

**UPPER BRUSHY CREEK
WATER CONTROL AND IMPROVEMENT DISTRICT
1850 ROUND ROCK AVE, ROUND ROCK, TX 78681
REGULAR BOARD MEETING MINUTES
JANUARY 20, 2017**

CALL TO ORDER: The Regular meeting was called to order at 3:00 p.m. by President Jeff Sawyer.

ROLL CALL: The roll call was taken by the District Secretary.

DIRECTORS PRESENT: Jeff Sawyer, President; Robert Adams, Vice-President; Miguel Villarreal, Secretary/Treasurer (Late Arrival); Mike Freeman, Director; and Jeremiah Williams, Director.

STAFF PRESENT: Ruth Haberman, General Manager; Lisa Moravitz, District Secretary; Chris Tschirhart, Project Manager; and District Counsel, Charlie Crossfield

RESIDENTS AND OTHERS PRESENT AT SAID MEETING:

- Alysha Girard, City of Round Rock
- Tina Stanard, Freese & Nichols, Inc. (Consultant)
- Jeff Irvin, URS/AECOM (Consultant)
- Paul Morales, Halff Associates, Inc. (Consultant)
- Tim Hudgeons, Citizen
- Will Peckham, City of Round Rock
- Jim Clarno, Lower Brushy Creek WCID
- Cris Parker, HDR Engineering, Inc.
- Chad Cormack, K Friese & Associates, Inc.
- Leon Sparks, City of Cedar Park

CITIZEN COMMUNICATIONS: No input received.

PRESENTATIONS:

1. Presentation, discussion, and possible action regarding FY 2016 Audit Report by Maxwell Locke & Ritter.

Motion by Vice President Adams, second by Director Freeman to accept the FY 2016 Audit as presented by Maxwell, Locke & Ritter. Motion carried unanimously (4 – 0)

CONSENT AGENDA:

2. Approval of meeting minutes for: December 16, 2016 Regular Meeting.
3. Discussion and possible action on financial reports, credit card statement, payment of bills, quarterly report and TexPool Statements:
 - a. Financial reports;
 - b. Payment of bills;
 - c. Credit Card Statement;
 - d. First Quarterly Investment Report and TexPool Statements.

Motion by Director Freeman, second by Director Williams to accept the consent agenda as presented. Motion carried unanimously. (4 – 0)

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ADMINISTRATION:

4. Discussion and possible action regarding selection of one or more firms to provide Dam Maintenance Services for the District.

Motion by Vice President Adams, second by Director Williams to award the Dam Maintenance Services Contract to Moir Watershed Services, LLC. as recommended by the Administrative Committee (Sawyer/Adams) Motion carried unanimously. (4-0)

5. Discussion and possible action regarding selection of one or more firms to provide General Engineering Services for the District.

Motion by Director Williams, second by Vice President Adams to award to Freese & Nichols, Inc. (FNI); Halff Associates, Inc. (HALFF); HDR Engineering, Inc. (HDR); K Friese & Associates, Inc. (KFA); M&E Consultants (M&E); and URS Corporation (URS) for General Engineering Services; authorizing the General Manager to negotiate contracts as necessary for Board consideration; and authorizing for the General Manager to execute work authorizations with the selected firms for the tasks as assigned within the proposed FY 2017 Budget allocations as submitted below and recommended by the Technical Committee (Villarreal/Adams):

1. FNI:	Primary – Tasks 2, 4, 6, 9, 10	Secondary – Tasks 5, 7, 12, 15	Budget \$ 85,000
2. HALFF:	Primary – Tasks 11, 12;	Secondary – Task 3, 16	Budget \$ 40,000
3. HDR:	Primary – Tasks 13, 14, 15	Secondary – Task 1	Budget \$100,000
4. KFA:	Primary – Tasks 3, 8	Secondary – Task 11	Budget \$ 25,000
5. M&E:	Primary – Task 5, 16	Secondary – Tasks 2, 6, 9	Budget \$ 75,000
6. URS:	Primary – Tasks 1, 7	Secondary – Tasks 4, 8, 10, 13, 14	Budget \$ 25,000

Motion carried unanimously. (4-0)

6. Discussion and possible action regarding selection of a firm to provide Architectural and Engineering Services for the District.

Motion by Director Freeman, second by Director Williams to select MODE Design Company for the Architectural and Engineering Services to support a Design-Build Delivery Method for design and construction of a new office building for the District, and authorizing the General Manager to negotiate a contract with MODE Design Company. Motion carried unanimously. (4-0)

DAM MODERNIZATION PROJECTS:

7. Discussion and possible action regarding Dam #7 Modernization Project – Construction, ASI Constructors, Inc. Change Order #1.

Motion by Vice President Adams, second by Director Freeman, approving a Change Order #1 as recommended by the Technical Committee (Villarreal/Adams) in the amount of \$110,513.37, with a total contract cost of \$17,929,525.97. Motion carried unanimously. (4-0)

8. Staff report on Dam #8 Modernization Project – 90% Design.

The Project Manager provided a brief report on the status of the Dam #8 Modernization Project. **No action taken.**

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CAPITAL IMPROVEMENT PROJECTS:

9. Staff report on City of Round Rock/District Dam #101 Project – 30% Design.

The Project Manager provided a brief report on the status of the Dam #101 Project. **No action taken.**

10. Staff report on Dam #102 Project – 30% Design.

The Project Manager provided a brief report on the status of the Dam #102 Project. **No action taken.**

11. Staff report on Dam #22 - Permanent Repairs, Task 2 – Alternatives Evaluation.

The Project Manager provided a brief report on the status of the Dam #22 Project. **No action taken.**

MISCELLANEOUS PROJECTS:

12. Discussion and possible action regarding award of Work Authorization #7 to Freese & Nichols, Inc. for design of the Dam #10B Outlet Remediation Project.

Motion by President Sawyer, second by Director Williams approving FNI Work Authorization #7 in an amount not to exceed \$65,017. Motion carried. (4-0)

13. Staff report on Local Hazard Mitigation Plan Development.

The Texas Division of Emergency Management acknowledged receipt of the draft plan, but do not have a schedule to date. **No Action Taken.**

CLOSING ITEMS:

14. Staff report on active Development Permits and other activity within District easements.

The General Manager provided a brief report on the active development permits and other activity within District easements.

15. General Manager's report.

- a) The signed commercial contract for unimproved property for the new District Office has been submitted to the City of Round Rock by the Realtor.
- b) The final reimbursement for the emergency repairs at Dam #22 are in review by FEMA.
- c) Warren Samuelson, TCEQ Dam Safety suggested the District present an Abstract for the ASDSO conference in San Antonio in September 2017 to talk about the District.
- d) A reminder to attend the TCEQ Dam Safety Workshop to be held in Austin on January 25th and the Dam #7 tour that afternoon for any of the Directors.
- e) The Flood Monitoring System will be down for routine maintenance on January 21st and January 28th.

No Action Taken.

16. Discussion and possible action on items to be added to the agenda for the next meeting.

No input.

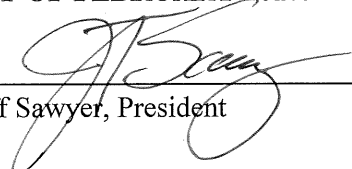
ADJOURNMENT. President Jeff Sawyer adjourned the meeting at 4:30 p.m.

DATED AT ROUND ROCK, TEXAS ON THIS 16th DAY OF FEBRUARY 2017.

ATTEST:



Lisa Moravitz, District Secretary



Jeff Sawyer, President