons Golf Course. This will put the controls in place so that the operators may send effluent between storage ponds and golf course irrigation systems.

**(c) Water Meter Replacements and Upgrades Project:** We sent a notice of award to RTS (successful bidder) with the contracts for execution. Once the contracts are returned, we will have them signed by the District and issue a notice to proceed.

**(d) Raw Water Intake O&M - Zebra Mussels and Asian Clams:** We are putting the plan sheets and specifications for replacing (upgrading) the in-the-lake pump #3 to solicit bids to provide and install a new pump.

The TCEQ is reviewing the addition of a chemical injection point in the raw water system before proceeding.

**(e) Risk Management Plan - Emergency Action Plan:** We updated the emergency action plan to include the South WTP facilities.

**(f) Barton Springs Zone Operating Permits:** We have the renewals ready to submit as soon as we get photos of the sites.

**(g) Water Quality Pond Barton Creek Section G:** We are evaluating the status of this pond and its functions with Crossroads. They are providing the operation log reports. Once the pond is pumped down, we will inspect the pump intake tube and make an assessment as to the next appropriate step.

## **Travis County WCID No. 19**

### **General Manager's Report**

April 23, 2020

#### **Operations Report**

1. *Reporting Period:*

- a. AWR operations, repairs, and customer billing performed during the month of March 2020.

2. *Deed Restriction:*

- a. No significant activities during this reporting period.

3. *Utility Billing:*

- a. *Customers Billed* – One hundred and nintey-nine (199).
- b. *Finals/Transfers* – Two (2).
- c. *Door-Hanger/Disconnection Notices* – None to report during this period.

4. *COVID-19 Virus Response Plan* – The AWR COVID Response Plan is attached. Currently we are in Stage I – “Precautionary”.

- a. The AWR office is closed to the general public and limited to AWR staff.
- b. AWR is accepting payments by credit card by phone, via the website autopay system, and check by mail.
- c. We are recommending that all clients place a temporary moratorium on delinquent accounts for penalties and cut-off.

5. *Capital Improvement and Maintenance Improvement Project Lists:*

- a. AWR coordinated with the District's Engineer regarding Board discussed update to the CIP and MIP lists for the District, in addition we reviewed upcoming projects for the remainder of the 2020 fiscal year.

**AWR SERVICES, INC.  
CORONAVIRUS (COVID-19) RESPONSE PLAN**

March 22, 2020

*EXECUTIVE SUMMARY*

To Clients, Utility District Board Members, AWR Team and Consultants:

As we are all aware, the global outbreak of Coronavirus (COVID-19) is necessitating all businesses and individuals make significant, and hopefully temporary, changes in our daily lives to slow the spread of this infectious virus.

Most importantly we want to ensure our clients know AWR is committed to providing continuous professional essential operations and maintenance of your facilities, and response to water and wastewater system and customer emergencies as needed.

AWR continues to maintain close communication with local, State, and Federal agencies to help ensure the highest possible preparedness and response to changes related to the spread of COVID-19. Below please find AWR's current Coronavirus (COVID-19) Response Plan which outlines a phased approach to this developing threat to our community as of March 22, 2020.

⇒ **STAGE ACTIVE** ⇐

**CORONAVIRUS (COVID-19) RESPONSE PLAN STAGE I\*\*:**  
*PRECAUTIONARY OFFICE CLOSURE*

1. All AWR offices are closed to the general public and limited to AWR staff.
2. AWR will continue to accept customer payments online, via phone, and/or via mail.
3. ALL persons entering AWR offices must wash their hands for a minimum of 20 seconds prior to interactions in the office.
4. We recommend all AWR clients consider a temporary moratorium on delinquent customer account penalties, fees, interest and/or disconnections during this time.

**CORONAVIRUS (COVID-19) RESPONSE PLAN STAGE II\*\*:**  
*REMOTE (TELEWORK) & EMERGENCY SERVICES*

*Trigger:* Stage II will be implemented if there is spread of the virus and/or if directed by Government Officials and includes expansion of Stage I measures.

1. All AWR offices are closed, and staff working remotely.
2. AWR administrative staff will provide assistance to customers via remote access (teleworking).
3. AWR will continue to accept customer payments online, via phone, and/or via mail.
4. **ALL** non-emergency requests will be addressed in order received. Customers may experience some delay in completion of non-emergency requests depending on severity of COVID-19 conditions.
5. AWR field operations staff will conduct essential operations and respond to emergencies based upon priority level.
6. AWR field staff initiate use of N95 filtration masks, gloves, and other sanitary measures recommended by local, State, and Federal agencies; including but not limited to the Centers for Disease Control (CDC) & Texas Commission on Environmental Quality (TCEQ).

**CORONAVIRUS (COVID-19) RESPONSE PLAN STAGE III\*\*:**  
*EMERGENCY & ESSENTIAL SERVICES ONLY*

*Trigger:* Stage III will be implemented if there is extensive “Community Spread” (major person-to-person spread) of COVID-19 as designated by local, State, and Federal authorities and includes expansion of Stage I and II measures. Please note all AWR offices will remain closed during this stage.

*\*\*Stage III Primary Goals:*

1. Maintain health of AWR staff members to ensure continued essential water and wastewater operations.
2. Ensure each facility has appropriate and sustained power to continue operations.
3. Ensure delivery of proper disinfection chemicals to each treatment facility to achieve regular, adequate and consistent disinfection.
4. Regularly sanitize facility touchpoints to help reduce possible COVID-19 exposure.

AWR field staff will conduct only essential operations and respond to emergencies which affect the sustaining of water and/or wastewater service to AWR customers to ensure vital resources are focused on critical AWR functions.

Should the trigger for these conditions be met, AWR will initiate consultation with and from TCEQ, Texas Division of Emergency Management (TDEM), CDC, and White House Office of Intergovernmental Affairs representatives along with other local, State, and Federal agencies as necessary to sustain AWR client operations.

\*\*According to the CDC's website, "the COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or inactivate the virus that causes COVID-19." Meeting all treated water standards and water and wastewater treatment and disposal standards, especially under pandemic conditions, may be difficult to achieve as not all necessary water treatment chemicals and equipment may be available and/or operational under these conditions. More information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>

## **ADJUSTED DAILY/WEEKLY/MONTHLY ACTIVITIES:**

### *MEETING REPRESENTATION*

AWR, after considering information from the CDC and other sources, will be limiting representation at all meetings to telephone and internet participation in an effort to protect the health of AWR employees, Board members, other consultants, customers and residents. Limiting person-to-person contact is the central theme of the CDC's plan to combat the spread of COVID-19, and AWR is committed to making efforts to "Slow the Spread" by working to make AWR reports available electronically for consideration at regular Board meetings and other meetings when possible.

### *AWR OFFICE HOURS*

Until further notice, AWR will no longer receive in-person payments at AWR offices (pre-scheduled delivery of checks to AWR offices excepted). Payments by customers will be limited to telephone or online-based; mail-in payment processing and posting may be delayed.

### *WATER QUALITY*

TCEQ & the CDC have indicated standard disinfection techniques are effective against COVID-19. We believe with proper disinfection, COVID-19 will pose no risk to the quality and safety of AWR operated water supplies. AWR will continue to carefully monitor disinfection levels as required by State regulations and make any adjustments necessary to sustain proper disinfection of AWR operated water and wastewater systems.

*MEETINGS AT AWR OFFICES*

Until further notice, AWR will be scheduling or conducting any formal or informal meetings in its offices. This includes Utility District meetings, individual client meetings, etc.

*POLICY CONDITIONS AND DURATION*

AWR's Coronavirus (COVID-19) Response Plan will be adjusted based on new information which may become available based on Federal (CDC) guidelines and/or Texas State health guidelines (direction from the Governor's office) and recommendations. This Plan will remain in effect until the COVID-19 Pandemic concludes, and local, State, and Federal authorities deem the Pandemic has passed.

*CONCLUSION*

We want all of AWR's clients and customers to know the entire AWR team is dedicated to one mission:

*"To help our community persevere through the uniquely challenging conditions caused by COVID-19 by providing professional sustained potable water and essential wastewater services to our clients."*

Respectfully,



Hal Lanham  
*President/CEO*



Brett Lanham  
*Executive Vice President*

**Travis County WCID No 19  
Operations Report  
March 2020**

<u>Water/Wastewater Gallons</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>TOTAL</u>
Water Gallons Sold (billed)	13,605,000	8,712,000	6,055,000	5,330,000	3,807,000	3,659,000	41,168,000
Water Gallons + 10%	14,965,500	9,583,200	6,660,500	5,863,000	4,187,700	4,024,900	41,259,900
Wastewater Gallons Sold	2,615,000	2,320,000	1,875,000	1,787,000	1,630,000	1,736,000	11,963,000

<u>Water/Wastewater Revenue</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>TOTAL</u>
Water Receivables	\$ 61,942.80	\$ 71,017.96	\$ 45,124.53	\$ 37,434.81	\$ 31,133.86	\$ 26,904.72	\$ 273,558.68
Wastewater Receivables	\$12,071.91	\$13,644.37	\$11,348.10	\$10,395.28	\$10,046.05	\$10,441.74	\$67,947.45
Total	\$ 74,014.71	\$ 84,662.33	\$ 56,472.63	\$ 47,830.09	\$ 41,179.91	\$ 37,346.46	\$ 341,506.13

<u>Water/Wastewater Purchase</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>TOTAL</u>
Water Purchase	\$ 40,581.42	\$ 27,823.71	\$ 20,898.57	\$ 19,007.31	\$ 15,037.56	\$ 14,651.25	\$ 137,999.82
Wastewater Purchase	\$ 9,570.10	\$ 9,233.80	\$ 8,726.50	\$ 8,626.18	\$ 8,447.20	\$ 8,568.04	\$ 53,171.82
St. Michael's Surcharge	\$ 206.76	\$ 206.76	\$ 206.76	\$ 206.76	\$ 206.76	\$ 271.61	\$ 1,305.41
Total	\$ 50,358.28	\$ 37,264.27	\$ 29,831.83	\$ 27,840.25	\$ 23,691.52	\$ 23,490.90	\$ 192,477.05

Profit/Loss	\$ 23,656.43	\$ 47,398.06	\$ 26,640.80	\$ 19,989.84	\$ 17,488.39	\$ 13,855.56	\$ 117,685.13
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<u>Active/New Accounts</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>
Water	199	199	199	199	199	199
Sewer	138	138	138	138	138	138

<u>Aged Accts. Received</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>
31-60 Days Delinquent	\$ 1,675.65	\$ 1,361.80	\$ 2,090.24	\$ 664.46	\$ 968.13	\$ 977.43
90+ Days Delinquent	\$ 493.15	\$ 500.73	\$ 1,198.51	\$ 438.97	\$ 325.13	\$ 418.17

Customer Deposits Total \$ 68,700.00  
3/31/2020

**Travis County WCID No 19  
Tax Report  
January 2020**

<b>2019 - 2020 Approved Budget</b>	<b>Beginning Tax Balance</b>	<b>Adjustments</b>	<b>Mar-20 Base Tax Collected</b>	<b>Base Tax Reversal</b>	<b>Year to Date Collected</b>	<b>Tax Balance</b>	<b>Percent Collected</b>
\$560,025	\$587,805	(\$91)	\$570,067	\$0	\$570,378	\$17,337	98.58%

**DELINQUENT TAXES**

<b>2017 - 2018</b>	<b>Delinquent Beginning Balance</b>	<b>Adjustments</b>	<b>Mar-20 Del. Taxes Collected</b>	<b>Base Tax Reversal</b>	<b>Year to Date Collected</b>	<b>Delinquent Tax Balance</b>	<b>P &amp; I Collected</b>
	\$1,825	\$0	\$1,777	\$0	\$48	\$0	\$285

TRAVIS COUNTY WCID NO. 19  
QUARTERLY INVESTMENT REPORT

This Quarterly Investment Report is for the period January 01, 2020 through March 31, 2020

1. Summary Statement for each Pooled Group Fund

TexPool: Including beginning market value for the reporting period, additions and changes in market value during the period, ending market value for the reporting period and fully accrued interest for the period.

Fund	January 2020		February 2020		March 2020		Total	
	General	Reserve	General	Reserve	General	Reserve	General	Reserve
Beginning Market Value	2,219,499	564,779	2,448,570	565,543	2,522,541	566,257	2,219,499	564,779
Deposits	225,913		70,803		3,635		300,351	
Withdrawals					(300,000)		(300,000)	
Interest Earned	3,158	764	3,168	714	2,127	483	8,453	1,961
Ending Market Value	2,448,570	565,543	2,522,541	566,257	2,228,303	566,740	2,228,303	566,740
% Yield Average	1.59%	1.59%	1.59%	1.59%	1.00%	1.00%	1.39%	1.39%

2. Book value and market value of each separately invested asset:

District's depository account at ABC Bank

Interest bearing account, annual yield at 03/31/2020: 0.19%, annual service charge: variable

Beginning book value and market value at December 31, 2019: \$70,909.44

Ending book value and market value at March 31, 2020: \$332,399.62

3. Maturity date of each separately invested asset that has a maturity date: None

4. The account or fund or pooled fund group for which each individual investment was acquired: All funds of the District necessary to pay the District's expenses from month to month are maintained in the District's depository account and all funds of the District not deposited with the depository are deposited in TexPool in accordance with the District's investment policy

5. Compliance Statement: Investments for the reporting period are in compliance with the investment strategy expressed in the District's policy.

6. Yield for comparable investments: There are no comparable investments to the District's TexPool account. A comparison of the interest rates and required minimum daily balances for the a local bank is as follows:

Wells Fargo Bank

Business Platinum Savings Account; \$10,000 minimum balance and no service charge

Interest rates: \$0 or more = 0.08%

Submitted by:



Investment Officer of District #19



Prepared by

Travis County WCID #19

Financial Statements

March 31, 2020

# Berrier & Company, P.C.

Certified Public Accountants  
4601 Spicewood Springs Rd., Suite 1-200  
Austin, Texas 78759  
(512) 343-1040 (512) 343-1050 fax

Board of Directors  
Travis County WCID #19

Management is responsible for the accompanying financial statements of the Travis County WCID #19 (the District) which comprise the statements of net position as of March 31, 2020 and 2019, the statement of revenues and expenses-budget and actual for the six months ended March 31, 2020, and the statement of revenues and expenses-budget overview for the period October 01, 2019 through September 30, 2020, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any for or assurance on the statements.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the financial statement. The supplementary budget information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary budget information and, accordingly, do not express an opinion or provide any assurance on such supplementary budget information.

The accompanying budget overview for the period October 2019 through September 2020 has not been compiled or examined by us, and, accordingly, we do not express an opinion or any other form of assurance on it. Management has elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budget information, they might influence the user's conclusions about the District's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

The accompanying statements are intended for management oversight and budget monitoring purposes and do not include all disclosures, footnotes, management discussion and analysis, and schedules as well as statements of cash flows and changes in net position ordinarily included in financial statements presented in accordance with accounting principles generally accepted in the United States of America. Therefore, these statements do not necessarily include all information necessary to allow a user to make comprehensive conclusions about the financial position and results of operations of the District. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Travis County WCID #19.

  
Certified Public Accountants  
April 20, 2020

**Travis County WCID No19**  
**Statement of Net Position**  
As of March 31, 2020 and 2019

	Mar 31, 20	Mar 31, 19
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
ABC Bank - Operating Fund	332,399.62	142,569.29
Investment - 1 Texpool-Gen Fund	1,647,555.27	1,380,665.72
Texpool - 2 Winter Reserve	255,432.86	250,505.37
Texpool - 3 Customer Deposits	60,900.68	59,725.76
Texpool - 4 Cap Project Reserve	566,739.95	555,807.08
Texpool - 5 Emerg Reserve Acct	264,414.58	259,313.91
<b>Total Checking/Savings</b>	<b>3,127,442.96</b>	<b>2,648,587.13</b>
<b>Other Current Assets</b>		
Accrued Service Revenue	37,630.70	23,296.70
Current Taxes Receivable	17,647.65	14,168.01
<b>Customer Receivables</b>		
Less Customer Overpayments	-4,526.26	-1,652.14
Service Receivables	40,114.78	38,932.72
Customer Receivables - Other	194.71	194.71
<b>Total Customer Receivables</b>	<b>35,783.23</b>	<b>37,475.29</b>
Prior Year Taxes Receivable	48.45	99.32
<b>Total Other Current Assets</b>	<b>91,110.03</b>	<b>75,039.32</b>
<b>Total Current Assets</b>	<b>3,218,552.99</b>	<b>2,723,626.45</b>
<b>Fixed Assets</b>		
Accumulated Depreciation	-3,013,466.00	-2,954,903.00
Infrastructure	2,076,915.47	2,076,915.47
Water Facilities	1,645,394.20	1,645,394.20
<b>Total Fixed Assets</b>	<b>708,843.67</b>	<b>767,406.67</b>
<b>TOTAL ASSETS</b>	<b>3,927,396.66</b>	<b>3,491,033.12</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	166,981.06	61,561.04
<b>Total Accounts Payable</b>	<b>166,981.06</b>	<b>61,561.04</b>
<b>Other Current Liabilities</b>		
Accrued Expenses	0.00	1,679.31
Customer Deposits	68,700.00	64,750.10
Deferred Revenue	17,696.10	14,267.33
<b>Total Other Current Liabilities</b>	<b>86,396.10</b>	<b>80,696.74</b>
<b>Total Current Liabilities</b>	<b>253,377.16</b>	<b>142,257.78</b>
<b>Total Liabilities</b>	<b>253,377.16</b>	<b>142,257.78</b>
<b>Equity</b>		
Net Investment in Capital Asset	734,870.00	797,323.00
Net Position - Unrestricted	2,299,979.09	2,237,526.09
Retained Earnings	288,565.28	-100.00
Net Income	350,605.13	314,026.25
<b>Total Equity</b>	<b>3,674,019.50</b>	<b>3,348,775.34</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,927,396.66</b>	<b>3,491,033.12</b>

**Travis County WCID No19**  
**Statement of Revenues & Expenses-Budget and Actual**  
For the Six Months Ended March 31, 2020

	Oct '19 - Mar 20	Budget	\$ Over Budget
<b>Income</b>			
Investment Interest	21,901.41	28,836.52	-6,935.11
Property Taxes-Income	574,243.23	280,012.50	294,230.73
Service Penalties	3,508.74	2,765.02	743.72
TCEQ Assessment	1,505.46	909.98	595.48
Transfer From CIP Reserve	0.00	0.00	0.00
Transfer From TexPool General	0.00	0.00	0.00
Wastewater Revenue	49,579.34	47,865.00	1,714.34
Wastewater Sys Purchase	14,280.00	14,490.00	-210.00
Water Service (Revenue) Fees	225,627.89	174,999.98	50,627.91
<b>Total Income</b>	<b>890,646.07</b>	<b>549,879.00</b>	<b>340,767.07</b>
<b>Gross Profit</b>	<b>890,646.07</b>	<b>549,879.00</b>	<b>340,767.07</b>
<b>Expense</b>			
Accounting Fees	6,250.00		
Audit	17,000.00	9,150.00	7,850.00
Bank Charges	6,503.97	4,696.50	1,807.47
Deed Restrictions	0.00	2,499.98	-2,499.98
Depreciation Expense	26,025.00		
Directors Fees	3,300.00	3,900.00	-600.00
<b>Engineering Fees -</b>			
Eng. Fees-Special			
Consulting Services	2,478.49		
Design	0.00	4,250.02	-4,250.02
General	26,503.12	14,000.02	12,503.10
Inspection Construction	0.00	2,499.98	-2,499.98
Eng. Fees-Special - Other	1,246.94		
<b>Total Eng. Fees-Special</b>	<b>30,228.55</b>	<b>20,750.02</b>	<b>9,478.53</b>
<b>Engineering Fees - - Other</b>	<b>9,636.46</b>		
<b>Total Engineering Fees -</b>	<b>39,865.01</b>	<b>20,750.02</b>	<b>19,114.99</b>
Fire Station Expense	0.00	0.00	0.00
Garbage Collections	38,914.75	29,460.00	9,454.75
Inspection/Enforcement/ Patrol	0.00	2,000.02	-2,000.02
Inspections/Sets	57.50		
Insurance	3,444.60	1,250.02	2,194.58
Lab Fees	594.16	750.00	-155.84
Legal Fees - General	41,080.00	30,999.98	10,080.02
<b>Management Fees</b>			
Management Fees - CIP	0.00	2,499.98	-2,499.98
Management Fees - Other	66,981.59	63,897.98	3,083.61
<b>Total Management Fees</b>	<b>66,981.59</b>	<b>66,397.96</b>	<b>583.63</b>
Meeting Expense	250.00	1,050.00	-800.00
<b>Miscellaneous Expense</b>			
Bonus	2,250.00	750.00	1,500.00
Donations	3,000.00	1,749.98	1,250.02
Miscellaneous Expense - Other	7,575.60	5,000.02	2,575.58
<b>Total Miscellaneous Expense</b>	<b>12,825.60</b>	<b>7,500.00</b>	<b>5,325.60</b>
Newsletter/Mailings	0.00	450.00	-450.00
Payroll Expenses	705.74	1,500.00	-794.26
Payroll Tax Expense	83.65		
Permits/Member Dues	1,552.75	800.02	752.73
<b>Professional Services</b>			
Rate Study	0.00	2,499.98	-2,499.98
<b>Total Professional Services</b>	<b>0.00</b>	<b>2,499.98</b>	<b>-2,499.98</b>
Public Notices	0.00	750.00	-750.00

Travis County WCID No19  
**Statement of Revenues & Expenses-Budget and Actual**  
For the Six Months Ended March 31, 2020

	Oct '19 - Mar 20	Budget	\$ Over Budget
Special Projects-			
2017 - 2017 CIP Projects	0.00	0.00	0.00
Automatic Meters	0.00	0.00	0.00
Ridge	12,496.75		
Street Cleaning	0.00	5,000.02	-5,000.02
Woods	245.87		
Woods - Bridge	156.94		
<b>Total Special Projects-</b>	<b>12,899.56</b>	<b>5,000.02</b>	<b>7,899.54</b>
Storage Facility	0.00	1,749.98	-1,749.98
Street Light Repairs	30,280.32	2,499.98	27,780.34
Supplies/Postage/Printing	3,329.94	4,500.00	-1,170.06
Tax Collector Fees	1,268.54	999.98	268.56
TCEQ Assessment Fee	2,957.11	2,132.02	825.09
TDS Expense - December Pmt	0.00	0.00	0.00
Wastewater Maint. & Repairs	14,204.02	3,750.00	10,454.02
Wastewater Purchase(Mud#4)	54,476.67	47,864.48	6,612.19
Wastewater System Purchase	0.00	14,490.00	-14,490.00
Water Electric Meter Fees	0.00	2,250.00	-2,250.00
Water Purchases (Mud #4)	136,320.33	126,600.00	9,720.33
Water Sys. Maint. & Repair	15,490.63	23,625.00	-8,134.37
Website Support	3,379.50	2,258.48	1,121.02
<b>Total Expense</b>	<b>540,040.94</b>	<b>424,124.42</b>	<b>115,916.52</b>
<b>Net Income</b>	<b>350,605.13</b>	<b>125,754.58</b>	<b>224,850.55</b>

Travis County WCID No19  
**Statement of Revenues and Expenses - Budget Overview**  
 October 2019 through September 2020

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	Oct '19 - Sep 20
<b>Income</b>	
Investment Interest	57,673.00
Property Taxes-Income	560,025.00
Service Penalties	5,530.00
TCEQ Assessment	1,820.00
Transfer From CIP Reserve	0.00
Transfer From TexPool General	0.00
Wastewater Revenue	95,730.00
Wastewater Sys Purchase	28,980.00
Water Service (Revenue) Fees	350,000.00
<b>Total Income</b>	<b>1,099,758.00</b>
<b>Gross Profit</b>	<b>1,099,758.00</b>
<b>Expense</b>	
Audit	18,300.00
Bank Charges	9,393.00
Deed Restrictions	5,000.00
Directors Fees	7,800.00
Engineering Fees -	
Eng. Fees-Special	
Design	8,500.00
General	28,000.00
Inspection Construction	5,000.00
<b>Total Eng. Fees-Special</b>	<b>41,500.00</b>
<b>Total Engineering Fees -</b>	<b>41,500.00</b>
Fire Station Expense	0.00
Garbage Collections	58,920.00
Inspection/Enforcment/ Patrol	4,000.00
Insurance	2,500.00
Lab Fees	1,500.00
Legal Fees - General	62,000.00
Management Fees	
Management Fees - CIP	5,000.00
Management Fees - Other	127,796.00
<b>Total Management Fees</b>	<b>132,796.00</b>
Meeting Expense	2,100.00
Miscellaneous Expense	
Bonus	1,500.00
Donations	3,500.00
Miscellaneous Expense - Other	10,000.00
<b>Total Miscellaneous Expense</b>	<b>15,000.00</b>
Newsletter/Mailings	900.00
Payroll Expenses	3,000.00
Permits/Member Dues	1,600.00
Professional Services	
Rate Study	5,000.00
<b>Total Professional Services</b>	<b>5,000.00</b>
Public Notices	1,500.00
Special Projects-	
2017 - 2017 CIP Projects	0.00
Automatic Meters	0.00
Street Cleaning	10,000.00
<b>Total Special Projects-</b>	<b>10,000.00</b>

Travis County WCID No19  
**Statement of Revenues and Expenses - Budget Overview**  
 October 2019 through September 2020

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	Oct '19 - Sep 20
Storage Facility	3,500.00
Street Light Repairs	5,000.00
Supplies/Postage/Printing	9,000.00
Tax Collector Fees	2,000.00
TCEQ Assessment Fee	4,264.00
TDS Expense - December Pmt	0.00
Wastewater Maint. & Repairs	7,500.00
Wastewater Purchase(Mud#4)	95,729.00
Wastewater System Purchase	28,980.00
Water Electric Meter Fees	4,500.00
Water Purchases (Mud #4)	253,200.00
Water Sys. Maint. & Repair	47,250.00
Website Support	4,517.00
Total Expense	848,249.00
Net Income	251,509.00