

**UPPER BRUSHY CREEK
WATER CONTROL AND IMPROVEMENT DISTRICT
1850 ROUND ROCK AVE, ROUND ROCK, TX 78681
REGULAR BOARD MEETING MINUTES
FEBRUARY 15, 2018**

CALL TO ORDER: The Regular meeting was called to order at 4:00 p.m. by President Jeff Sawyer.

ROLL CALL: The roll call was taken by Lisa Moravitz, District Secretary.

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

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

RESIDENTS AND OTHERS PRESENT AT SAID MEETING:

- Alysha Girard, City of Round Rock
- Victor Vasquez, FNI (Consultant)
- David Zwernemann, Williamson County
- Randy Lueders, City of Cedar Park
- Kathy Cook, Citizen
- Tim Hudgeons, Citizen
- Jeff Irvin, AECOM/URS (Consultant)
- Karl McArthur, City of Austin

CITIZEN COMMUNICATIONS:

No-Input

PRESENTATIONS:

President Sawyer presented General Manager Ruth Haberman with a plaque for her services to the District.

ELECTIONS:

1. Order of the May 5, 2018 General Election.

Motion by President Sawyer, second by Director Freeman ordering the May 5, 2018 General Election for the Board of Directors. Motion carried unanimously.

CONSENT AGENDA:

2. Approval of Meeting Minutes:
 - a. January 18, 2018 Regular Meeting
 - b. January 27, 2018 Workshop and Special Meeting

3. Discussion and possible action on financial reports, payment of bills, credit card statement, and TexPool statements:
 - a. Financial Reports;
 - b. Payment of Bills;
 - c. Credit Card Statement;

d. TexPool Quarterly Investment Report.

Motion by Director Freeman, second by Vice President Adams to approve the consent agenda as presented. Motion carried unanimously. (5-0).

ADMINISTRATION:

4. Discussion and possible action on Investment Strategies (TexPool).

It was the consensus of the Board to table this item, and put it on the agenda for next month

5. Discussion and possible action on Moir Watershed Services, LLC Work Authorization #3 – 2018 Regular Dam Maintenance.

Motion by Vice-President Adams, second by Director Williams to approve Work Authorization #3 – 2018 Regular Dam Maintenance. Motion carried unanimously.

6. Discussion and possible action on Supplemental Contracts – CPI Rate Adjustments:
- a. Freese & Nichols, Supplemental Contract #3;
 - b. HDR Supplemental Contract #1
 - c. K Friese & Associates Supplemental Contract #1.
 - d. M&E Supplemental Contract #1;
 - e. URS Supplemental Contract #4.

Motion by Director Williams, second by Director Freeman approving the supplemental contacts. Motion carried unanimously.

DAM MODERNIZATION PROJECTS:

7. Staff report on the Dam #7 Modernization Project – Construction, and discussion and possible action to authorize a budget for a ribbon-cutting event and for a dedication plaque.

The Senior Project Manager reported on Dam #7 Modernization Project:

He advised the contractor has agreed to sign Change Order No. 3.

He also advised the contractor will be requesting release of retention (10% of total contract) that has been withheld once substantial completion is obtained. The initial partial release of retention will be on the March agenda for Board action less the liquidated damages and the completion of the project.

During an ADA inspection, it was noted that the two pieces of concrete trail constructed near the end of the project did not pass ADA requirements, these sections will be corrected by the contractor (by removal and replacement).

The Ribbon-Cutting event in April was discussed to include the assistance of Williamson County and City of Cedar Park. A meeting was scheduled with the county to discuss the logistics of the project, however due to the weather it will be rescheduled. A plaque will need to be developed so it can be ordered in time for the ribbon cutting. The Board agreed to the wording of the Plaque, however they suggested all of the District Staff be added. The plaque will be installed on one of the concrete baffles. Other discussion included an information

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kiosk to be placed at a later date that explains the District functions and how the dam works; it will also include a dedication to Will Wilson, Sr. Other discussion included possible locations for the Ribbon-Cutting event.

Motion by Director Williams, second by Director Freeman authorizing the Senior Project Manager in his capacity as interim an allowance of \$17,500 for the Ribbon-Cutting Event and installation and design of the dam plaque. Motion carried unanimously.

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

The Senior Project Manager advised he met with the landowner today and resolved the remaining issues/requirements. The landowners have asked the District to relocate a section of the existing Ganzart Lake Road closer to the fence and run it parallel to the railroad right-of-way. This relocation work would be performed as part of the construction project. The landowner has agreed to prune trees and remove dead trees along the section of road to be relocated. The District is already reconstructing the road as part of the construction project, so the District would simply be shifting a section of the road at the landowners' request.

The landowner has also asked the District construct a temporary access road that would connect two existing ranch roads in order to maintain landowner access during construction. A proposal has been requested by MWS to construct the temporary access road. The landowners agreed to furnish and deliver the aggregate base required for the road. The Senior Project Manager is authorized to execute an agreement with MWS to perform the work that is under \$25,000.

No action taken.

CAPITAL IMPROVEMENT PROJECTS:

9. Staff report on the City of Round Rock/District Dam #101 Project.

No action taken.

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

No action taken.

11. Staff report on the Dam #22 Permanent Repairs Project, Task 3 (Design and Construction Documents), and discussion and possible action on HDR Decommissioning Study (Work Authorization #5.)

The Senior Project Manager reported the technical committee met prior to the board meeting and they recommend HDR conduct a Decommissioning Study.

Motion by Director Freeman, second by President Sawyer authorizing HDR to conduct a Decommissioning Study in an amount not to exceed \$19,932.50. Motion carried unanimously.

REHABILITATION PROJECTS:

12. Staff report on the Dam #10B Outlet Remediation Project.

The Senior Project Manager reported on the project. He advised the initial project was to install a culvert under the existing access road to restore the hydraulic function of the dam to reconnect the discharge from the dam to the creek. However, since the dam was built, the landowners have constructed two haul roads across the quarry just downstream from the dam that cuts off the flow behind the creek. During the preliminary design, it was noted that the Conveyor Road has an undersized culvert and after reviewing the draft memo from the consultant

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it appears the repairs will be costly. This item will need to be discussed further after more information has been received from the consultant (FNI), after meeting with the landowner to determine if it is feasible to open cut the Conveyor Road, and after evaluating the project costs and risks.

No Action Taken

13. Staff report on Dam #21 Downstream Embankment Repair, Phase 2 – Design, Construction Oversight, and Monitoring.

The General Manager advised URS has submitted the final construction drawings, details, and general notes for the Dam #21 Downstream Embankment Repair Project. The Senior Project Manager will be taking over the project and reviewing the documents/coordinating with URS.

No Action Taken

14. Staff report on Minor Dam Repairs – Dams #18 and #20.

The General Manager reported M&E completed a tree survey for the Dam #20 outlet channel grading, and will perform a topographic survey. They will prepare a tree removal and grading plan for submittal to the City of Hutto for Dam #20.

The General Manager reported M&E will perform a topographic survey for Dam #18 outlet channel grading and primary access relocation. The Senior Project Manager will coordinate with the property owner to the south of Dam #18 for access. Once the survey is complete, M&E will provide a grading plan and a primary access road construction plan. Then Senior Project Manager will also coordinate with the Dam #18 property owner for approval of the primary access relocation, and with the property owner to the south for approval of the grading plan.

No Action Taken

MISCELLANEOUS PROJECTS:

15. Staff report on a New District Facility.

No additional input received.

No Action taken.

16. Staff report on the Dam Assessment and Prioritization Project - Phase 2.

The General Manager reported the City of Round Rock has completed the 100% design plans for the Texas Ave Extension project. The water quality permit has been approved by TCEQ. The city plans to advertise for construction contractors with a bid opening on February 28th and project award on March 22nd. The city plans to have the water quality pond substantially completed by July 31st.

The General Manager reported Kitchell is working to get a building permit by the end of February.

No Action Taken

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CLOSING ITEMS:

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

The General Manager provided a brief update on the Development Permits and other activity within the District easements. Additional discussion included a component of the dam maintenance database being developed by Halff that will automate and geographically reference the development permit tracking.

18. General Manager's report.


- EAP's have been distributed electronically to the communities; the hard copy will be submitted to TCEQ.
- Ryan's Crossing drainage project review has been completed by the Senior Project Manager.
- The Senior Project Manager reported numerous animal intrusions at some of the dams and is coordinating with Texas Wildlife Management/property owners.
- The Senior Project Manager report an upcoming project at Dam #12 consists of repairing the principal spillway conduit.

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

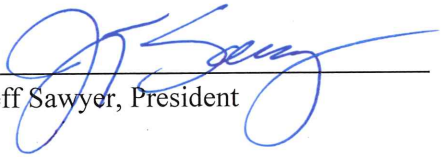
- a) TexPool to be added to the next regular meeting.
- b) Change the meeting date to March 22nd.

DATED AT ROUND ROCK, TEXAS ON THIS 22ND DAY OF MARCH 2018.

ATTEST:



Lisa Moravitz, District Secretary



Jeff Sawyer, President