

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, February 16, 2017, beginning at 6:30 p.m. at the Conference Center, 106 Conference Drive, Bastrop, TX. 78602.

Present BCWCID #2 Board Members:

John Creamer, President
Sam Kier, Treasurer
Victor Gonzalez, Director

BCWCID #2 Staff/Other Professionals:

Jim Ouellet, General Manager
Tyler Walsh, Operations Manager
Tony Corbett, District's Counsel
Bob West, Auditor
Alma Rodriguez, District Administrator

Absent:

Karen Pinard, Vice President
Tammy Eden, Secretary

AGENDA

- 1.) Call to Order and Establish a Quorum
President Creamer called the meeting to order at 6:30 p.m. A quorum of Board members was present.
- 2.) Pledge of Allegiance
President Creamer led the Pledge of Allegiance.
- 3.) Texas State Flag
President Creamer led the Pledge of Allegiance to the Texas Flag.
- 4.) The Annual Public Road Meeting will be held on March 11, 2017 at 9:00 A.M.
- 5.) The next Board of Director's meeting will be held on Thursday, March 16, 2017 at 6:30 P.M.
President Creamer announced the next Board of Director's meeting will be held on Thursday, March 16, 2017 at 6:30 P.M.
- 6.) CONSENT AGENDA: (Consent Agenda items are generally routine.) Unless removed by a member of the Board, items listed on the consent agenda will be acted on together.
 - a. Approve minutes of the November 17, 2016 and January 19, 2017 Regular Board meetings.
 - b. Approval of monthly financial reports for November, December and January
 - c. Approval of fourth quarter quarterly report for 2016

Motion: Victor Gonzalez moved to approve the Consent Agenda items with forth coming amendments after the audit on the financials and with President Creamer's corrections to the minutes. Seconded: Sam Kier. Vote: Three (3) in favor, motion carries.

- 7.) Public comments/Announcements (The Board respectfully requests you limit your comments to three (3) minutes)

Jan Schwindt, President of TVPOA wanted to go on official record for a donation TVPOA made in the amount of \$17,500 to the District for Road Maintenance projects for 2016. TVPOA will need the documentation supporting the donation by March 31, 2017.

Lee Wilson resides at 204 Kahana is concerned about the illegal dumping on a portion of Kahana. During clean sweep they cleaned up about 40 tires that were dumped. Mr. Wilson asked the Board if they knew that Commissioner Hamner was going to pave that portion of Kahana and take it over a reserve area.

The Board stated that Commissioner Hamner has not approached them about Kahana or the reserve property.

- 8.) Discussion, possible action and updates given by General Manager

a. **Introduction of Tony Corbett as District Attorney**

b. **Introduction of Bob West as District Auditor**

c. **TTHM – Treatment Update** - We are awaiting a visit from JD Sullivan of the Utility Group to go over final plans to install treatment technology to address the TTHM water quality requirement. The most recent round of samples indicated TTHM levels just below the allowable limit. Historically, TTHM formation is at its lowest potential during the colder months.

We will also be cleaning and painting the interior of the tank while the plant is down for the treatment equipment installation. We may also improve the piping at the well head at that time to improve pump efficiency. We are still waiting on a final proposal in writing but the cost has been suggested at much less than originally budgeted.

d. **Road maintenance activities** - More than 2.5 miles of roads were improved from mid-January through the first week in February. A total of 6,901 tons of material was placed and rolled. The roads were first graded and bar ditches were created in some cases and improved in others. A total of \$139,220 was used from the Road Maintenance operating account to implement the aforementioned improvements. We are beginning to receive reimbursements from FEMA on previous expenditures. After paying for the recent road maintenance work, we have a balance of approximately \$106,000 in the road maintenance account.

As of today, we have a contractor relocating the travel lanes of the roadway on Keawakapu Dr that is presently out of alignment. We will also be installing three (3) eighteen inch culverts in the immediate area as part of the work.

e. **FEMA update**

f. **Repairs Koolua Drive** - Joseph from BEFCO, Tyler and I met with a sheet pile contractor on January 20. The opportunity to install permanent sheet piling to mitigate the effects of the landslides on the aforementioned locations will be relatively easy to accomplish. The price we received for the Koolua Drive was in line with original estimates from FEMA and we can complete Awehi Lane for a lower cost since mobilization will be factored in to the cost of Koolua.

A bid package is being put together and we hope to have this out to bid by March.

- g. **District lots for sale** - In an effort to transition lots owned by the District back into an active status, The District has identified 13 lots that local residents expressed interest in obtaining (list attached).

President Creamer and I plan on taking a close look at the aforementioned lots and place a minimum value on each. The lots for sale will be noted in the local paper and we will be accepting sealed bids until March 8, 2017.

- h. **Sale of District Office building** – Secured a Real Estate agent to market the sale of the building.
- i. **Outsourcing of Monthly Water Bill Production and Mailing** – efforts are under way to outsource the monthly production of water/wastewater bills as well as all other mailings of significant volume. The cost savings and the freed up time is quite encouraging. I hope to have this completed by May.
- j. **Annual Road fees** – Annual road fee invoices were mailed out on February 9, 2017. A total of more than 5,450 letters were printed, stuffed and mailed. A great deal of effort goes into the process and Ms. Freida is to be complimented on the effort and determination she puts into the process. It is very tedious and time consuming. Thank you Freida.
- k. **Road Committee** – The Road Committee met on Tuesday, February 14 to look over the 5 year road plan as well as discuss future opportunities to address road construction. Director Kier has contributed an exceptional amount of time preparing facts, figures and a presentation for the March 11, 2017 annual road meeting. He has also invested a great deal of time and effort to find a long term solution to financing the completion of the roads.
- l. **Legislative Activity -** The District was informed on February 8 that Senator Watson’s office had filed SB 749 which would allow an increase in Road fees to a maximum of \$21 per lot per month. (legislation enclosed)

Representative Cyrier’s office has been informed of the filing and was requested to file a companion bill in the House. Director Gonzalez has followed up with Representative Cyrier’s office encouraging them to expedite their filing to enhance the probability of a success for the legislative session.

- m. **Tracking Capital Costs -** It has been determined the financial software is designed to allow for tracking capital costs. As such, we have placed capital accounts into the accounting software. As bills are incurred for capital items, the cost will be applied directly to the respective capital account which will allow for accurate information. At year end, the account will be closed and the capital investment placed on the asset register. Copy of this years’ anticipated capital projects attached.

n. Annual Audit - The compilation of materials for the annual audit has been underway. Numerous documents have been provided

- 9.) Discussion on prohibiting the drilling of private wells within the district
Jim Ouellet states he received some language from TCEQ on the ability of a water district to protect the water supply. It will be a very liberal interpretation of the TCEQ rules to ban the installation of individual wells. Assuming all other variables associated with the installation of a well are achieved. Attorney Corbett can elaborate on his experiences with this question.

Tony Corbett advise the Board to be real careful about limiting property owners from drilling wells.

Jim Ouellet will work on a policy.

- 10.) Discussion and possible action regarding 5 year Master Road Plan
Director Kier reviewed the 5 year Road Plan with the Board.
- 11.) Discussion and possible action regarding request from Fred Jack to have late and lien fees waived

Motion: Sam Kier moved to deny the request from Fred Jack. Seconded: Victor Gonzalez. Vote: Three (3) in favor, motion carries.

- 12.) Discussion and possible action regarding Surplus Property (flatbed Truck)
Alma Rodriguez stated there is a Resolution to Declare the 2001 Chevy Flatbed truck as Surplus Property.

Motion: Victor Gonzalez moved to approve the Resolution presented to declare the 2001 Chevy Flatbed truck as Surplus Property. Seconded: Sam Kier. Vote: Three (3) in favor, motion carries.

- 13.) Board suggestions on future agenda items
- Review of Commercial Rates
 - Discussion and suggestions on improving E-billing numbers.
 - The use of tablets (I-pads) for the Director meetings with all information being electronically provided.
 - Water and wastewater extensions will be the responsibility of developers/builders who will hire District approved contractors and install facilities in strict accordance with District specifications. We will no longer serve as the administrator of the projects but will have exceptionally specific standards and inspect the work at the cost of the contractor.

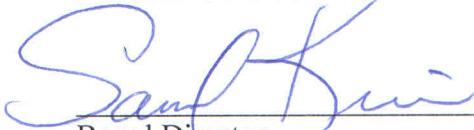
- 14.) Release of Liens
Alma Rodriguez presented the Release of Liens

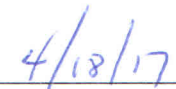
Motion: Sam Kier moved to accept the Release of Liens. Seconded: Victor Gonzalez. Vote: Three (3) in favor, motion carries.

- 15.) Adjournment

Motion: Victor Gonzalez moved to adjourn. Seconded: Sam Kier. Vote: Three (3) in favor, motion carries.

MEETING ADJOURNED AT 7:54 P.M.


Board Director


Date