

MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS

THE STATE OF TEXAS §

COUNTY OF HAYS §

HAYS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 1 §

The Board of Directors (the “Board”) of Hays County Water Control and Improvement District No. 1 (sometimes referred to herein as the “District”) met in special session, open to the public, at Belterra Centre, 151 Trinity Hills Drive, Austin, Texas, the District’s office within the District, for the purposes stated herein, on September 25, 2023 at 12:00 p.m. The roll was called of the members of the Board of Directors, (herein referred to as the “Board”) to-wit:

Douglas L. Botts	President
Paul Kelly	Vice President
Daniel B. Robison	Secretary
Bill Dally	Treasurer/Asst. Secretary
Rick Lucas	Assistant Secretary

All members of the Board participated in the meeting and were present at the commencement of the meeting, except Director Lucas who entered during item 2 (at 12:08 PM). Also present at the meeting were, Lonnie Wright of Municipal Operations and Consulting, LLC (“MOC”), Robby Callegari and Bill Ball of Burgess & Niple, the District’s engineers. In addition, Matt Kutac of the Law Offices of Matthew B. Kutac, PLLC attended via telephone conference audible to the public. Samantha Bethke and Lynn Lee, members of the Board of Directors of Hays County Water Control and Improvement District No. 2 (“HCWCID No. 2”) also attended the meeting and were invited to provide comments at any time during the discussion.

1. Public Comment: The President called for public communications and comments. Hearing none, the Public Comment session was closed and the Board proceeded to the next item of business.
2. EQ Basin: Lonnie Wright of MOC began by providing background information as to ongoing projects and operations at the District’s wastewater treatment plant. As of Friday night, all three membrane chambers are back in operation after membrane unit replacements were completed. Membrane chamber No. 1 is performing very well, as is chamber No. 3. Mr. Wright presented the following information to the Board:
  - Membrane Chamber No. 3 has 400 new membranes and 800 used membranes that have been cleaned and tested. (189 GPM)

- Membrane Chamber No. 2 has 200 new membranes and 1,000 used membranes that have been cleaned and tested. (140 GPM)
- Membrane Chamber No. 1 has 1,200 new membranes, with a 10 year warranty from Kubota. (180 GPM)

Mr. Wright noted that Brian Codienne, a representative with Kubota, explained to him that the cleaning and replacement schedule had previously been based upon the amount of time that membrane units were in use. Mr. Wright recommends evaluating replacements on a performance basis moving forward. Instead of evaluating the membranes from each chamber at the same time, he suggests an orderly schedule focused on replacement of chamber incrementally. He explained that the District will need to look at membrane chamber No. 2 in a few years, and again suggested that performance should be the catalyst as opposed to time. Mr. Wright noted that his employees on the project worked very hard to complete the replacements by last Friday night.

Before moving on to discussion of the EQ basin, Director Dally asked a follow up question concerning the standards for assessing performance on each membrane chamber. Mr. Wright recommended looking at various parameters such as GPM and turbidity readings, and also reminded the Board that maintenance schedules (including clean in place procedures) would need to be considered. It was noted that the oldest membrane units were in Chamber 2, and Director Botts asked whether the District should budget for replacing a chamber every 2-3 years. Mr. Wright stated that although it would be wise to budget for membrane unit replacement on such a schedule, as discussed previously, decisions on replacement should be based on operating conditions and performance. He added that budgeting to replace the membrane units in chamber No. 2 in 2-3 years is probably a good idea, even if replacement is not necessary.

He also noted that Mr. Codienne suggested removing a cross section of membranes and sending them to the manufacturer for testing. However, Mr. Wright stated that pulling membranes is a labor intensive process, so removal for cross section may not be efficient. Director Lucas asked about the value of the Kubota warranty if the District will have to budget for replacement every 2 years. Mr. Wright stated that the only chamber still under warranty would be chamber No. 3 because it has all new membrane units. Chamber No. 1 and No. 2 are a mix of old and new membranes, so Kubota will not provide a warranty for either of those chambers. Director Lee from HCWCID No. 2 asked about the potential costs for removal and testing. Mr. Wright stated membranes can be dismantled in the tank, at a reasonable cost and without a crane. But Mr. Wright also reiterated that replacement should be based on performance, and stated that MOC will modify their reporting to specify the operating parameters and performance for the membranes on a monthly basis. Mr. Wright stated that he should have much better information for budgeting purposes for next year's budget. Director Dally inquired about whether the drum screens are working properly. Mr. Wright reported that one is working well and the other is operating but is in need of repair. Ms. Barzilla with B&N has reported the necessary repair, which he understands will be covered under warranty.

Mr. Wright proceeded to describe recent clean out work at the EQ basin. He began by describing the function of the EQ basin, which allows for distribution of flows to the membrane chambers over time to mitigate the impact of higher and harsher flows at peak system usage times. Based on his observations since MOC took over the plan operations, Mr. Wright suspected that the EQ

basin was loaded with debris and rags. This was confirmed after MOC pumped down the EQ basin, though fortunately not to the extent suspected. He noted that the expense to remove the debris and clean the tank was \$10,000.00. Upon motion by Director Lucas, seconded by Director Botts and unanimously carried, the Board approved the expense of \$10,000. Mr. Wright noted that the EQ basin will be on an annual cleaning schedule moving forward.

Mr. Wright next reported that the flow meter for the treated effluent line went out last week. When it was inspected, MOC noted that this was a 4" meter that had been installed on a 12" line. MOC defers to the engineer on the size of the meter, but wanted to discuss whether to proceed with using a 4" meter or to upsize the meter. Mr. Callegari stated that it appears that some pressure is being lost through the meter (approximately 8 PSI), but he thinks a 4" replacement meter will suffice. He had been concerned that the cost of changing out the vault would be prohibitive. However, Mr. Wright explained that the existing vault will work, and that the District can upsize to 8" or 12" at a comparatively minimal additional cost. Mr. Callegari said an increase in the meter size should reduce pressure loss across the reclaimed water system, which is important due to potential use for fire protection. Director Botts stated that the objective is that reclaimed water will be a supplemental or alternative source for the fire department in the event of WTCPUA loss of pressure. Mr. Wright requested authorization to install an 8" or 12" meter. The cost of meter is approximately \$14,000-\$18,000 and the cost of installation would be approximately \$20,000. Director Lucas asked whether going to the 12" meter would require any additional change to the infrastructure, and Mr. Wright said he was not aware of any necessary changes. Director Lee from HCWCID No. 2 said she thought it was better to use the larger meter in light of the minimal difference in cost. Upon motion by Director Botts, seconded by Director Robison and unanimously carried, the Board approved installation of a 12" meter at a cost not to exceed \$45,000.

Other wastewater treatment plant matters were then discussed. Mr. Wright noted that the replacement generator is in and ready to go, which is fueled by propane instead of diesel. The previous generator will be repurposed as a portable, trailer-mounted generator. Mr. Wright also stated that the plant appearance is not up to MOC's standards. They will be cleaning up and making it look like it should on a time and material basis over time. With the winter months approaching, Director Botts inquired about preparedness for freezing temperatures. Mr. Wright said that keeping a wastewater plant running during freezing temperatures is easier than a water plant, and that MOC has an emergency plan in place. Mr. Kutac mentioned that one of the major challenges in recent years has been the surge of flows to the plant due to customers streaming faucets instead of dripping them. Mr. Kutac suggested that keeping the effluent storage tank at lower levels prior to freezing temperatures might be beneficial.

Director Kelly asked about odor at the plant. He explained that the EQ basin has been cleaned, the bar screens are okay, and membrane chambers have been cleaned and replaced, but that the odor seemed worse this weekend. Mr. Wright stated that existing scrubbing unit is broken. He said that introducing some mixed liquor back into the plant might alleviate odors, and might be a better solution than repairing the scrubber. Director Kelly requested options for addressing odor, regardless of cost. Director Lucas asked whether improvement might be expected once the EQ basin has been up and running for longer. Mr. Wright stated that MOC has not changed process controls that would affect odors. Instead, MOC has been focused on the conditions of the membranes, which was an operational priority. Now that membranes are repaired, MOC will attempt to address the odor issues. Director Robison asked about the scrubber and whether it can

be repaired. Mr. Wright said the housing was cracked, and it hasn't been used in years. He does not think it is worth \$16,000 to investigate a repair, which is the amount requested by the manufacturer just to perform an inspection.

3. Executive Session: There was no need for an executive session.
4. Adjournment: There being no further business to conduct, upon motion by Director Lucas, seconded by Director Botts and unanimously carried, the Board adjourned until further call.

APPROVED AND ADOPTED on the 12<sup>th</sup> day of October 2023.



*Daniel B. Robison*  
Daniel B. Robison, Secretary