

#26



MEETING MINUTES

Date: September 24, 2020 (9:00am – 10:30am)
Client: Brushy Creek Regional Utility Authority
Project : Phase 2 Final Design
Subject: Travis County Coordination Meeting
Location: Microsoft Teams Meeting

I. Attendees and Introductions

- a. Walker Partners (WP):
 - i. Aaron Archer
 - ii. David Smith
- b. Freese and Nichols (FNI):
 - i. Erin Flanagan
 - ii. Mike Brown
 - iii. Drew Hardin
- c. Travis County (TC):
 - i. Scott Lambert
 - ii. David Kemp
 - iii. David Peyton
 - iv. Drew Pickle
 - v. John Routh
 - vi. John Strube
 - vii. Shawn Snyder
 - viii. Morgan Cotten
 - ix. Dan Chapman
 - x. David Gimnich
 - xi. Irene Egbulefu
 - xii. Neelie Kildow
 - xiii. Morgan Cotten

II. Project Summary, Scope, and Schedule

- Aaron Archer reviewed the overall scope of the project.
 - Approximately 145 MGD capacity to be delivered to three WTPs.
 - New deep water intake within Lake Travis to replace three floating intakes.
 - Deep water intake to provide more sustainable water supply to the cities of Cedar Park, Leander, and Round Rock.
 - Maintenance Building property acquired by BCRUA to help support intakes.

- Intake tunnel to be constructed from the intakes to the RWPS.
 - The RWPS will send water back across the lake through a transmission tunnel to connect to the existing water line that was constructed in 2010.
 - The Phase 2 project has been underway for 10-15 years.
 - The schedule has us in final Design – working on 90% design now.
 - Final design to wrap up in summer 2021.
 - Bid phase in the fall of 2021 with construction commencing in the 2nd quarter of 2022.
 - Construction phase to require around 5 years.
 - Phase 2 to be started up and wrapped up in the year 2027 / 2028 time frame.
- No additional questions or clarifications on the project summary were received.

III. ROW Coordination

- Site development plan have been submitted for the raw water pump station.
- Michael Brown (with Freese and Nichols) will be the contact for elements being conducted for elements in the TC ROW coordination permit application.
- Michael Brown stated that the permit for the ROW is to make sure TC knows what project is anticipated to include, and to make sure that we can address any items before we get into construction. Michael stated that we would like to have a good understanding of what will be required in advance.
- Michael reviewed the tail tunnel first and made it known that the tunnel would be 300 feet below grade.
- Michael reviewed the 2-inch water line relocation that will occur along the Lime Creek Road ROW.
- Michael reviewed the Trails End Road water line and associated work.
- John Routh inquired on why the 2-inch water line relocation was not re-routed on the BCRUA property. David Smith responded that the other site pipelines and structures (i.e. storm sewer, sanitary sewer, fire suppression, pig launch station), and locating the building away from the steepest

slopes, prevent the 2-inch water line from being on private property. Aaron Archer stated that the 2-inch water line is being relocated along the edge of the ROW to maintain service to the TC Sandy Creek Park.

- Morgan Cotten commented that he does not want to see water lines under the pavement. We can make the connection under the pavement but then must get out from under the pavement. Drew walked through the history and how the original design was prepared. The line was ended at a location to be completed by extending the line under the paving the final 200' and existing 30" waterline and vaults prevented to line from being continued outside the paving. Morgan Cotten approved the location of the water line to shaft connection after Drew walked him through the history and details.
- Drew described the water line connection at Trails End Road. Drew acknowledged that it was only a distance of 200-ft to make the tie-in to the existing pipeline.
- Michael continued to review the ROW plans submitted that are inclusive of traffic control, storm drains, meter vault, other vault improvements along the transmission line, and fiber optic line work.
- Scott Lambert identified that TC was trying to move away from CoA standards. **Scott Lambert requested the use of the Texas Manual of Uniform Traffic Devices details (TxDOT standards) (lane closure specific details).**
- **Travis County suggested to consider one-way traffic provisions in lieu of two way at the end of Trails End Road. Michael to evaluate that potential.**
- Morgan Cotten suggested at least 15-feet of available pavement for traffic around the open cut trench for one lane of traffic.
- Michael identified that the Traffic Impact Study (Traffic Study) is included in the ROW permit submission.
- Morgan Cotten identified that he would like the Traffic Division's involvement – if submitted June/July it is likely in their que. We are one of 70 in the que. Andre Betit manages this group.
- The Traffic Study will need to get into the review process.
- John Routh stated he has only looked at the RWPS submittal.

- Design set to be uploaded in response to the site development permit request sent to Walker Partners – Freese and Nichols on Sept 1st.
- In review of the ROW permit application, Shawn Snyder noted that the application fee had not been paid. Therefore, a number has not been assigned to it yet until the fee has been paid. The application is also missing the completion of an agreement form.
- Michael suggested that a form was submitted to him but he had not received a request to pay the fee. **Michael to complete the form and submit to the application permit. [This action was completed on 09/24/2020 after the conclusion of this meeting.]**
- Shawn Snyder stated that applications submitted in part will not be reviewed until all documentation has been submitted (completeness check).
- Morgan Cotten suggested that the design team go back to review the permits process.
- **For permit administrative questions, Shawn Snyder suggested that the team reply through the mypermitsnow system as the mailbox is monitored by five individuals.**
- Drew stated that we wanted to make sure that we have all the requirements needed in our contract documents and permits in place.
- Traffic control to be permitted before the contractor is on-board. The engineer typically submits the traffic control. TC must make sure it is constructable.
- Morgan Cotten stated that TC must determine that the Engineer/design team has established the guidelines of what is acceptable. Maintenance of Traffic plans – if the contractor does something differently that's on him. TC need to see the plans of how traffic control will be implemented and to confirm we are giving the Contractor the correct direction on traffic control. Contractor needs a viable design on how to construct.
- All TC reviewers review at the same time and in the order received.

IV. Site Development Permit

- David Smith (with Walker Partners) will be the contact for the site development permit application.

- TC asked about fire suppression for the RWPS. David Smith responded that the suppression will be pumped and that the fire flow requirements were previously coordinated with the Fire Marshal. Aaron further added that 10 MG of gravity flow would be available within the raw water line to provide fire service even if the pump station had no power.
- Certified receipts from property owners and make copies for upload to mypermitsnow. **David Smith to obtain certified receipts and upload to mypermitsnow.**
- John Routh had questions regarding impervious cover. David Smith explained that the 90% impervious cover is based on City of Austin Net Site Area which does not include steep slopes in the equation. The impervious cover using Gross Site Area is 46% which is only 1% more than the 45% maximum.
- Documents submitted for approval should be stand-alone without verbal discussion.
- David Smith stated that there are two sets of rules to follow. The City uses Net Site Area and the County uses Gross Site Area. If the RWPS roof area is deducted because of rainwater harvesting, the impervious cover is only 17%. Treating rainwater for drinking water is also a superior method of water quality control. Runoff from the roof will not be discharged into Lake Travis.
- Discussion on spoils disposal – Aaron Archer identified that the Cedar Park quarry is the preferred disposal location and discussions on this with the City are planned.
- Sandy Creek Park – they may be able to use some of the materials. Advise that if any materials to be disposed of the ETJ or unincorporated areas of Travis County it will need a disposal permit.
- Temporary fill cannot be stored within the floodplain. David Smith responded that all of our construction activities will be above the 100-year floodplain.
- David Smith stated that around 35 trees require mitigation/assessment. Replanting trees is not recommended; payment would be required in accordance with a recommendation made by Dan Pacatte with the TC Parks. It is recommended, and the design team is proceeding with paying

the tree mitigation fee in lieu of trying to plant and maintain new trees at another site.

- Distinguish the area that we would propose to be used for stockpile on our plans. TC requires spoils excavated and deposited within the county be approved.
- County permits expire after 5 years. If plans have stayed the same, this is a faster process.
- Items only in the Extraterritorial Jurisdiction (ETJ) or unincorporated areas are reviewed by TC.
- Aaron Archer discussed that constructability verification has been performed with multiple contractors.
- Below ground tunnels are expected to be constructed during the first 3 years; above ground structures will be completed in the remaining approximate two years.
- TC indicated that under the current permit no below ground elements are being reviewed.
- TC suggested and David Smith agreed that best course of action would be to submit separate permit application for additional components of the project rather than adding components to the existing permit. Adding components to existing permit will require the TC to restart the review process. **David Smith to contact John Routh regarding additional site components requiring separate permit applications.**

V. County Review Process

- The County takes the lead on determining permits required.
- TC to give us an idea of how the permits need to be broken apart.
- **Michael to reach out to Shawn for confirmation on any additional information required for ROW permit coordination.**
- **Michael to submit the Traffic Study as a separate document in the existing permit application.**

VI. Other Coordination Items

- Morgan Cotten suggested that we familiarize ourselves with the permitting process.
- Morgan Cotten suggested we do proper coordination. No more than 6-months between contact with TC.

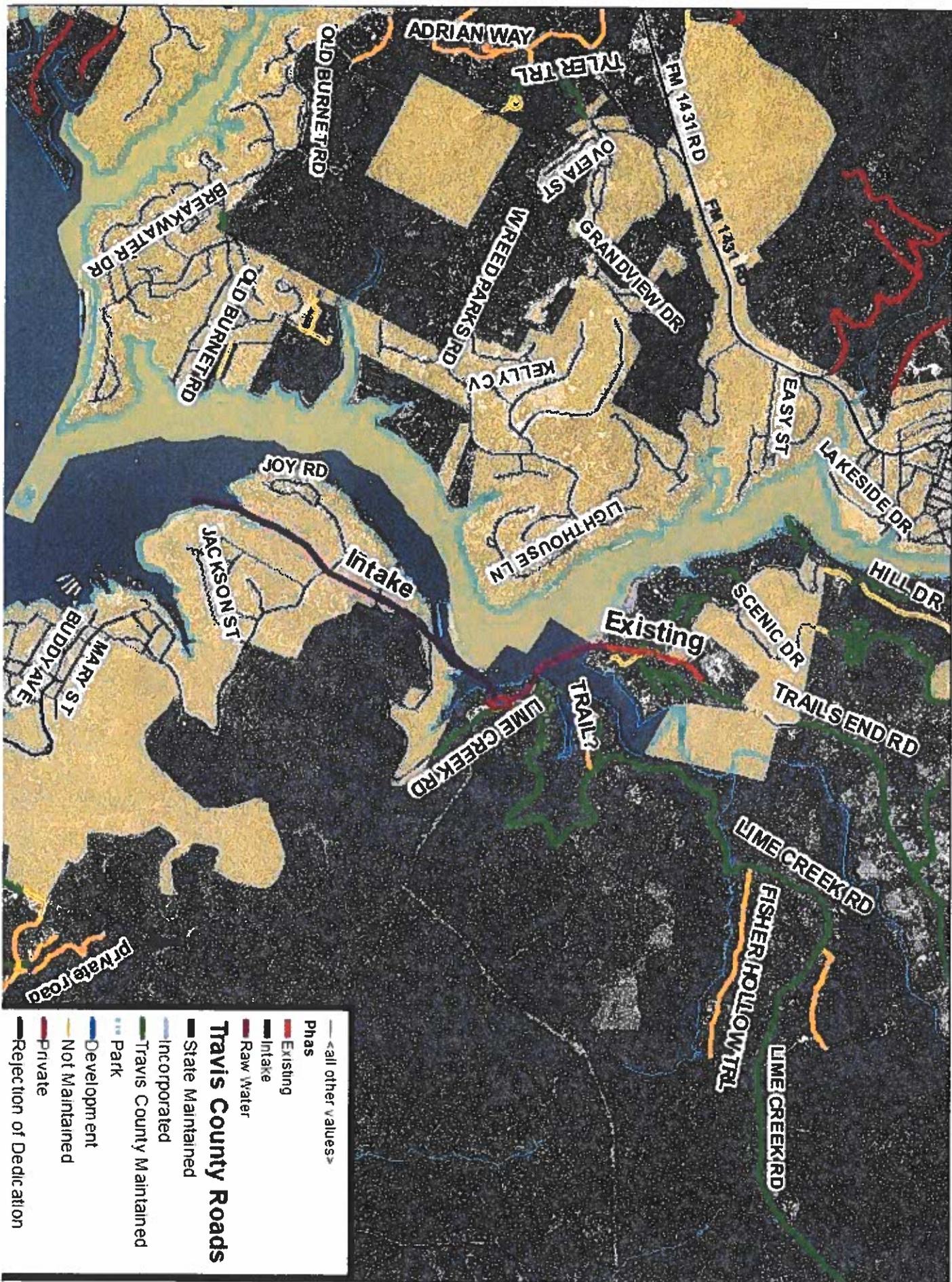
- Suggestion made by TC to keep current information in each permit application from changing so that we do not initiate a re-review process.

VII. Review Action Items / Decision Items

- Please refer to the tables below.

ACTION ITEMS			
WHAT	WHO	WHEN TO COMPLETE	STATUS
1. Michael to evaluate that potential of providing one-way traffic control versus two-way traffic control at Trails End Road.	Michael Brown - FNI	10/07/2020	Pending
2. Michael to complete the agreement form and submit to the application permit.	Michael Brown - FNI		Completed
3. David Smith to obtain certified receipts and upload to mypermitsnow.	David Smith - WP	10/07/2020	Pending
4. David Smith to contact John Routh regarding additional site components requiring separate permit applications.	David Smith - WP	10/07/2020	Pending
5. Michael to reach out to Shawn for confirmation on any additional information required for ROW permit coordination.	Michael Brown - FNI	10/07/2020	Pending
6. Michael to submit the Traffic Study as a separate document in the existing permit application.	Michael Brown - FNI	09/25/2020	Pending

DECISION ITEMS	
ITEM	BY WHOM
1. The water line connection under Trails End Road appears appropriate for tie-in as it is identified in the ROW documentation presented at this meeting.	Morgan Cotton - TC
2. Scott Lambert requested the use of the Texas Manual of Uniform Traffic Devices details (TxDOT standards) (lane closure specific details) instead of the City of Austin details.	Scott Lambert - TC
3. For permit administrative questions, Shawn Snyder suggested that the team reply through the mypermitsnow system as the mailbox is monitored by five individuals.	Shawn Snyder - TC



< all other values >
 Phas
 Existing
 Intake
 Raw Water

Travis County Roads

- State Maintained
- Incorporated
- Travis County Maintained
- Park
- Development
- Not Maintained
- Private
- Rejection of Dedication

