

Minutes of the Regular Meeting of the
BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #2

A regular meeting of the Board of Directors of Bastrop County Water Control and Improvement District #2 was held on Thursday, January 17, 2019, beginning at 6:30 p.m. at the Conference Center, 106 Conference Drive, Bastrop, TX. 78602.

Present BCWCID #2 Board Members:

Mary Beth O'Hanlon, President
Butch Carmack, Vice President
Sam Kier, Treasurer
Scott Ferguson, Secretary

BCWCID #2 Staff/Other Professionals:

Tony Corbett, Attorney
Paul Hightower, General Manager
Gene Kruppa, Interim General Manager
Tyler Walsh, Operations Manager
Alma Rodriguez, District Administrator

Absent:

Karen Pinard, Director

- 1.) Call to Order and Establish a Quorum
President O'Hanlon called the meeting to order at 6:30 p.m. A quorum of Board members was present.
- 2.) Pledge of Allegiance
President O'Hanlon led the Pledge of Allegiance.
- 3.) Texas State Flag
President O'Hanlon led the Pledge of Allegiance to the Texas Flag.
- 4.) Public Comments/Announcements (The Board respectfully requests that persons limit comments to three (3) minutes. Under the Open Meeting Act, the Board may not deliberate or take action in response to any matter raised during public comment that is not a separate agenda item.)
Jo Anne Egitto stated she is really impressed with Mr. Hightower he has risen to all the challenges and she has a great deal of confidence in him. Ms. Egitto had some concerns about an 18 wheeler that was parked on the road removing debris from the fires. She reached out to ACC and the commissioner and they got a hold a builder and he moved it back a little bit because that is a bus route but in talking to the commissioner he stated that Nakalele Lane recently patched but there was never a work order for this road so she doesn't know how that superseded other work orders that have been open for months.
- 5.) Discussion and possible action regarding scheduling of future meeting dates:
 - a. Regular Board of Director's Meeting is scheduled for Thursday, February 21, 2019 at 6:30 p.m.
 - b. Annual Public Road Meeting is scheduled for Saturday, March 30, 2019 at 9:00 a.m.

President O'Hanlon announce the upcoming meetings and also stated this will be the last board meeting held in this building. All future meetings will be held at the Bastrop Convention Center on Chestnut. The offices will be moving next week.

Paul Hightower stated the road committee meetings will be held at the Tahitian Village Fire Station.

- 6.) **CONSENT AGENDA:** *(Consent Agenda items are generally routine. Unless removed by a member of the Board or General Manager, items listed on the consent agenda may be acted on together and without prior discussion.)*
- a. Approval of minutes from the November 5, 2018 Special Meeting of the Board of Directors;
 - b. Approval of minutes from the November 15, 2018 Regular Meeting of the Board of Directors;
 - c. Approval of minutes from the December 4, 2018 Special Meeting of the Board of Directors;
 - d. Approval of monthly financial report for November 2018; and
 - e. Approval of monthly financial report for December 2018.

Motion: Butch Carmack moved to approve the Consent Agenda Items. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 7.) Discussion and possible action regarding Hydraulic Study – Hightower and BEFCO Engineering
President O'Hanlon stated BEFCO Engineering completed a Hydraulic Study for the District and they will be presenting the results of the study.

Bradley Loehr from Befco Engineering presented the study to the Board. Also, in attendance representing Befco Engineering is Joseph Willrich. The last study was completed in 2011 and at that time the District was looking to serve a new development in Unit 6.

Below are the recommendations from the study.

RECOMMENDATIONS

- Address booster pump & pressure tank deficiencies and marginal storage capacity by installing larger pumps & possibly piping or install elevated storage tank/standpipe;
- Investigate means to address pressure tank capacity or install elevated storage tank/standpipe;
- Investigate 5-10 year horizon for future water supplies to meet TCEQ capacities including interconnect at Water Plant 2 with Aqua WSC;
- 16" or larger line near Water Plant No. 1 and on Tahitian southward to Mauna Loa (Maintenance issues and increase pressures 3-5 psi);

- 12" or larger line on Tahitian between Mauna Loa and Mauna Kea, with 10" or larger line recommendation to continue all the way to Kaanapali. Around 2015, some of this 10" line has already been installed. (Maintenance issues and increase pressures an additional 1-2 psi when coupled with the aforementioned 16" water line);

OTHER LONG TERM RECOMMENDATIONS

- Multiple suggested areas from Staff to loop lines & conduct borings to eliminate dead end flushes and 2" lines;
- Staff suggests elimination of multiple water crossings to a primary water main on one side of the road, would help with wastewater system expansion in Units 3-5;
- Install automatic flush vales to aid in flushing dead-end mains
- 10" or larger line on Mauna Loa between Tahitian and Pine Hollow for future Unit 6;
- Emergency Generator at Water Plant No. 1;
- 10" or larger line between all water plants to ensure good transmission between all plants.

Mr. Loehr also recommends the Board form a committee with staff to address these issues and design a plan.

Motion: Sam Kier moved to form a committee of Board members to work with Paul Hightower and the engineers to work on a plan to address the recommendations from this water study for improving our water distribution system. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 8.) Discussion and possible action regarding the following items on the General Managers report-

Paul Hightower reported on the following items:

- a. Installation of radio read water meters
Original contract was about 422 radio read meters to be installed. As of 1/10/2018 we have approximately 100 left for install. Meters were backordered from the factory and finally received in the middle of December.
- b. Status of TTHM compliance:
The 2nd round of testing has been completed and reviewed. After meeting with engineers, we have decided to run a 3rd set of testing for accuracy comparison. These were completed on January 13th and we will provide a complete update at the February meeting.
- c. Update on district water plants and lift stations:
We received the sine wave filter for well #1. It has been installed and the well has been activated, tested and is back in operation. All other major 2018 electrical projects have been completed. There are some loose clean-up & repair projects that are being finished now.

- d. Update on fencing at the maintenance building:
We received the exemption from the City of Bastrop and currently awaiting the permit to be issued. The job will begin this month.
- e. FEMA road repairs on Ulupua:
Project has been completed. Wall is up in 2 sections. We will be making this a 1-way road due to all the erosion and the location of the wall itself. We are putting 3 bollards starting at the top of the hill coming down to the 2nd wall structure and also install a railing as a protection barrier on the opposite hill side.
- f. Overall FEMA update:
Projects are about 75% complete. Weather has slowed down the completions. These will be wrapped up in February.
- g. Water, wastewater, road repairs, maintenance & improvement projects update:
No update at this time.
- h. Road Master Plan update:
No update at this time.
- i. Fire Hydrant repair update:
Project has been 100% completed. All hydrants to date have been tested and fully functional.
- j. Employee updates:
Jobs have been advertised. To date, we have conducted 4 interviews and have 2 qualified personnel. I am waiting until the end of January to see if we can get a few more resumes before making a decision.
- k. Truck Purchase Update:
In November, the board voted to allow up to \$50,000 for vehicle purchases. We were able to acquire 2 new Dodge Ram 1500 quad-cab trucks for a total of \$47,900. After negotiations, both trucks were delivered to us w/ spray in bed liners along with full front & rear WeatherTech mats to protect the carpet and interior.
- l. Employee Communications:
We are moving the district to the county P25 digital network. This comes with a large safety margin for us to protect our employees as well as be able to call for help in an instant, if needed.
- m. Inter-Connects with Local Water Suppliers:
This is still in pending. We have met with AWSC and the City of Bastrop and currently working through some figures.

- 9.) Discussion and possible action regarding Order Declaring the 2007 Ford Ranger and the 2009 Ford F-250 extended cab as Surplus Property and Authorizing Disposition Thereof
Paul Hightower would like to have 2 vehicles declared as surplus since we have purchased new trucks.

Motion: Sam Kier moved to declare the 2007 Ford Ranger and the 2009 Ford F-250 extended cab as Surplus Property and Authorizing Disposition Thereof. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 10.) Discussion and possible action regarding Office building
Paul Hightower stated the temporary building has been brought in services have been hooked up and tomorrow they will start connecting the IT services. We will be moving into the building next week so moving forward we need to make a decision on what to do with the building. There have been so many ideas brought to us.

President O'Hanlon stated we need to view all our options.

Director Kier stated we need to have this property marketed properly and maybe we can get a Public/Private Partnership.

President O'Hanlon stated for tonight the first step is to figure out what this property worth and is there a market for it.

Mr. Hightower would like a recommendation of a realtor for commercial properties.

Director Kier stated we need to have for the February meeting a presentation of all the options even looking at the information that was presented before with the other plans of building a new office. We need to build a portfolio of information.

Direction was given to Paul Hightower to gather the information for a presentation in February. President O'Hanlon volunteered to assist Mr. Hightower.

- 11.) Discussion and possible action regarding Commercial Wastewater Rates
Paul Hightower stated he is working on this and is waiting on some additional information but will have a report at the February meeting.

This item is Tabled until the February 21, 2019 meeting.

- 12.) Discussion and possible action regarding Engagement Letter from West, Davis and Company to prepare the District's audit for 2018
Paul Hightower stated he has approved the Engagement Letter from West, Davis and Company to prepare the District's audit for 2018. The cost of the audit will be from \$23k to \$25k.

No action taken. Informational only.

- 13.) Discussion and possible action regarding Request of Qualifications for Information Technology (IT) Services and Engineering Services
Dustin Hamner with Systemverse stated they are a full service IT provider that is based in Austin. Their customer base is about 30 currently and employee 5 people. They have had discussions with Mr. Hightower about new computers and servers.

President O'Hanlon stated she would like to have a plan presented.

That would be done within the first 30 to 45 days if they are selected as the District's IT provider.

The Board thanked Mr. Hamner with Systemverse for his presentation and stated there will be another IT presentation at the February meeting.

- 14.) Discussion and possible action regarding the following matters from the Road Committee –
- a) Monthly meeting update

Director Ferguson stated there was no Road Committee Meeting in January but they are working on updating the 5 year road plan and will have a draft for the committee to review at the February meeting.

- 15.) Board suggestions on future agenda items-
- a. Establish advisory committee with representatives of the Property Owners Association and the District relating to future uses or disposition of reserve properties
 - b. Establishment of Capital Improvement Plan
 - c. Other future agenda items.

No additional items added.

- 16.) Discussion and possible action regarding Release of Liens held by District on Real Property
Alma Rodriguez presented the Release of Liens.

Motion: Sam Kier moved to approve the Release of Liens. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

- 17.) Adjourn

Motion: Sam Kier moved to adjourn the meeting. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

MEETING ADJOURNED AT 8:40 P.M.

Mary Beth O'Hendon
Board Director

March 27, 2019
Date