

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS  
NORTHTOWN MUNICIPAL UTILITY DISTRICT**

March 8, 2021

THE STATE OF TEXAS     §  
  §  
COUNTY OF TRAVIS     §

A meeting of the Board of Directors of Northtown Municipal Utility District was held via telephone conference call pursuant to Section 551.125, Texas Government Code, as modified temporarily by Governor Greg Abbott, and pursuant to the related guidance from the office of the Texas Attorney General in connection with the Governor's COVID-19 Disaster Proclamation. Notice of the meeting was given as required by the Texas Open Meetings Act. A copy of the Certificate of Posting of the notice is attached as **Exhibit "A"**. The meeting was open to the public via the toll-free telephone number provided in the meeting notice. An electronic agenda packet for the meeting was provided online via the link included in the meeting notice and the meeting was recorded and made available at the same link.

The following members of the Board were present, constituting a quorum:

Brenda Richter	-	President
Robin Campbell	-	Vice President
Felix T. Amaro, Jr.	-	Treasurer
Lee Hill	-	Assistant Secretary

Director Capers was absent from the meeting. Also present at the meeting were Mona Oliver, the District manager, and Carter Dean of Armbrust & Brown, PLLC.

Director Richter called the meeting to order at 5:21 p.m. and stated that the Board would first receive resident communications and Board member announcements. There being none, Director Richter stated that the Board would consider proposals for compliance with America's Water Infrastructure Act of 2018 (the "AWIA"). Director Amaro stated that Director Campbell and he had received presentations and proposals from three companies to complete the work necessary for the District to comply with the AWIA. He then stated that they were looking for a proposal that reflected a history of this type of work, a familiarity with the area, compliance with the legal requirements, comprehensiveness, price, and an ability to complete the work by the deadline. Director Campbell noted that the price of the proposals considered reflected whether the vendors truly understood the proper scope of work for the project. He then stated that the proposal from CDM Smith in the amount of \$59,955 attached as **Exhibit "B"** represented the best value, since it was the lowest priced proposal to meet his and Director Amaro's criteria. Directors Campbell and Amaro, therefore, recommended approval of the CDM Smith proposal. Director Richter asked for which other municipal utility districts in the area CDM Smith would be handling AWIA compliance. Director Amaro responded that Wells Branch Municipal Utility District had recently contracted with CDM Smith for AWIA compliance. After discussion, upon motion by Director Hill and second by Director Campbell, the Board voted 4-0 to approve the proposal from CDM Smith and execution of the related contract.

Director Richter then stated that the Board would consider future agenda items and the District's meeting schedule. The Board generally agreed to hold its next meeting by video conference.

There being no further business to come before the Board, the meeting was adjourned.

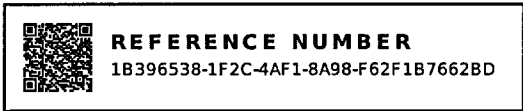


*Chris Capers*

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Christopher Capers, Secretary  
Board of Directors

Date: March 23, 2021



**SIGNATURE CERTIFICATE**

TRANSACTION DETAILS	DOCUMENT DETAILS
<b>Reference Number</b> 1B396538-1F2C-4AF1-8A98-F62F1B7662BD <b>Transaction Type</b> Signature Request <b>Sent At</b> 03/24/2021 12:00 EDT <b>Executed At</b> 03/24/2021 12:30 EDT <b>Identity Method</b> email <b>Distribution Method</b> email <b>Signed Checksum</b> 3a01718f2234d1699cf225bba79c1a506fa573a0642bb849e78659efc0b59ccf2 <b>Signer Sequencing</b> Disabled <b>Document Passcode</b> Disabled	<b>Document Name</b> Northtown Minutes of March 8 2021 Special Board Meeting <b>Filename</b> northtown_minutes_of_march_8_2021_special_board_meeting.pdf <b>Pages</b> 2 pages <b>Content Type</b> application/pdf <b>File Size</b> 194 KB <b>Original Checksum</b> 805ab4720e6880d7e6f282b44wa663b461556b7224c8a3560191314wa4d0c6

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Chris Capers <b>Email</b> ntmudchris@gmail.com <b>Components</b> 1	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> d778cb9ba22830c984c09ce2467130e2191cfcfe7d8e1bc765aec4960117780b <b>IP Address</b> 66.90.239.66 <b>Device</b> Chrome via Windows <b>Typed Signature</b> <i>Chris Capers</i> <b>Signature Reference ID</b> 5DC5B43D	<b>Viewed At</b> 03/24/2021 12:29 EDT <b>Identity Authenticated At</b> 03/24/2021 12:30 EDT <b>Signed At</b> 03/24/2021 12:30 EDT

**AUDITS**

TIMESTAMP	AUDIT
03/24/2021 12:00 EDT	Michelle Johnson (majohnson@abaustin.com) created document 'northtown_minutes_of_march_8_2021_special_board_meeting.pdf' on Chrome via Windows from 63.145.58.202.
03/24/2021 12:00 EDT	Chris Capers (ntmudchris@gmail.com) was emailed a link to sign.
03/24/2021 12:29 EDT	Chris Capers (ntmudchris@gmail.com) viewed the document on Chrome via Windows from 66.90.239.66.
03/24/2021 12:30 EDT	Chris Capers (ntmudchris@gmail.com) authenticated via email on Chrome via Windows from 66.90.239.66.
03/24/2021 12:30 EDT	Chris Capers (ntmudchris@gmail.com) signed the document on Chrome via Windows from 66.90.239.66.

CERTIFICATE OF PROVISION OF NOTICE OF MEETING FOR  
NORTHTOWN MUNICIPAL UTILITY DISTRICT  
TO THE TRAVIS COUNTY CLERK'S OFFICE

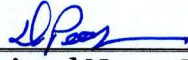
THE STATE OF TEXAS       §

COUNTY OF TRAVIS       §

I, D. Pederson, hereby certify that at 9:17 a.m. on March 5, 2021, I provided a copy of the attached notice of meeting of the Board of Directors of Northtown Municipal Utility District to the Travis County Clerk's office located at 5501 Airport Blvd., Austin, Texas for subsequent posting in accordance with Section 551.054 of the Texas Government Code.

I understand that the attached notice was provided to the County Clerk in order to comply with the Open Meetings provision of Chapter 551 of the Texas Government Code and that the Board of Directors of Northtown Municipal Utility District will rely on this certificate in determining whether the provisions of Chapter 551 of the Government Code have been satisfied.

Witness my signature this 5th day of March, 2021.



Printed Name: D. Pederson  
Company: Armbrust & Brown PLLC

EXHIBIT A

**CERTIFICATE OF POSTING OF MEETING PACKET FOR  
NORTHTOWN MUNICIPAL UTILITY DISTRICT  
ON  
THE DISTRICT'S DATABASE AT THE FOLLOWING LINK:**

<https://abaustin.sharefile.com/share/view/sd538f44a2d14aa28/fo31e8cc-d58a-42c8-b882-63fo2edc8899>

THE STATE OF TEXAS       §  
  §  
COUNTY OF TRAVIS       §

I, D. Pederson, hereby certify that at 9:22 A .m. on March 5 , 2021, I posted a copy of the attached meeting packet for a meeting of the Board of Directors of Northtown Municipal Utility District on the District's Database at the link specified above.

I understand that the meeting will be held via telephone conference call pursuant to Section 551.125 of the Texas Government Code, that the meeting packet was posted in order to comply with the Open Meetings provisions of Chapter 551 of the 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, and that the Board of Directors of Northtown Municipal Utility District will rely on this certificate in determining whether the provisions of Chapter 551 of the Government Code, as modified temporarily, have been satisfied.

Witness my signature this 5th day of March , 2021.

Signature: 

Printed Name: D. Pederson

Company: Armbrust & Brown, PLLC

CERTIFICATE OF POSTING FOR  
NORTHTOWN MUNICIPAL UTILITY DISTRICT  
AT  
(1) 14401 Harris Ridge Blvd. (park pavilion)  
(2) 1421 Wells Branch Parkway, Suite 106 (district office)  
PFLUGERVILLE, TEXAS 78660

THE STATE OF TEXAS       §

COUNTY OF TRAVIS       §

I, Ernest Robles, hereby certify that at  
1:00 P.m. on March 5<sup>th</sup>, 2021, I posted a copy of the  
attached notice of meeting of the Board of Directors of Northtown Municipal Utility District at a  
place readily accessible and convenient to the public within the boundaries of the District at the  
locations noted above.

I understand that the notice was posted in order to comply with the Open Meetings  
provisions of Chapter 551 of the Government Code and that the Board of Directors of Northtown  
Municipal Utility District will rely on this certificate in determining whether the provisions of  
Chapter 551 of the Government Code have been satisfied.

Witness my signature this 5<sup>th</sup> day of March, 20 21.

Ernest Robles  
Printed Name: Ernest Robles  
Company: Northtown MUD


**CERTIFICATE OF POSTING OF MEETING PACKET FOR  
NORTHTOWN MUNICIPAL UTILITY DISTRICT  
ON  
[www.northtownmud.org](http://www.northtownmud.org)**

THE STATE OF TEXAS     §  
  §  
COUNTY OF TRAVIS     §

I, Robin Campbell, hereby certify that at 6:30 P.m. on MARCH 4, 2021, I posted a copy of the attached meeting packet for a meeting of the Board of Directors of Northtown Municipal Utility District on [www.northtownmud.org](http://www.northtownmud.org) for posting.

I understand that the meeting will be held via telephone conference call pursuant to Section 551.125 of the Texas Government Code, that the meeting packet was posted in order to comply with the Open Meetings provisions of Chapter 551 of the 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, and that the Board of Directors of Northtown Municipal Utility District will rely on this certificate in determining whether the provisions of Chapter 551 of the Government Code, as modified temporarily, have been satisfied.

Witness my signature this 4 day of MARCH, 2021.

Signature:   
Printed Name: Robin Campbell  
Company: \_\_\_\_\_



2 pgs

202180286

**NORTHTOWN MUNICIPAL UTILITY DISTRICT  
AMENDED AGENDA FOR SPECIAL MEETING**

March 8, 2021

**STAYS IN FILE  
STAYS IN FILE**

**TO THE BOARD OF DIRECTORS OF NORTHTOWN MUNICIPAL UTILITY DISTRICT  
AND ALL OTHER INTERESTED PARTIES**

Notice is hereby given that the Board of Directors of Northtown Municipal Utility District will hold a special meeting at **5 15 p m on Monday, March 8, 2021**

**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 308434 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/fo31c8cc-d58a-42c8-b882-63fo2edc8899>

**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

**PUBLIC COMMENT**

- 1 Board member remarks and citizens' communications,

**DISCUSSION ITEMS**

- 2 Infrastructure Subcommittee report related to America's Water Infrastructure Act of 2018 (AWIA) compliance and related action items, including proposals,
- 3 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), or 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



*Sam Brown Olfelt*

Attorney for the District

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Northtown Municipal Utility District is committed to compliance with the Americans With Disabilities Act Reasonable accommodations and equal access to communications will be provided upon request Please call Armbrust & Brown, PLLC at (512) 435-2300 for additional information

Came to hand and posted on a Bulletin Board in the Courthouse,  
Austin, Travis County, Texas on this the 5th day of  
March 2021  
By Dana DeBeauvoir  
County Clerk, Travis County, Texas  
A. Macedo Deputy

A. MACEDO



202180286

FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS

*Dana DeBeauvoir*

Dana DeBeauvoir, County Clerk  
Travis County, Texas

Mar 05, 2021 09 59 AM

Fee \$3 00 MACEDOS



9430 Research Boulevard, Suite 1-200  
Austin, Texas 78759  
Tel: 512.346.1100

March 3, 2021

Mr. Robert Anderson, Utility Manager  
Northtown Municipal Utility District  
14401 Harris Ridge Blvd.  
Pflugerville, TX 78660

RE: America's Water Infrastructure Act  
Risk and Resilience Assessment and Emergency Response Plan Development Proposal

Dear Mr. Anderson:

As you are aware, Congress in 2018 amended the Safe Drinking Water Act (SDWA) to include the America's Water Infrastructure Act (AWIA) which requires an all-hazards Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP). Each water provider in the US with a service population over 3,300 is required to certify that the Risk and Resilience assessment is complete, and within six months of certification, complete an ERP. Providers serving populations the size of Northtown Municipal Utility District (MUD) have until June 30, 2021 to certify that their AWIA Risk and Resilience assessment is complete. We have prepared this scope and fee proposal to assist the Northtown MUD with their Risk and Resilience assessment and ERP.

We propose to complete the Risk and Resilience assessment as follows:

## Scope of Services & Delivery Approach

### Project Management & Delivery

The CDM Smith Team will supply the MUD with unmatched expertise and experience in complying with the requirements of the 2018 AWIA—which outlines the path to keeping your valuable resources and assets protected in the “face of” and “response to” a variety of threats—natural hazards and malicious acts. We will help meet these requirements by leveraging national experts and insights to efficiently investigate, assess, and recommend solutions that you can trust while protecting your system and community in the years to come.

The CDM Smith Team will follow a seven-step approach known as Risk Analysis and Management for Critical Asset Protection (RAMCAP). This approach not only complies with 2018 AWIA requirements, it is performed in accordance with AWWA's “Risk and Resilience Management for Water and Wastewater Systems” (ANSI/AWWA J100-10 / R13) and the “Emergency Preparedness Practices” (ANSI/AWWA G440-17).

The overall goal of the project is to build upon prior vulnerability assessments performed and conduct a current assessment of the existing vertical and horizontal (above-ground and below-ground) assets and business processes to determine the current and future risks and hazards associated with these, in order





Mr. Robert Anderson, Northtown MUD

March 3, 2021

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to comply with the 2018 AWIA. After identification of these hazards and risks, an assessment of the vulnerability and resilience of the operational and business needs will then be conducted.

## Scope of Services

We have been proactive and have leveraged our 2018 AWIA knowledge and subject matter expert insights to develop a preliminary scope of work that can be further tailored to the Northtown MUD's needs and objectives. CDM Smith will perform the following scope to comply with all 2018 AWIA requirements.

### Task 1: Data Gathering/Review of the MUD's Existing Materials

CDM Smith will facilitate a kickoff meeting with the Northtown MUD Project Manager and representatives to confirm project goals and identify key stakeholders for the project. Based on documentation and information to be provided by the MUD, CDM Smith will evaluate systems at existing facilities for risk and resiliency to assess/review monitoring practices; chemical usage, storage, and handling at each location; and field operations and maintenance (O&M) facilities for the MUD.

CDM Smith will provide a data request form and questionnaire at project kickoff to assist Northtown MUD in gathering relevant data and information. Examples of data and information that will be requested for this effort include:

- GIS/asset management program of above ground and underground assets
- Locations and facility descriptions of all assets
- Previously prepared vulnerability assessments
- Previously prepared ERP or Emergency Action Plan (EAP) documents

CDM Smith will also review existing data based on the AWWA J100 and G440 guidelines to identify additional criteria and procedures needed to be included in the 2018 AWIA assessment or ERP. Staff working on the project will execute a confidentiality agreement with the MUD upon request. At the completion of the project, CDM Smith will return all copies of project files to the MUD.

### Task 2: Stakeholder Meetings and Development of the "All-Hazards" Listing

As part of this task, CDM Smith will facilitate one half-day (approximately 4 hours) virtual workshop with MUD leadership and subject matter experts across the production, transmission, and engineering groups to qualitatively conduct the initial risk and resilience assessment.

■ The half-day workshop is anticipated to take place immediately after the initial threat characterization is completed. The deliverable from this workshop is a populated risk matrix for "all-hazards" and critical assets (*with a focus on above-ground assets*) which will provide the basis for creation of the threat-asset pairs in J100

The workshop will focus especially on critical facilities, including:



Mr. Robert Anderson, Northtown MUD

March 3, 2021

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- Drinking Water Assets
  - Seven interconnects with the City of Austin
  - Critical distribution pipelines
  - Process control systems
- Wastewater Assets
  - Two interconnects with the City of Austin
  - Three Lift Stations
  - Critical collection system pipelines and force mains
  - Process control systems
- Business Enterprise System Assets
  - Human resources (i.e., personnel policies)
  - Financial (i.e., billing systems, contingency/reserve funds)
  - Information technology (i.e., servers, cybersecurity protections)

Assets may be categorized into broad groups as necessary to move the discussion forward. Stakeholder workshops provide an efficient method to gather institutional knowledge about hazards, risks, and resilience from MUD stakeholders by:

- Understanding connections between ongoing issues and challenges, hazards, and current plans or actions
- Identifying vulnerabilities to inform the risk and resilience profiles for the threat-asset pairs under J100
- Developing and prioritizing actions to improve resilience that inform the Emergency Response Plan

The J100 guidance recommends that a core team of individuals collaborate at these workshops, including members from security, safety, treatment/ distribution, O&M, engineering, and information technology (IT). Additional stakeholders may include legal, human resources (HR), customer service, finance, laboratory, and local first responders. Workshop participants should also include representatives from the City of Austin, Crossroads Utility Services, and any other contractors or agencies that Northtown MUD relies on for operation of their water and wastewater systems.

CDM Smith will plan, prepare for, and facilitate the workshop with MUD stakeholders to efficiently collect input for the RRA. The process focuses on populating a risk matrix for hazards and assets at the workshop, which will provide the basis to create the threat-asset pairs in J100. CDM Smith will assess

The “*all-hazards*” approach will include at least the following hazards (or threats):

**Malicious Acts**

- Accidental/intentional (source to finished) water contamination
- Facility intrusions and employee assaults
- Theft or diversion
- Physical attack of critical infrastructure
- Cyber threats

**Natural Hazards**

- Flood
- Drought
- Wildfire
- Extreme heat
- Severe storms (hail, thunderstorm, winter storm)
- Tornado and major wind
- Dam failure

Mr. Robert Anderson, Northtown MUD

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assets that match categories required under the 2018 AWIA (*such as pipes and constructed conveyances, physical barriers, source water, etc.*).

In preparation for the workshops, CDM Smith will conduct an initial threat characterization to identify threats to the water and wastewater systems from a comprehensive “*all-hazards*” list of malicious acts and natural hazards from the J100 Appendix E guidance, EPA, and additional threats as identified by the MUD. The J100 guidance is selective in order to produce high net benefit options for reducing risk and improving resilience. During the initial asset characterization stage, the following will be performed:

- Identifying and evaluating critical assets, mission-critical functions, and supporting infrastructure and evaluation if there have been changes to the system that warrant an update to the critical asset list.
- Identifying critical internal and external supporting infrastructure which will likely include the following: Operations & Maintenance, Monitoring Practices (*new*), and Financial Infrastructure (*new*). This includes identifying any existing protective countermeasures and mitigation measures/features.

### **Task 3: Risk & Resilience Assessment**

After the completion of Task 2, CDM Smith will conduct the RRA. This will be conducted within CDM Smith’s RRA Tool which is a Microsoft Excel based tool that follows the Risk Analysis and Management for Critical Asset Protection (RAMCAP) method in the AWWA J100 guidance to ensure calculations are conducted in a consistent manner using the data and information gathered under Tasks 1 and 2. The final product will include a report with an executive summary of the methods and results.

Specific tasks during the assessment include:

- **Step 1** – Finalize the asset and threat characterizations based on MUD priorities and the findings of Tasks 2 to identify, rank, and record the MUD’s critical assets. The goal of this is to determine the critical and high-consequence facilities/assets and the high threat-likelihoods. These determine the “*threat-asset pairs*” which are the focus of the risk and resilience assessment. CDM Smith will use input from the workshops (*conducted as part of Task 2*) and data review (*conducted as part of Task 1*) to ensure that medium-consequence or likelihood threat-asset pairs are also included, as appropriate. The high-priority threat-asset pairs will move on to the consequence analysis, Vulnerability Assessment, and Threat Analysis stages described in Step 2.
- **Step 2** – In order to conduct the Consequence, Vulnerability, and Threat Calculations for high-priority threat-assets, the following will be performed:
  - **Consequence Analysis:** Develop and refine consequence metrics or criteria (*such as financial, casualties, loss of revenue, or regional economic impact*). The RAMCAP methodology is used to define ranges of consequence and analyze based on the consequence metrics for each threat-asset following the RAMCAP process and are measured in dollars.

Mr. Robert Anderson, Northtown MUD

March 3, 2021

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- **Vulnerability Assessment:** For each critical threat-asset pair the vulnerability is determined by estimating the likelihood of an occurrence to the “*all-hazards*” threat. The output of a vulnerability analysis to malevolent incidents is the likelihood of success of the adversary for each specified attack scenario on each threat–asset pair, given that the attack is carried out. The parallel concept for natural hazards is the likelihood that the hazard will produce the consequences already estimated, given that the hazard occurs. This is expressed in a numerical value from zero (*the threat is unlikely to occur and produce the consequence*) to one (*the threat is very likely to occur and produce the consequence*).
- **Threat Likelihood Analysis:** Conduct the threat analysis using the J100 guidance to estimate the likelihood or frequency of malevolent threats using the proxy measure, best estimate, or conditional assignment and the probability of natural hazards and likelihood of dependency or proximity hazards. This is expressed in a numerical value from nearly zero (*the threat is unlikely to occur*) to one (*the threat is certain to occur*).
- **Step 3** – In order to conduct the RRA, the following will be performed:
  - Calculate risk for each threat-asset pair as the results from Consequence, Vulnerability, and Threat Analysis, using the following equation:  
$$\text{Risk} = \text{Consequences} \times \text{Vulnerability} \times \text{Threat Likelihood} \quad / \quad \text{Risk} = C \times V \times T$$
  - Create the Utility Resilience Index (URI) as outlined in J100 as:
    - **Operational** – *These indicators reflect the tactical capacity of the utility to react quickly and/or cope with various incidents that have the potential to disrupt services*
    - **Financial** – *These indicators reflect the fiscal capacity of the utility and supporting community to react quickly and/or cope with various incidents that have the potential to disrupt revenue*
  - Each of these indicators are numerical values from zero (*not resilient*) to one (*highly resilient*) designed to reflect the resilience of the utility as a whole. They help to further focus the MUD toward areas that need further attention to reduce risk and improve resilience. This will be presented in easy-to-understand dashboards as it applies to each critical asset
- **Step 4** – The methodology, findings, costs, and recommendations of the Risk and Resilience process will be documented in a report format, including an executive summary. An electronic copy of the draft Risk and Resilience Analysis Report will be provided to the MUD for review. CDM Smith will meet virtually with the MUD to review this draft report as well as the RRA tool. This follow up meeting is anticipated to take place immediately after submittal of the draft risk and resilience analysis to review findings prior to completion of the final. CDM Smith will incorporate the MUD’s written comments on this draft report into a final RRA report.

Mr. Robert Anderson, Northtown MUD

March 3, 2021

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- **Step 5 – Certify the RRA for EPA Submission:** CDM Smith will assist the MUD in completing the EPA certification process as needed. The certification details available from EPA, and require the water system name, PWSID#, the date certified, and a statement from the MUD that it has conducted, reviewed, (*and revised as needed*), the RRA. CDM Smith will provide the MUD with the needed documentation for review by June 15, 2021 with the understanding that the MUD will review and return a consolidated set of comments and modifications by June 23, 2021 to allow time for finalizing any documents for the June 30, 2021 deadline.

#### **Task 4: ERP Update, Best Practices Integration & Six-Month ERP Update**

As part of this task, CDM Smith will create an Emergency Response Plan for the MUD's facilities as required by 2018 AWIA. This will build upon existing emergency response related documentation, if available. CDM Smith will provide guidance and input on actions that may be taken based on the outcome of the RRA. The scope and extent of the ERP will be limited to developing response actions that focus only on the highest risk threats identified during the RRA. The ERP will supplement and build on any existing emergency response documents or protocols, including those developed by applicable external entities, such as city- or county-wide emergency management plans. This ERP is expected to consist of the following:

- Define countermeasures
- Estimate investment and operating costs
- Determine if and what options to evaluate
- Estimate capital and O&M costs for each option
- Update Risk scope for affected assets
- Calculate Benefit/Cost ratio
- Establish monitoring program
- Strategies and resources to improve resilience, including physical security and cybersecurity
- Plans, procedures, and equipment for responding to a malevolent act or natural hazard
- Actions, procedures, and equipment to lessen the impact of a malevolent act or natural hazard, including alternative source water, relocation of intakes, and flood protection barriers
- Strategies to detect malevolent acts or natural hazards

An electronic copy of the draft ERP will be provided to the MUD for review. CDM Smith will incorporate the MUD's written comments on this draft report into a final ERP. CDM Smith will assist the MUD to complete the EPA certification process for the ERP no later than six months after certification of the RRA to be performed as part of Task 3.



Mr. Robert Anderson, Northtown MUD

March 3, 2021

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### **Schedule**

The Kickoff meeting will be scheduled immediately following notice to proceed. CDM Smith will work with MUD management and relevant stakeholders to schedule a workshop as part of Task 2. The draft RRA report will be provided for MUD review by June 15, 2021. The certification will be available to the MUD to submit to EPA prior to June 30, 2021. The ERP will be updated no later than December 31, 2021.

### **Fee**

We propose to complete the RRA and ERP on a lump sum basis with a lump sum fee of \$59,955.

If you have any questions regarding this proposal, please contact me at (512) 652-5303.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy L. Barna".

Stacy L. Barna  
Principal-in-Charge  
CDM Smith Inc.

cc: Brian Bennett, CDM Smith  
Paniz Miesen, CDM Smith

