Bastrop County WCID #2

Board Packet for April 20, 2023

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2
MEETING AGENDA

TO: THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2, BASTROP COUNTY, TEXAS AND TO ALL INTERESTED PARTIES:

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE GOVERNING BODY OF THE ABOVE-NAMED POLITICAL SUBDIVISION WILL BE HELD ON APRIL 20, 2023 AT 6:30 P.M IN THE BOARD ROOM LOCATED AT 112 CORPORATE DRIVE, BASTROP, TX 78602.

MEETING DISCUSSION TOPICS

APPROVED
By Paul Hightower at 11:38 am, 4/13/23

1.) Call to Order and Establish a Quorum – O'Hanlon

2.) Pledge of Allegiance – O'Hanlon

3.) Texas State Flag – O'Hanlon

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.)

5.) Discussion and possible action regarding scheduling of future meeting dates:

   a. Regular Board of Director's Meeting scheduled for Thursday, May 18, 2023 at 6:30 p.m.

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 March 16, 2023 Regular Meeting of the Board of Directors;
   b. Approval of minutes from the March 25, 2023 Annual Road Meeting;
   c. Approval of monthly financial report for March 2023; and
   d. Approval of Release of Liens held by District on Real Property.

7.) Discussion regarding the following items to be presented in the General Manager's report:
   a. Update on District facilities, water plants and lift stations
   b. Update on Water/Wastewater Maintenance & Improvement projects
   c. Update on Roads maintenance & improvement projects
   d. Employee Update
   e. District Administrative Office Update

8.) Discussion and review of 2023 capital improvement projects to be funded with bond proceeds– Hightower

9.) Discussion and possible action regarding the approval of the 2022 Annual Fiscal Year Audit Report – Bob West

10.) Discussion and possible action regarding approval of proposal from BEFCO Engineering for Oct 23 – Sept. 24 Road Projects Surveying & Civil Engineering Services – Hightower

11.) Discussion and possible action regarding adoption of an amended Investment Policy updating the Investment Officer of the District– Hightower

12.) Discussion and possible action regarding adoption of updated Bank Signature Cards– Hightower

13.) Discussion and possible action regarding adoption of an amended Employee Policy that includes revisions relating to part-time employees– Hightower

14.) Discussion and possible action regarding adoption of Order declaring certain property to be surplus and authorizing the sale thereof– Hightower

15.) Discussion regarding development activities within Tahitian Village Unit 6– Carmack

16.) Discussion and possible action regarding monthly meetings of the District's Board of Directors – O'Hanlon

17.) Update on scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee – Hightower

18.) Board suggestions on future agenda items

19.) Executive Session-

A. Pursuant to Sections 551.071 and 551.074 of the Texas Open Meetings Act, the Board may convene in Executive Session to discuss the duties of public officers, and to seek legal advice and opinion regarding the authority of individual directors of the District; and;

B. The Board may also discuss in Executive Session, any other item referenced on this Agenda when authorized pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act.

20.) Adjourn

____

Authorized Signature

The Board of Directors may go into Executive Session at any time during the meeting pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the matters set forth on this agenda regardless of whether Executive Session is specifically referenced. No final action, decision or vote will be taken on any subject or matter in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-321-1688 for further information.

Agenda Item #6

Consent Agenda

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, March 16, 2023, beginning at 6:30 p.m. The meeting was held at the District office, located at 112 Corporate Drive.

Present BCWCID #2 Board Members:
Mary Beth O'Hanlon, President
Scott Ferguson, Vice President
Ron Whipple, Treasurer
Michele Plummer, Director
Butch Carmack, Director

BCWCID #2 Staff:
Paul Hightower, General Manager
Patricia Lujan, Office Supervisor
Tyler Walsh, Senior Operations
Adam Brown, Field Manager

Absentees

Remote Participation
Tony Corbett, Attorney

1.) Call to Order and Establish a Quorum – O'Hanlon

2.) Pledge of Allegiance – O'Hanlon

3.) Texas State Flag – O'Hanlon

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.)

No public comments.

5.) Discussion and possible action regarding scheduling of future meeting dates:

a. Annual Road Meeting scheduled for Saturday March 25, 2023 at 10:00 a.m.
b. Regular Board of Director's Meeting scheduled for Thursday, April 20, 2023 at 6:30 p.m.

Mrs. O'Hanlon stated that the annual Road meeting is scheduled for March 25, 2023 and will take place at the District Office. Also, the District's next regular Board meeting is April 20, 2023 @ 6:30pm. No further comments or suggestions.

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 February 16, 2023 Regular Meeting of the Board of Directors;
b. Approval of monthly financial report for February 2023; and
c. Approval of Release of Liens held by District on Real Property.

No comments regarding the February Board Meeting minutes.

Mr. Hightower stated that we still had not received the full set of financials for January and we do not have financials from Inframark for February. Mr. Hightower explained that all accounts are in good standing with total cash and investments sitting at $10.8 in all accounts. Board expressed no issues or concerns.
No further questions or comments.

Paul Hightower read the Release of Liens as noted in the report.

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the Consent Agenda items, pending adding the financial reports to the packets once they are received.

Seconded: Ron Whipple.

Vote: Five (5) in favor, motion carries.

7.) Discussion regarding the following items to be presented in the General Manager's report:
a. Update on District facilities, water plants and lift stations
b. Update on Water/Wastewater Maintenance & Improvement projects
c. Update on Roads maintenance & improvement projects
d. Employee Update
e. District Administrative Office Update

Mr. Hightower read the GM report as posted in the Board packet. No questions or comments

8.) Discussion and review of 2023 capital improvement projects to be funded with bond proceeds– Hightower

Mr. Hightower stated that Samco had received some information from Inframark and was getting with Jones-Heroy for future steps. No further comments.

9.) Discussion and possible action regarding contract with Inframark for bookkeeping services, including possible termination thereof– Hightower

The Board discussed the many issues the District is facing with not receiving financial information from Inframark. Mr. Hightower explained that we still have not received financial statements from January or February and this has been a continuing issue for several months. Mr. Hightower also explained that some of our vendor accounts have been placed on hold or services cut off due to not receiving payments in a timely manner. Mr. Hightower read an email received from the auditor, Bob West, regarding the audit information he had requested from Inframark. Out of the 23 items on the request document, 1 item had been filled, which was Bank Statements he received access too, from District staff directly. Mr. Hightower then read an email received from Andre McAden at Inframark, regarding a general update for the District. There was general discussion regarding the accounts payable, financials and that the point of creating the in-house position, was to get the District back on-track and keep all services in house instead of out sourcing. The Board decided to give Mr. Hightower the authority to send the termination letter to Inframark, once it was decided that the District had received enough information for the audit to be completed as well as a person to be hired, was decided on.

Director Carmack had concern regarding the late filing with TCEQ and the audit being late. Mr. Hightower explained that we shouldn't be fined with the pending issues we have getting the information from Inframark. Mr. Corbett explained that he had not seen TCEQ ever fine anyone regarding the audit information. Mr. Corbett did express concern filing of financial information with TCEQ and the Comptroller's office in the due times, to not receive a fine from the State. Mr. Corbett explained that we needed to check our Bond covenants and that he could assist if needed. Director Carmack inquired about whether or not we could charge Inframark any fines or fees we received, due to them being late with our financial information, making any filing deadlines late. Mr. Corbett explained the options for the best route he recommended for discontinuing the contract with Inframark, using the discontinuing for convenience clause. Mr. Hightower had stated that he had reached out to Chris Lane with Samco regarding the Bond issues and she had stated she would help as needed, to make sure we met any requirements or issues we had.

Mr. Hightower read the intended letter to be sent, to the Board and all agreed to it.

Mrs. O'Hanlon called the question.

Motion: Ron Whipple moved to approve for Mr. Hightower to send the letter of termination of Inframark at a future date decided by Mr. Hightower, once we received all the information we needed for the audit.

Seconded: Butch Carmack.

Vote: Five (5) in favor, motion carries.

10.) Discussion and review of Master Plan for Road Improvements to be presented at annual road meeting - Hightower

Mr. Hightower reviewed the documents as presented in the Board packet for the annual road meeting.

No further comments or discussion.

11.) Discussion and possible action regarding monthly meetings of the District's Board of Directors – O'Hanlon

Mrs. O'Hanlon established that we would have quorum's present for both of the future meetings.

No further comments or discussion.

12.) Update on scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee – Hightower

Mr. Hightower advised that the POA had decided on a new President and that an email had been sent to make contact. Meetings should commence back in the near future and an update be brought back to the Board.

No further comments or discussion.

13.) Board suggestions on future agenda items

Director Whipple asked to discuss Unit 6 and possible future needs. Mr. Hightower stated that we had received a culvert and water line quote request in the upper portion.

14.) Adjourn

Mrs. O'Hanlon called the question for adjournment.

Motion: Scott Ferguson moved to adjourn.

Seconded: Butch Carmack.

Vote: Five (5) in favor, motion carries.

Meeting ended at 8:26 p.m.

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

An annual road meeting of the Board of Directors of Bastrop County Water Control and Improvement District #2 was held on Saturday, March 25, 2023, beginning at 10:00 a.m. The meeting was held at the District office, located at 112 Corporate Drive.

Present BCWCID #2 Board Members:
Mary Beth O'Hanlon, President
Scott Ferguson, Vice President
Ron Whipple, Treasurer
Michele Plummer, Director

BCWCID #2 Staff:
Paul Hightower, General Manager
Patricia Lujan, Office Supervisor
Tyler Walsh, Senior Operations

Absentees:
Butch Carmack, Director

MEETING DISCUSSION TOPICS

1.) Call meeting to Order – O’Hanlon

2.) Pledge of Allegiance – O’Hanlon

3.) Texas State Pledge – O’Hanlon

4.) Introduction of the Board and Special Guests –O’Hanlon

Mrs. O’Hanlon introduced Precinct 1 Commissioner Hamner and Joseph Willrich from Befco Engineering.

5.) Update from Bastrop County Precinct 1 Commissioner regarding road projects-Commissioner Hamner

Commissioner Hamner gave an update regarding several items within the Tahitian Village subdivision and spoke about the recent training that District employees received. Commissioner Hamner spoke about the widening of Lovers Lane, Briar Forest and Kaanapali then spoke about mowing and edging with the District area. Commissioner Hamner shared information about the new machine being used to spread the chip seal rock and indicated that we had received a new material rock which is less dusty than previous versions. Commissioner Hamner also shared information regarding the discontinuance of roads or portions that cannot be used due to erosion or wash out/flood areas.

No further comments or questions

6.) Update from consulting engineer regarding road projects– Willrich

Mr. Willrich explained what services Befco provides and about the future road plan updates. There was one question regarding the finishing of a road and Mr. Walsh spoke about the delays we have, with receiving culverts and some base material.

No further comments or questions

7.) Presentation of proposed updates to District's Master Road Plan for District Road Projects– Hightower

Mr. Hightower presented the Road plan, as shown in the packet.

No further comments or questions

8.) Public Hearing and Comment regarding proposed revisions to the District's Master Road Plan (the Board respectfully requests you limit your comments and/or questions to three (3) minutes)

There were some questions regarding the maps and Mr. Hightower explained that the new maps in the meeting room, would be updated once the Board approves the new plan. Commissioner Hamner explained that their GIS map was being updated and a new copy would be put up once it was received. A question was presented about the Naalehu Court and Keawakapu area being overgrown around culverts. The District will put in a work order to get it mowed and Commissioner Hamner stated that he would run the articulating mower through there as well, which would be a better process. There was some discussion regarding the City portion of the roads and Mr. Hightower explained that the District and the County, were trying to work with the City to reach an agreement to get these portions completed. There was a comment made regarding the drainage side of Tahitian Village and a suggestion was made to put the drainage area maps both on the website and in the meeting room and Mr. Hightower indicated that we would get this completed as soon as we could. There was some discussion regarding the discontinuance of roads that Commissioner Hamner mentioned earlier. He explained that the advantage of using the discontinuance route, is that the County still owns the road but any future developers that would come into an area, would be responsible for contributing to help build the road. One question was raised about the new rock mentioned earlier and Commissioner Hamner explained that it was a better rock with better adhesion properties which means it will last longer and, it was less dusty which is a positive.

No further comments or questions

9.) Review and possible action regarding approval of updates to the District's Master Road Plan – BCWCID2 Board of Directors

Mrs. O'Hanlon called the question.

Motion: Scott Ferguson moved to approve the plan as presented.

Seconded: Ron Whipple.

Vote: Four (4) in favor, one (1) absentee, motion carries.

10.) Adjournment

Mrs. O'Hanlon called the question.

Motion: Scott Ferguson moved to adjourn.

Seconded: Ron Whipple.

Vote: Four (4) in favor, one (1) absentee, motion carries.

Meeting adjourned at 11:17 a.m.

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2

Cash and Investment Report

As of March 31, 2023

Account Name	Account #	Bank Name	Yield	Ending Balance	Feb Transfers	Total Cash
STANDBY FUND						
Standby Operating Account	2687	Roscoe State Bank	0.00%	$97,455	$0	$97,455
STAND BY FUND TOTAL				**$97,455**	**$0**	**$97,455**
ROADS FUND						
Roads Construction Account	2709	Roscoe State Bank	0.00%	$253,031	$0	$253,031
Roads Construction MMA	3131	Roscoe State Bank	1.75%	$673,244	$0	$673,244
ROADS FUND TOTAL				**$926,275**	**$0**	**$926,275**
DEBT SERVICE FUND						
TWDB Reserve Fund - DS	0001	Texpool	4.51%	$408,827	$0	$408,827
Annual TWDB MMA DS	4385	First National Bank	0.50%	$295,023	$0	$295,023
Waste Water Escrow TWDB Loan DS	1041	Amegy Bank		$85,028	$0	$85,028
Debt Service Fund -DS	0004	Texpool	4.51%	$298,311	$0	$298,311
DEBT SERVICE TOTAL				**$1,087,189**	**$0**	**$1,087,189**
CAPITAL FUND						
Water Capital Projects Account	7780	First National Bank	0.00%	$36,943	$0	$36,943
Capital Project -Bond Series 2021	0005	Texpool	4.51%	$5,673,541	$0	$5,673,541
CAPITAL FUND TOTAL				**$5,710,484**	**$0**	**$5,710,484**
WATER FUND						
Water Operating Account	1469	First National Bank	0.50%	$330,607	$0	$330,607
Waste Water TWDB Checking	3289	First National Bank	0.00%	$572	$0	$572
		Operating Sub Total		**$331,179**	**$0**	**$331,179**
Waste Water/Water MMA	0002	Texpool	4.51%	$1,479,845	$0	$1,479,845
Waste Water/Water Capital	3543	First National Bank	0.50%	$470,828	$0	$470,828
Waste Water MMA (Water)	5076	First National Bank	0.50%	$71,582	$0	$71,582
		MMA Sub Total		**$2,022,255**	**$0**	**$2,022,255**
WATER FUND TOTAL				**$2,353,434**	**$0**	**$2,353,434**
TOTAL CASH & INVESTMENTS				**$10,174,837**	**$0**	**$10,174,837**

Lien List Recap for: APRIL 2023

Total Amount of Liens Released	$113,632.65
Road Assessments Paid	$70,874.80
Standby Assessments Paid	$270.00
Attorney Fees	$3,404.75
Total actually collected	$74,549.55
Total Write-Offs	$2,262.22

Note: The reason the amount collected **could** be lower then the amount released is because the report must show a release amount for each lien filed. The accounts were all paid in full.

Agenda Item #7

General Manager's Report

BOARD OF DIRECTORS
BASTROP COUNTY WCID NO. 2

General Manager's Update
April 20, 2023

7a. Update on District water plants and lift stations:

No updates this month.

7b. W/WW Maintenance & Capital Improvements update:

Qro-Mex construction is working on phase 1 of the project.

No other updates at this time.

7c. Roads maintenance & improvement projects update:

Road crews are working on the current year roads.

We are currently working with the Commissioner and County Engineer on the current list of roads or roadways, that will be transferred to the County and marked for discontinuance of service. This will primarily be drainage and low crossing areas or areas that aren't buildable due to erosion or natural wear. We will provide a full update on this, once it's completed.

7d. Employee update:

We interviewed 6 individuals for the Comptroller position and have hired a person to fill this position. He started with the District on April 12th.

7e. General Office Update:

No updates this month.

Agenda Item #9

FY2022 Audit

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Agenda Item #10

23/24 Roads: BEFCO Proposal

BEFCO ENGINEERING, INC.
Consulting Engineering/Land Surveying
P.O. BOX 615 485 NORTH JEFFERSON
LA GRANGE, TEXAS 78945-0615
979 / 968-6474 FAX 979 / 968-3056
www.befcoengineering.com E-mail: office@befcoengineering.com
Texas Registered Engineering Firm F-2011 Texas Licensed Surveying Firm #10001700

March 27, 2023

Mr. Paul Hightower, General Manager
Bastrop County WCID #2
112 Corporate Drive
Bastrop, Texas 78602
Sent Via Email: paul@bcwcid2.org

RE: Oct. 2023 - Sept. 2024 Road Project
Surveying and Civil Engineering Services
BEFCO Job #23-8725

Mr. Hightower:

The purpose of this letter is to provide you with a proposal and scope of services for surveying and civil engineering services associated with proposed road improvements for the October 2023 – September 2024 Road Project. The roads for this project are approximately 2.3 miles in total length and are depicted on the 2023 Annual Road Meeting Map and listed below:

- E & W Wiamea Ct
- Olai Court
- Makaha East to Mauna Kea
- Naalehu Court
- Keawakapu
- Koele
- Kaawa Lane East (Up to Barricade)
- Manana Court
- Kahana West
- Lipoa
- Upola Court

For the purposes of this proposal, Bastrop County WCID #2 is the "Client", "BCWCID #2" or "Owner" and BEFCO Engineering, Inc. is the "Engineer" or "BEFCO". The road surveys and design will be consistent with the October 2019 – September 2020 Road Project and in accordance with meeting on February 13, 2019 with Paul Hightower (BCWCID #2), Scott Ferguson (BCWCID #2), Joseph Willrich (BEFCO), Tim Sanders (BEFCO) and County Commissioner Mel Hamner (Bastrop County) which discussed the road requirements. Per the February 13, 2019 meeting, following is BEFCO's understanding of the various design and construction aspects of the project and is the basis for the proposal provided herein. It is recommended that BCWCID #2 memorialize these items, as appropriate, with Bastrop County in an Interlocal Agreement. ***{Please note that BEFCO has bracketed, italicized, and bolded clarifications as it relates to the October 2023 – September 2024 Roads.}***

1. Per the Road District Statute 11001, in reviewing plans and specifications for construction in a subdivision, Bastrop County shall generally apply, as a minimum standard, the standard the County applied to review similar plans or specifications at the time the subdivision was created. If plans exceed this minimum standard, standard of approval shall be based on good engineering practices related to vehicle and pedestrian safety, soil and terrain, watershed impacts, projected traffic and future maintenance. Per the 1992 Roadway Master Plan, the subdivision was created in 1972; therefore, County design standards in effect as of 1972 shall apply. BEFCO understands that Bastrop County had no standards in 1972. Roads will need to meet County Commissioner requirements for acceptance. County Commissioner is requesting that roads generally follow existing road grades, compacted subgrade, 24-foot wide roads from edge of shoulder to edge of shoulder with 8 inches of compacted crushed limestone base, 2 course chip seal (by County forces for 20 feet of the 24-foot road), and bar ditches and culverts sized for the 25-year event with preferred bar ditch side slopes of 4:1.

2. BEFCO understands that a geotechnical report will not be prepared for each roadway and that the pavement section will be as directed by Bastrop County Commissioner Mel Hamner. BEFCO understands this typical pavement section to be compacted subgrade to 95% density (no lime or cement stabilization), 8 inches of crushed limestone base per TXDOT Item 247 compacted to 95% density with a 2-course chip seal surface treatment. During construction, the County will only require the base material to be density

tested (subgrade density testing not required) and will dictate any modifications to this typical section. BCWCID #2 should memorialize this pavement section and testing requirements in the Interlocal Agreement with the County.

3. BEFCO understands all the roads are classified as residential roads except Pahalawe which is classified as a collector. Per BCWCID #2's 1992 Road Master Plan, residential streets are to be 20 feet of chip seal with two-foot shoulders for a total width of 24 feet. Collector streets are to be 24 feet of chip seal with two-foot shoulders for a total width of 28 feet. ***{The 1992 Master Plan indicates all October 2023 – September 2024 roads are classified as residential except Makaha and Kaawa listed as a collector. Keawakapu was not listed and is assumed to be Residential}***

4. Design plans will include a plan view ONLY of the proposed road improvements including limits of paving, driveway reconstruction, and proposed culverts. Road profiles, proposed road grading, proposed ditch grading, proposed driveway grading and proposed culvert flowline elevations are not included in the design plans. This is a deviation from standard design practice; however, BCWCID #2 and County Commissioner indicated the roads will be constructed at a similar grade to that of existing and have requested that road profiles, proposed road grading, proposed ditch grading, proposed driveway grading and proposed culvert flowline elevations not be included in the design plans. Finished grading described above will rely on the capabilities of the construction contractor with oversight by BCWCID #2 and the County.

5. Based on the design plan content described above, design depth of bar ditch and culvert sizes will be based on existing grades (not finished roadway grading). Culvert sizing will be based on the estimated required bar ditch depth and an assumed headwater depth at the upstream end of the culvert. The headwater depth will be noted on the plans and the contractor will have to achieve this condition during construction. Culvert size and ditch depth will be noted (not graded) on the plans. The design storm shall be the 25-year event with consideration of the 100-year event not exceeding 1-foot above roadway elevation. Drainage calculations will be based on the Rational Method, Manning's equation for normal depth flow and nomographs for culvert sizing. BEFCO will assume a fully developed watershed and utilize the Rational Method for developing a storm water flow for each drainage area. TxDOT rainfall intensities will be utilized for the Rational Method. It is specifically noted that sizing of the bar ditch and culverts is approximate since finished roadway and bar ditch grading is not being provided in the design plans. ***{TXDOT recently adopted Atlas 14 rainfall intensities; therefore, BEFCO intends to utilize these rainfall intensities for the drainage design.}***

6. Other design elements and construction requirements include pipe culvert material, headwalls at culverts, topsoil and revegetation, ribbon curb at intersection radii, flumes, rock rip-rap, guardrail, signage and erosion controls. These elements will be incorporated into the design as required through collaboration with BCWCID #2, County Commissioner and BEFCO.

7. After topographic surveys are completed, existing roadway conditions will be reviewed with BCWCID #2 and Commissioner Hamner to discuss any potential issues or unique design considerations that may deviate to the standards described above. Plan and specifications approval for Bastrop County will be by County Commissioner Hamner and his road foreman. Once design plans are at a 95% completion, BEFCO will meet with BCWCID #2, County Commissioner and road foreman to review the plans and obtain final comments. The final comments will be incorporated into the final signed and sealed plans. ***{Thorough road reviews are completed at the time of field survey reviews; therefore, final signed and sealed plans are provided at the completion of final design and assumed to be approved unless the Commissioner provides comments.}***

8. BEFCO understands the 2.3 mile project will be bid as one project. BEFCO will provide signed and sealed design plans, specifications, quantity take-off and quantity bid schedule. A majority of the specifications will be provided in the plans with supplemental specifications provided in 8.5"x11" format. These documents will be provided to Bastrop County for incorporation into a Contract Book Bastrop County will be preparing.

BEFCO understands that Bastrop County, through an Interlocal Agreement with BCWCID #2, will prepare the bid documents\contract book, conduct the bidding process including but not limited to advertisement, issuance of bid documents, bid opening, award recommendation and issuance of Notice to Proceed. BCWCID #2 will manage the construction contract and provide construction observation in conjunction with Bastrop County. BEFCO will have limited construction phase services and will provide consultation as requested by BCWCID #2. ***{BCWCID #2 will likely construct the roads; therefore, BEFCO is not anticipating preparing the contract book and conduct the bid process for the 2.3 mile October 2023 – September 2024 roads. A task for these services is provided should BCWCID #2 decide to have BEFCO publicly bid the project to an outside contractor.}***

9. It is specifically noted that this proposal does not include BEFCO's time to address protracted disputes with homeowners, right-of-way encroachments\right-of-way issues, utility relocations, and easements on private property.

10. Per County Commissioner, road construction will not be impacted by Houston Toad season. All construction will be contained in existing road corridors and as long as there is no standing water during toad season, road construction work can occur. ***{A portion of the October 2023 – September 2024 roads are within the Toad Habitat (Manana, Kaawa, Wiamea, Olia, Makaha, Upolu.}***

<u>Task #1: Topographic Survey</u> **$76,000 Lump Sum**

BEFCO will provide a current, detailed topographic survey for the 2.3 miles of road and the limits of survey will be contained to the existing roadway right-of-way. Kaawa survey is limited up to the existing barricade on the east side of the washout. The topographic survey would show existing improvements, visible existing utilities, accessible invert elevations, and one-foot contour elevations. Individual trees will not be located. BEFCO will contact "Texas 811" and BCWCID #2 to help establish location of underground public utilities. Existing road right-of-way will be delineated on the survey and the right-of-way will be staked at time of topographic survey. Re-staking the right-of-way is not included in this task.

<u>Task #2 Civil Engineering Construction Documents (Design Plans\Specifications)</u> **$60,000 Lump Sum**

BEFCO will provide civil engineering construction documents as described above for the design of 2.3 miles of roadway and associated bar ditch, culvert and driveway improvements. Major drainage crossings\bridge structures and FEMA floodplain issues are not anticipated for this project and therefore are excluded from the scope of this task. FEMA floodplain is located across a portion of Kahana and Kaawa. It is assumed the County will not require a flood study. Additional services will be required if this FEMA floodplain crossing requires major culvert or bridge infrastructure and flood study. Kaawa survey and design is limited up to the existing barricade on the east side of the washout. BEFCO assumes Bastrop County is surveying, designing and constructing the required bridge structure crossing the existing washout area. Water and wastewater design are not included in this task as it will be evaluated on a case-by-case basis by BCWCID #2 if design is desired for the respective roads. Deliverables for this task will include approximately 35 to 40 plan sheets consisting of:

1. Civil Engineering Construction Drawings
    - Cover Sheet, General Notes, Vicinity Map
    - Roadway Plan Sheets (No Profiles, No Proposed Grading)
    - Drainage Area Maps and Calculations
    - Construction Details

Erosion controls are anticipated to be limited to silt fence and will be shown on the roadway plan sheets. Road profiles, proposed road grading, proposed ditch grading, proposed driveway grading and proposed culvert flowline elevations are not included in the design plans. Design depth of bar ditch and culvert sizes will be based on existing grades (not finished roadway grading). Culvert sizing will be based on the estimated required bar ditch depth and an assumed headwater depth at the upstream end of the culvert. PLEASE REFERENCE ALL DESIGN

AND CONSTRUCTION ASSUMPTIONS IDENTIFIED AT THE BEGINNING OF THE PROPOSAL (Items 1-10). BEFCO understands that the roadway design plans will be reviewed and approved by County Commissioner Hamner. This task includes addressing one round of ordinary and reasonable comments from Commissioner Hamner.

Task #3 Contract Book and Bid Process (If Requested) **$15,000 Lump Sum**

BEFCO will prepare the contract book, administer the bidding process and coordinate execution of the construction contract. BEFCO assumes this project will be bid as one project and not require multiple bidding processes or multiple contract books. The contract book will include the following documents:

- Standard EJCDC Contract Documents and General Provisions
- Standard Bid Format and Preparation of Bid Schedule
- Bid, Performance and Payment Bonds
- Insurance Requirements
- Specifications

Other services provided in this task include:

- Quantity take off
- Prepare bid advertisement and provide to BCWCID #2 for submittal to the Bastrop Advertiser
- Provide contract book and plans as requested by prospective contractors
- Address contractor questions during the bid process and issue bid addenda as required
- Conduct Bid Opening
- Review bids in collaboration with BCWCID #2, provide award recommendation letter and attend Board Meeting that awards the contract
- Facilitate contract execution between BCWCID #2 and awarded contractor
- Facilitate issuance of a Notice to Proceed

Task #4 Water and Wastewater Construction Documents (If Requested) **$Hourly As Requested**

BEFCO will provide civil engineering construction documents for water and wastewater improvements as requested by BCWCID #2. Documents will include plan sheets (no profiles) and construction details. These plans will be included into the overall plan set prepared in Task #2. If requested, these services will be provided on an hourly basis per the attached rate schedule.

Task #5 Project Meetings **$Hourly As Requested**

BEFCO will coordinate and attend meetings with the Client and Bastrop County for the duration of the design phase of the project. This task will also be used to perform roadway site visits after completion of surveys with BCWCID #2 and Bastrop County Commissioner Hamner to discuss any additional roadway design objectives. These services will be provided on an hourly basis per the attached rate schedule.

<u>Task #6 Construction Phase Services</u> **$Hourly As Requested**

After execution of construction contract and issuance of Notice to Proceed, BEFCO will provide limited construction phase services as requested by the Client for preconstruction meeting, public meeting with Homeowners adjacent to the road project, on-going construction meetings, shop drawing review, periodic site visits, processing pay applications, record drawing preparation and completion of project closeout. These services will be provided on an hourly basis per the attached rate schedule as requested by BCWCID #2.

<u>Please note that this proposal **EXCLUDES** surveying and engineering services stated below as they are not anticipated to be required or are being provided by others</u>:

- Design and surveying services outside of the 2.3 mile roadway right-of-ways;
- Franchise utility relocation coordination (electric, cable, telephone and gas);
- Major drainage structure\bridge design;
- Formal drainage studies, FEMA permitting, HEC-RAS modeling;
- Hydraulic Modeling of existing upstream or downstream storm sewer and/or drainage ditches;
- Excavation or 3rd party utility locators to locate utilities underground.
- Geotech Report Including Pavement Recommendations (Pavement section for project to be as provided by Bastrop County Commissioner);
- Title research;
- Protracted disputes such as, but not limited to homeowner encroachments into the right-of-way;
- Right-of-way encroachments;
- Separate instrument easement preparation or easement vacation;
- Structural design of retaining walls;
- Environmental permitting and evaluation such as the Houston Toad;
- Preparation of SWPPP;
- Construction materials testing (subgrade and base density testing, concrete strength, etc.)

Reimbursable Expenses: Reimbursable expenses may include, but are not limited to, permitting fees and expenses, overnight mail, delivery services, and printing. Reimbursable expenses incurred will be billed directly to the Client.

Indemnification: Client agrees to indemnify, defend and hold BEFCO harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred on appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by BEFCO's negligent errors or omissions.

Termination: Either Client or BEFCO may terminate this Agreement upon seven days written notice. If terminated, Client agrees to pay BEFCO for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination.

The fees as described herein shall be firm for thirty (30) days from the date of this proposal. Payment for services rendered is due at BEFCO Engineering, Inc. at P.O. Box 615, La Grange, Texas 78945 within 30 days of invoice date. Additional services can be performed as needed on an hourly basis as illustrated on the attached Rate Schedule and would be in addition to the fees outlined in this proposal.

If agreeable to this proposal, please execute both copies, keep one for your records and return the second copy for our records. Please contact us if you have any questions regarding this proposal.

Sincerely,

BEFCO Engineering, Inc.	**Bastrop County WCID #2**
Joseph Willrich, P.E.	**Paul Hightower**

Attachments: BEFCO Rate Schedule
2023 Annual Road Meeting Map

RATE SCHEDULE

PRINCIPAL	$200.00/HR.
DESIGN OR FIELD ENGINEER	$150.00/HR.
REGISTERED PROFESSIONAL LAND SURVEYOR	$150.00/HR.
DESIGNER/TECHNICIAN	$110.00/HR.
CLERICAL	$65.00/HR.
SURVEY CREW	$170.00/HR.
PER DIEM (MEAL & ROOM)	$200/DAY/Per Man
SPECIAL SERVICES OR EXPENSES (Safety equipment, drug testing, soil testing, etc.)	COST PLUS 15%

•ABOVE RATES INCLUDE ALL MILEAGE CHARGES

•GPS/ROBOTIC EQUIPMENT CHARGES ARE INCLUDED IN CREW RATES

•CHARGES ARE BASED ON PORTAL TO PORTAL

04/01/2022

Agenda Item #11

Amended Investment Policy

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2
ORDER AFFIRMING INVESTMENT POLICY AND INVESTMENT STRATEGIES

THE STATE OF TEXAS §

COUNTY OF BASTROP §

WHEREAS, Bastrop County Water Control and Improvement District No. 2 (the "*District*") is a conservation and reclamation district, a body corporate and politic and governmental agency of the State of Texas, created under Article XVI, Sec. 59 of the Texas Constitution, and the District operates under Chapters 49 and 51 of the Texas Water Code, as amended;

WHEREAS, V.T.C.A., Government Code, Chapter 2256, as amended (the "*Public Funds Investment Act*"), requires the governing body of political subdivisions to adopt a written investment policy concerning the investment of its funds and funds under its control;

WHEREAS, Section 49.157(a) of the Texas Water Code, as amended, provides that all District deposits and investments shall be governed by the Public Funds Investment Act;

WHEREAS, the Public Funds Investment Act requires that the Board of Directors of the District review the Investment Policy and its investment strategies not less than annually and make any changes thereto as determined by the Board of Directors to be necessary and prudent, and to adopt an order or resolution stating that it has reviewed the Investment Policy and investment strategies and recording any changes made thereto; and

WHEREAS, in accordance with the requirements of the Public Funds Investment Act, the Board of Directors of the District has reviewed the District's Investment Policy and desires to approve and affirm the Policy and investment strategies set forth therein.

NOW, THEREFORE BE IT ORDERED BY THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2 THAT:

Section 1. The matters and facts recited in the preamble to this Order are found to be true and correct and the same are incorporated herein as a part of this Order.

Section 2. The Board has reviewed its Investment Policy and the investment strategies set forth therein in accordance with the requirements of Section 2256.005(e) of the Public Funds Investment Act. Based upon such review, the Board finds and declares that the Investment Policy, including the written investment strategies set forth therein, in the form attached hereto is hereby approved and adopted. The designation of the investment officer has been revised in the approved Investment Policy attached hereto.

Section 3. The President and the Treasurer are authorized to do all things necessary and proper to evidence the Board's adoption of this Order and to carry out the intent hereof. Upon execution, a copy of this Order shall be filed in the permanent records of the District.

PASSED AND APPROVED this _____ day of ____________________, 2023.

____
Mary Beth O'Hanlon
President

ATTEST:

____
Michele Plummer
Secretary

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2

INVESTMENT POLICY

I.
STATUTORY AUTHORITY

1.01 Statutory Authority. This Policy has been adopted pursuant to, and in accordance with the requirements of, Chapter 2256 of the Texas Government Code (the Public Funds Investment Act) and Chapter 2257 of the Texas Government Code (the Public Funds Collateral Act).

II.
SCOPE

2.01 Scope. This Policy applies to the investment of all funds of Bastrop County Water Control and Improvement District No. 2 (the "District") and funds under its control. The Board of the District shall review this Investment Policy and the investment strategies set forth herein not less than annually and shall make any changes thereto as determined by the Board of the District to be necessary and prudent for the management of District funds. Not less than annually, the Board shall adopt a written order or resolution stating that it has reviewed the Investment Policy and investment strategies and setting forth any changes made thereto.

III.
OBJECTIVES

3.01 Investment Objectives. Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal- The foremost objective of the District's Investment Policy is to assure safety of the invested funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital while minimizing credit rate and interest rate risk. Investment for speculation is prohibited.

2. Liquidity- Funds will be invested with maturities necessary to maintain sufficient liquidity to provide adequate and timely working funds.

3. Yield- Return on investment is of least importance compared to the safety and liquidity objectives described above.

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IV.
INVESTMENT PARAMETERS

4.01. Investment Strategies. The District's overall investment strategy shall be to purchase high credit quality investments that preserve the safety of capital, maximize liquidity, promote diversification, and provide reasonable market yield (in that order of priority), based on the District's anticipated cash flows and the maintenance of a liquidity buffer for unanticipated liabilities. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high credit quality investments and high-grade money market instruments are designed to assure the marketability of those investments should liquidity needs arise. Detailed strategies by fund type are set forth in **Exhibit "A"** of this Policy. The Board of the District shall review annually the investment strategies and shall make any changes thereto as determined by the Board to be necessary and prudent for the management of the District's funds.

4.02 Maximum Maturities. The District will match its investments with anticipated cash flow requirements. To match anticipated cash flow requirements, the maximum weighted average maturity of the overall portfolio shall not exceed 365 days and a benchmark of the six-month and one-year Treasury Bills shall be used to measure risk in the portfolio. Unless matched to a specific cash flow requirement, the District will not directly invest in securities maturing more than 24 months from the date of purchase.

4.03 Diversification. The District may diversify its portfolio to reduce risk.

4.04. Competitive Bidding Requirement. All securities, including certificates of deposit, will be purchased or sold after three (3) offers/bids are taken to verify that the District is receiving fair market value/price for the investment. Bids for certificates of deposit may be solicited orally, in writing, electronically, or any combination of these methods.

4.05. Delivery versus Payment. All security transactions entered into by the District shall be conducted on a delivery versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Investment Officer and evidenced by safekeeping receipts.

4.06 Rating Declines or Loss of Rating. The Investment Officer shall monitor the credit rating on all authorized investments in the District's portfolio based on independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by this Policy (i.e. Public Funds Investment Act), the Investment Officer shall immediately solicit bids for and sell the security if possible, regardless of a loss of principal.

4.07 Electronic Wire Transfers. The Investment Officer may use electronic means to transfer or invest funds collected or controlled by the District. Electronic transfers shall only be made between District accounts and in the name of the District, unless otherwise authorized in writing by the Board of the District.

V.
DELEGATION OF INVESTMENT AUTHORITY

5.01 Appointment of Investment Officer. The individual serving as Comptroller for the District shall serve as the Investment Officer of the District. In the event no person is serving as a Comptroller for the District, then the Treasurer of the District shall serve as the Investment Officer of the District. The Investment Officer shall be responsible for the investment of District funds in accordance with this Investment Policy. If the Board has contracted with another investing entity to invest the District's funds, as authorized by the Public Funds Investment Act, the Investment Officer of the other investing entity is considered to be the Investment Officer of the District for such purposes. The authority hereby granted to the Investment Officer(s) to invest the District's funds is effective until rescinded by the Board, until the individual no longer serves as Comptroller for the District, or until the individual no longer serves as Treasurer, as applicable.

5.02 Investment Training. The Investment Officer shall attend at least one investment training session from an independent source and containing at least six hours of instruction relating to investment responsibilities within 12 months after taking office or assuming duties. The Investment Officer shall also attend an investment training session within each two-year period after the first year and receive not less than four hours of instruction relating to investment responsibilities from an independent source. Training must include education on investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act.

5.04 Prudence. The standard of care to be used by the Investment Officer shall be prudent person standard, and shall be applied in the context of managing the overall portfolio. This standard states that the person designated as the Investment Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall take into consideration (i) the investment of all funds over which the Investment Officer has responsibility rather than consideration as to the prudence of a single investment, and (ii) whether the investment decision was consistent with this Investment Policy.

5.05 Ethics. Officers and employees involved in the investment of District funds shall refrain from personal activity that could conflict with the proper execution and management of the District's investment program. Employees and investment officials shall disclose, in writing, any material interests, including personal business relationships, with any financial institution with which it is proposed that the District conduct business. For purposes of District investments, employees or investment officials have a personal business relationship with a business organization if:

(i) the individual owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

(ii) funds received by the individual from the business organization exceed 10 percent of the individual's gross income for the previous year; or

(iii) the individual has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the individual.

5.06 Limitation of Personal Liability. Authorized representatives of the District who invest the District's funds in accordance with this Policy shall have no personal liability for any individual security's credit risk or market price changes provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

VI.
INVESTMENT REPORTS

6.01 Internal Management Reports. The Investment Officer shall prepare and submit not less than quarterly to the Board of Directors of the District written reports of investment transactions for all funds of the District for the preceding reporting period. The quarterly reports shall comply with the requirements of Section 2256.023 of the Public Funds Investment Act. Specifically, the quarterly report shall:

(i) Describe in detail the investment position of the District;

(ii) Be prepared jointly by all Investment Officer;

(iii) Be signed by each Investment Officer;

(iv) Contain a summary statement of each pooled fund group that states the:

(A) beginning market value for the reporting period;

(B) ending market value for the period;

(C) fully accrued interest for the reporting period;

(D) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;

(E) state the maturity date of each separately invested asset that has a maturity date;

(F) state the account or fund or pooled group fund in the state agency or local government for which each individual investment was acquired; and

(G) state the compliance of the investment portfolio of the District as it relates to: (i) the investment strategy expressed in this Policy; and (ii) relevant provisions of the Public Funds Investment Act.

VII.
COLLATERAL, SAFEKEEPING, AND CUSTODY REQUIREMENTS

7.01 Collateral Policy. Consistent with the requirements of the Public Funds Collateral

Act, it is the policy of the District to require full collateralization of all District funds on deposit with a depository bank and for repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments, less an amount insured by the FDIC. At its discretion, the District may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with which the District has a current custodial agreement. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the District and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

7.02 Authorized Collateral for Time and Demand Deposits. The District shall accept only the following securities as collateral for time and demand deposits:

(i) FDIC insurance coverage;

(ii) Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest; and

(iii) Obligations of Texas or other states or of a county, city or other political subdivision of a state having been rated as not less than "A" or its equivalent by two nationally recognized rating agencies.

7.03 Authorized Collateral for Repurchase Agreements. The District shall accept as collateral for repurchase agreements only obligations of the United States, its agencies or instrumentalities.

VIII.
AUTHORIZED INVESTMENTS

8.01 Authorized Investments. The following are authorized investments for the District's funds, as further described and restricted by the Public Funds Investment Act:

A. Obligations of, or guaranteed by, the United States. Obligations of the United States, its agencies and instrumentalities, excluding mortgage backed securities, and that are authorized investments under Section 2256.009 of the Public Funds Investment Act.

B. State Obligations. Obligations of the State of Texas or any state of the United States or their respective agencies and instrumentalities, agencies, counties, cities, and other political subdivisions rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, and that are authorized investments under Section 2256.009 of the Public Funds Investment Act.

C. Other Governmental Obligations. Obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

D. Certificates of Deposit/Share Certificates.

(a) Fully insured or collateralized certificates of deposit or share certificates that are approved investments under Section 2256.010 of the Public Funds Investment Act: (i) from a depository institution that has its main office or a branch office in the State of Texas; and (ii) that are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, or by the National Credit Union Share Insurance Fund or its successor, as applicable. Authorized certificates of deposit shall include such certificates purchased through the CDARS program with a Texas bank.

(b) Fully insured certificates of deposit purchased from a broker or a bank that has its main office or a branch office in the State of Texas and is selected from the list of qualified brokers attached to this Investment Policy. All investments in such brokered certificates of deposit shall be made on a delivery versus payment basis to the District's safekeeping agent, and the Investment Officer shall verify that the bank is fully insured by the Federal Deposit Insurance Corporation prior to purchase. In the event any bank from which the District has purchased a brokered certificate of deposit merges with, or is acquired by, another bank in which brokered certificates of deposit are owned by the District, the Investment Officer shall immediate contact the banks and liquidate any brokered certificate that exceeds FDIC insurance levels.

E. Repurchase Agreements. Fully collateralized repurchase agreements with a defined termination date executed with a primary dealer as defined by the Federal Reserve or a financial institution doing business in this state, and that are authorized investments under Section 2256.011 of the Public Funds Investment Act.

F. Mutual Funds. AAA-rated, SEC registered money market mutual funds that are registered and regulated by the Securities and Exchange Commission subject to the limitations set forth in Section 2256.014 of the Public Funds Investment Act.

G. Commercial Paper. Commercial paper that has a stated maturity of 270 days or fewer from the date of its issuance and that is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies, or one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United State or any state, as authorized under Section 2256.013 of the Public Funds Investment Act

H. Investment Pools. AAA-rated, constant-dollar local government investment pools that meet the requirements set forth in the Public Funds Investment Act for the investment of public funds, including Sections 2256.016, .017, .018, and .019, and provided further that such investments must be approved by the Board of Directors of the District by separate resolution.

I. Interest bearing accounts of any FDIC bank in Texas.

IX.
AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

9.01 Authorized Financial Dealers and Institutions. The Board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of public funds; provided, that a contract may not be for a term longer than two years, and any renewal or extension thereof must be made by the Board by order or resolution.

X.
MISCELLANEOUS

10.01 Policy to be Presented to Investment Officer. The Investment Officer shall be presented a copy of this Investment Policy and shall execute a written instrument substantially in the form attached hereto as **Exhibit "B"** to the effect that the Investment Officer has:

1. received and thoroughly reviewed a copy of this Investment Policy; and

2. implemented procedures and controls to comply with the Investment Policy.

10.02 Business Organizations that Invest or Manage the District's Investment Portfolio. A written copy of this Investment Policy shall be presented to any business organization offering to engage in an investment transaction with the District. For purposes of this Policy, a "*business organization*" means an investment pool or investment management firm under contract with the District to invest or manage the District's investment portfolio that has accepted authority granted by the District under the contract to exercise investment discretion in regard to the District's funds. The qualified representative of the business organization offering to engage in an investment transaction with the District shall execute a written instrument in a form acceptable to the District and the business organization substantially to the effect that the business organization has:

(i) Received and reviewed this Investment Policy; and

(ii) Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized under this Investment Policy, except to the extent that the authorization: (A) is dependent on an analysis of the makeup of the District's entire portfolio; (B) requires an interpretation of subjective investment standards; or (C) relates to investment transactions of the District that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The District shall not acquire or otherwise obtain any authorized investment described in this Investment Policy from a business organization that has not delivered the instrument described above.

10.03 Annual Financial Audit. The District, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

10.04 Selection of Authorized Brokers. The District shall annually review, revise and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District. Approved Investment Brokers are those listed in **Exhibit C** of this Policy.

10.05 Effective Date. This Policy shall be effective immediately upon adoption.

EXHIBIT A - 1

INVESTMENT STRATEGY

DEBT SERVICE FUNDS

Investment Objective:

To purchase investments that will preserve the safety of capital and maximize yield (in that order of priority) taking into account the timing of the District's debt service payments.

Investment Strategy:

To invest in any of the authorized investments listed in Article VIII of the District's Investment Policy, provided that:

1. For funds needed for the District's next debt service payment, the investment shall mature no later than the date the debt service payment is due.

2. For funds in the debt service reserve fund, the maximum stated maturity date of the investment shall be no greater than 24 months after the date of purchase and cannot exceed the final maturity of the underlying bond(s) or note(s) for which it is reserved.

EXHIBIT A – 2

INVESTMENT STRATEGY

CONSTRUCTION FUNDS

Investment Objective:

To purchase investments that will preserve the safety of capital and maximize yield (in that order of priority) taking into account the timing of the District's cash flow requirements for its construction projects.

Investment Strategy:

To invest in any of the authorized investments listed in Article VIII of the District's Investment Policy, provided that:

1. Investment maturities shall generally follow anticipated cash flow requirements. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

2. Market conditions and arbitrage regulations shall be considered to avoid arbitrage.

EXHIBIT A-3

INVESTMENT STRATEGY
UNRESTRICTED OPERATING FUNDS

Investment Objective:

To purchase investments that will preserve the safety of capital, maximize liquidity, and maximize yield (in that order of priority), taking into account the District's monthly operating expenses, capital improvements, special projects, and other expenditures and ensuring the availability of funds as necessary.

Investment Strategy:

To invest in any of the authorized investments listed in Article VIII of the District's Investment Policy, provided that the investment will mature no later than 24 months after the date of purchase. Investments must meet projected cash flow requirements.

EXHIBIT A – 4

INVESTMENT STRATEGY

ROAD MAINTENANCE FUNDS

Investment Objective:

To purchase investments that will preserve the safety of capital and maximize yield (in that order of priority) taking into account the timing of the District's cash flow requirements for its road maintenance and improvement projects.

Investment Strategy:

To invest in any of the authorized investments listed in Article VIII of the District's Investment Policy, provided that:

1. Investment maturities shall generally follow anticipated cash flow requirements. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

EXHIBIT B

INVESTMENT OFFICER AND INVESTMENT FIRM CERTIFICATION OF RECEIPT AND REVIEW OF INVESTMENT POLICY

THE STATE OF TEXAS

COUNTY OF BASTROP

I,_______________________________ of_______________________________________, do hereby certify that I have been presented a copy of the Investment Policy for Bastrop County Water Control and Improvement District No. 2 dated __________. I have thoroughly reviewed the Investment Policy and acknowledge that _____________________ has implemented procedures and controls to comply with the Investment Policy.

WITNESS MY HAND THIS ___ day of _______________________, _________.

____

Name:_____________________________________

Title:_____________________________________

EXHIBIT C
List of Approved Brokers and Investment Firms

Agenda Item #12

Bank Accounts and Signature Cards

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
§
COUNTY OF BASTROP §
§
BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2 §

We, the undersigned officers of the Board of Directors of Bastrop County Water Control and Improvement District No. 2 (the "District") hereby certify as follows:

1. The Board of Directors of the District convened in a regular session on the 20th day of April, 2023, at the Board's regular meeting place, and the roll was called of the duly constituted members of the Board, to wit:

Mary Beth O'Hanlon
Scott Ferguson
Ronald Whipple
Butch Carmack
Michele Plummer

and all of said persons were present except ____________________ , thus constituting a quorum.

Whereupon, among other business, the following was transacted at the meeting: a written

RESOLUTION OF THE BOARD OF DIRECTORS DESIGNATING THE AUTHORIZED SIGNATORIES FOR ALL DISTRICT FINANCIAL TRANSACTIONS WITH AUTHORIZED BANKS AND OTHER FINANCIAL INSTITUTIONS IN ORDER TO EXECUTE NECESSARY FINANCIAL TRANSACTIONS TO CONDUCT THE DISTRICT'S FINANCIAL AFFAIRS; AND PROVIDING AN EFFECTIVE DATE

was introduced for the consideration by the Board. It was then duly moved and seconded that the RESOLUTION be adopted; and, after due discussion, the motion, carrying with it the adoption of the ORDER was duly passed and adopted by the Board by the following vote:

______"For" ______"Against" ________Abstained

2. That a true, full and correct copy of the aforesaid ORDER adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; the RESOLUTION has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and

members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

EXECUTED AND SEALED this the 20th day of April 2023.

___________________________________ ___________________________________

Secretary, Board of Directors President, Board of Directors

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2

RESOLUTION OF THE BOARD OF DIRECTORS DESIGNATING THE AUTHORIZED SIGNATORIES FOR ALL DISTRICT FINANCIAL TRANSACTIONS WITH AUTHORIZED BANKS AND OTHER FINANCIAL INSTITUTIONS IN ORDER TO EXECUTE NECESSARY FINANCIAL TRANSACTIONS TO CONDUCT THE DISTRICT'S FINANCIAL AFFAIRS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Bastrop County Water Control & Improvement District No. 2 (the "District") is a political subdivision of the State of Texas, operating under the laws of the State of Texas, including without limitation Chapters 49 and 51 of the Texas Water Code; and

WHEREAS, Section 49.151 of the Texas Water Code provides that a district's money may be disbursed by check or other instrument, and further provides that by resolution, a board may allow the general manager, bookkeeper, or other employee to sign disbursements; and

WHEREAS, the Board of Directors of the District desires to update the persons authorized to sign checks, warrants, deposits, and transfers of District monies and to otherwise designate the individuals as authorized signatories for all District financial transactions with authorized banks and other financial institutions;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2 THAT:

1. The above recitals are true and correct and are incorporated into this Resolution for all purposes.

2. Mary Beth O'Hanlon, Scott Ferguson, Butch Carmack, Ronald Whipple, and Michele Plummer, as Directors of the District; Patricia Lujan, District Office Supervisor; Paul Hightower, General Manager and Darrel Culberson, District Comptroller, are hereby declared to be authorized signatories for the District's financial transactions with authorized banks and other financial institutions.

3. Mary Beth O'Hanlon, Scott Ferguson, Butch Carmack, Ronald Whipple, and Michele Plummer, as Directors of the District; Patricia Lujan, District Office Supervisor; Paul Hightower, General Manager and Darrel Culberson, District Comptroller, are hereby authorized to execute signature cards, vouchers, checks, drafts, certificates of deposit, loan documentation and any other associated financial documentation for the following accounts, pursuant to the conditions set forth herein:

a. Any and all accounts in the District's name at FIRST NATIONAL BANK OF BASTROP, Bastrop, Texas, including, but not limited to, the following accounts:
    i. Water Operating Checking
    ii. Water Money Market Checking
    iii. Annual TWDB Payment Account Checking
    iv. Loan Account Escrow Checking
    v. Water Annual TWDB Payment Savings
    vi. Water Capital Improvement Savings

b. Any and all accounts in the District's name at ROSCOE STATE BANK, Bastrop, Texas, including, but not limited to, the following accounts and financial transactions:
    i. Standby Operating Checking
    ii. Road Reconstruction Operating Checking
    iii. Road Reconstruction Money Market

c. Any and all accounts in the District's name at TEXPOOL, Houston, Texas, including, but not limited to, the following accounts and financial transactions:
    i. TWDB Reserve Fund
    ii. Water Fund
    iii. Building Fund
    iv. Debt Service Account
    v. Capital Projects

d. Any and all accounts in the District's name at AMEGY BANK, Houston, Texas, including, but not limited to, the following accounts and financial transactions:
    i. Escrow TWDB Loan

4. Mary Beth O'Hanlon, Scott Ferguson, Butch Carmack, Ronald Whipple, and Michele Plummer, as Directors of the District; Patricia Lujan, District Office Supervisor; Paul Hightower, General Manager and Darrel Culberson, District Comptroller, are hereby authorized to have the right of access to any safe deposit box leased in the name of the District.

5. In accordance with Texas Water Code, §49.151, any check, draft, order or other instrument disbursing the District's money shall be signed by: (A) either the (i) General Manager; (ii) the District Office Supervisor; or (iii) the District Comptroller and (B) at least one (1) Director.

6. The signatures of (A) either the (i) General Manager, (ii) the District Office Supervisor or (iii) the District Comptroller; and (B) at least one (1) Director shall also be required to enter into and/or execute a financial transaction with any financial institution, including, but not limited to, transactions borrowing

money for any District purpose or combination of purposes.

7. District staff are authorized to take any and all actions necessary to implement this resolution.

8. This Resolution shall become effective upon adoption of this Resolution.

9. If any provision, section, subsection, sentence, clause or phrase of this Resolution, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, neither the remaining portions of this Resolution nor their application to other persons or sets of circumstances shall be affected thereby, it being the intent of the Board in adopting this Resolution that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, invalidity or unenforceability of any other portion hereof, and all provisions of this Resolution are declared to be severable for that purpose.

10. This Resolution shall be cumulative of all provisions of the orders and resolutions of the Bastrop County Water Control and Improvement District No. 2. All provisions of the orders and resolutions of the Bastrop County Water Control and Improvement District No. 2 in conflict with this resolution by the same are hereby repealed and all other provisions of the orders and resolutions of the District not in conflict with the provisions of this resolution shall remain in full force and effect.

11. It is further found and determined that notice of the date, place, and subject of this meeting was posted in accordance with the terms and provisions of the Texas Government Code, Chapter 551 at least 72 hours preceding the scheduled time of this meeting and that the District has complied with the terms and provisions of said Chapter 551 of the Texas Government Code.

PASSED, APPROVED and EXECUTED this 20th day of April 2023.

____

President, Board of Directors

ATTEST:

____

Secretary, Board of Directors

Agenda Item #13

Amended Employee Policy Agenda

Holidays

Regular full-time and part-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, a nonexempt employee must work the regularly scheduled workday before and after the holiday, unless an exception is approved in writing by the on-site supervisor. A paid holiday does not count as a day worked in calculating overtime for the week.

(15) Fifteen holidays are observed by the District each year. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on Sunday, the holiday will be observed on the following Monday **(exceptions noted below)**.

- New Year's Day – January 1st
- Martin Luther King's Birthday - Third Monday in January
- Presidents' Day
- Texas Independence Day **(EXCEPTION: only if it falls on a regular weekday)**
- Good Friday - Friday before Easter
- Memorial Day - Last Monday in May
- Juneteenth - **(Observed the Monday after June 19th each year)**
- Independence Day - July 4th
- Labor Day - First Monday in September
- Columbus Day
- Veteran's Day - November 11th
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving - Fourth Friday in November
- Christmas Eve - December 24th **(EXCEPTION: Christmas Holiday schedule will rotate)**
- Christmas Day - December 25th **(depending how it falls on each year's calendar)**

In addition, employees will have one discretionary (Personal) day to be used for time off on holidays other than the above official holidays.

Part-time employees who would have normally worked on a holiday shall be entitled to pay for the number of hours they would have worked on that day.

Temporary employees are not eligible for paid holidays.

Employees required to work on a scheduled holiday shall receive compensation for the holiday at double time, plus the applicable holiday pay.

Vacation/Paid Time Off

Each regular, full-time employee will earn 6.67 hours per month of vacation during years one (1) through nine (9) of employment with the District, beginning with the first day of employment. Upon the completion of ten (10) years of service through fourteen (14) years of service, a maximum of 10 hours per month of paid time off will be earned. Upon the completion of fifteen (15) years of service and each year of employment completed thereafter with the District, a maximum of 13.34 hours per month of paid time off will be earned. Part-Time employees will earn a flat 3.33 hours per month of vacation.

Employees will not accrue vacation for any month in which they do not work at least 50% of hours scheduled.

A regular full-time (RFT) employee may carry over a maximum of forty (40) hours vacation from year to year to their anniversary date. AII unused hours over 40 will be lost if not used by your anniversary date each year. If because of an emergency declared by the Board of Directors, an employee is unable to use the excess vacation leave, the excess hours will be paid for in cash at the current rate of pay.

A regular part-time (RPT) employee may carry over a maximum of twenty (20) hours vacation from year to year to their anniversary date. AII unused hours over 20 will be lost if not used by your anniversary date each year. If because of an emergency declared by the Board of Directors, an employee is unable to use the excess vacation leave, the excess hours will be paid for in cash at the current rate of pay.

Generally, the District does not pay accrued vacation leave to employees who leave employment with the District. Any unused paid vacation leave is forfeited upon an employee's separation from employment. However, unused vacation leave may be paid out under the following circumstances:

- If an employee is involuntarily separated from employment for economic reasons as part of a District reorganization or a reduction in the workforce, the employee will receive the full balance of accrued, but unused vacation leave.

- If an employee voluntarily resigns from employment with at least two weeks' advance written notice, the employee will receive the full balance of accrued, but unused vacation leave.

- If an employee voluntarily resigns from employment with less than two weeks' notice, but with at least one week's advance written notice, the employee will receive fifty percent (50%) of the balance of accrued, but unused vacation leave.

- If an employee voluntarily resigns from employment with less than one week's notice, the employee will not receive any of his or her accrued, but unused vacation leave.

Paid or unpaid leave time may not be counted toward a notice period under this policy. Any payment made under this provision will be subject to set-offs and deductions for any amounts due or owing pursuant to legal requirements and to the wage deduction authorization agreement signed by the employee.

So that we may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling vacation time. If there are conflicting dates, preference will be given to the employee who has the most seniority. A more junior employee who already has an approved vacation date will not, however, be bumped by a more senior employee. Vacation may be taken in minimum increments of one hour. Due to the size of the District, vacation requests could be denied due to lack of coverage.

The District encourages employees to take at least five (5) days of accrued vacation in a block of time. Employees who have earned more than two weeks of vacation are requested to split their time off, so that no more than two weeks are used at any one time. If a planned vacation has to be canceled due to the needs of the District and an employee is unable to reschedule the vacation within the year, the District reserves the option of paying the employee in lieu of taking the canceled vacation or to allow rescheduling of that vacation. Employees who are away from work on a leave of absence do not accrue vacation time while on

APPENDIX – FORMS

Form 1 - EDUCATIONAL EXPENSE AGREEMENT

This Agreement is made by and between Bastrop County WCID #2 (BCWCID2), hereinafter referred to as "the District," and an employee participating in the Educational Assistance Program, hereinafter referred to as "the Program."

1. The District hereby agrees to assist the undersigned Employee by paying for tuition and eligible fees to include books, meal & travel expenses, for coursework in any work area that applies to BCWCID #2 employment.

2. The Employee agrees to continue employment subject to the terms described in Section 3 of this Agreement at the District at least one full year, beginning with the month after the month in which the employee completed the coursework, and to repay the District for all expenses for which the employee was reimbursed if the employment terminates employment for any reason other than a reduction in force, physical or mental disability, or death before the end of that period.

3. The Employee understands that neither participation in this Program nor this Agreement constitutes a contract for employment, and no terms or condition in this Agreement should be construed as a guarantee of employment. The Employee further understands that this agreement is not a guarantee of employment in a particular position, classification or salary rate. The Employee understands that continued employment at the District is contingent on the employee's maintaining the standards of performance for his or her position of employment at the District. The employee further understands that the Employee is subject to the policies and procedures of the District during the Employee's participation in the Program and during any repayment period.

4. If the Employee fails to stay in the employment of the District for the applicable period after the educational assistance is received, the repayment requirement procedures described in this agreement will be initiated immediately, except that if the Employee fails to continue employment at the District due to a reduction in force, physical or mental disability, or death, the District will waive the repayment requirements.

5. Upon initiation of repayment procedures, the District will provide the Employee with a statement setting forth the total amount to be repaid and a schedule of payments. The Employee shall have the option of making a lump sum payment or installment payments not to exceed a 6-month period.

6. In the event of default in payment on any installment due, the entire unpaid indebtedness shall, at the option of District, become due and payable. Notice of acceleration of this agreement is hereby waived.

7. In the event of default, the Employee's obligation shall become enforceable in Bastrop, Texas and suit to enforce the terms of this obligation shall be brought in Bastrop County, Texas. No delay on the part of the District in exercising any power or right under this agreement shall operate as a waiver of the power or right, nor shall any single or partial exercise of any power or right preclude further exercise of that power or right.

8. No provision of this agreement shall be modified except by written instrument signed by the parties expressly referring to this agreement and to the provision modified.

Employee Signature: ___________________________________ Date: __________
Employee's printed name: ___________________________________
District Authorized Signature: ______________________________ Date: __________

Item #14

Surplus Items

ORDER NO. ____-_____________-___

ORDER DECLARING PROPERTY TO BE SURPLUS AND AUTHORIZING THE SALE AND DISPOSITION THEREOF

WHEREAS, Bastrop County Water Control and Improvement District No. 2 (the "*District*") is a conservation and reclamation district, a body corporate and political subdivision of the State of Texas, created under Article XVI, Sec. 59 of the Texas Constitution, and the District operates under Chapters 49 and 51 of the Texas Water Code, as amended;

WHEREAS, Section 49.226 of the Texas Water Code provides that any personal property valued at more than $300 that is found by the board of directors of a water district to be surplus and is not needed by the district may be sold under order of the board either by public or private sale; and

WHEREAS, the Board of Directors of the District desires to declare surplus that certain personal property more particularly described in **Exhibit "A"** attached hereto the (the "*Property*"), and further desires to authorize the sale and disposition thereof.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2 THAT:

Section 1. The facts and recitations in the preamble of this Order are hereby found and declared to be true and correct, and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim.

Section 2. The Board of Directors of the District hereby finds and declares that the Property is surplus to the needs of the District.

Section 3. The Board of Directors hereby orders and directs that the Property be sold by public sale and that the District receive fair market value for disposition of the Property. Specifically, the Board authorizes the public sale of the Property through newspaper, electronic or other advertisement medium and further approves the award of the sale of the Property to the buyer who offers the highest price for the Property. All Property shall be sold without representation or warranty of any kind.

Section 4. The final sales price and disposition of the Surplus Property shall be reported to the Board of Directors after completion of the sale and disposition thereof.

Section 5. The General Manager of the District is hereby authorized to take any and all actions necessary to effectuate this Order and sale and disposition of the Surplus Property.

Section 6. An executed copy of this Order shall be filed in the permanent records of the District.

PASSED AND APPROVED this ____ day of _________________, 2023.

____
President, Board of Directors

ATTEST:

____
Secretary, Board of Directors

(SEAL)

Exhibit “B”
Description of Surplus Property

1. Rino Shredder deck
Model # FM15
Serial #14834

2. Quincy air compressor
Model # QT75
Serial #Qu1202150129

3. Toro zero turn mower
Model # 74630
Serial #312001938

4. Xerox copy machine/printer
Model # D-D020
Serial # H6763

5. Echo weed eater
Model # srm-210
Serial #05129683

6. Echo weed eater #2
Model # srm-230
Serial # 0531763

7. Ryobi back pack leaf blower
Model # RY08420A
Serial # EW4111d020922

8. 14” Poulan chainsaw
Model # P3314802260
Serial #09257D202217-2

9. Roto witch boring tool
Model # RW
Serial # 2Y0482
Make: Charles machine works inc.

10. 2” Honda Water Pump
Model # WB20X
Serial: Unknown

11. Campbell Hausfeld air compressor
Model # unknown (8 gallon/ 5.5 hp wheelbarrow air compressor 125 max psi)
Serial # unknown

12. 6’ Box Trailer
Make: Pace American
Model# WS612SHD
VIN# 47ZFB12157X049202

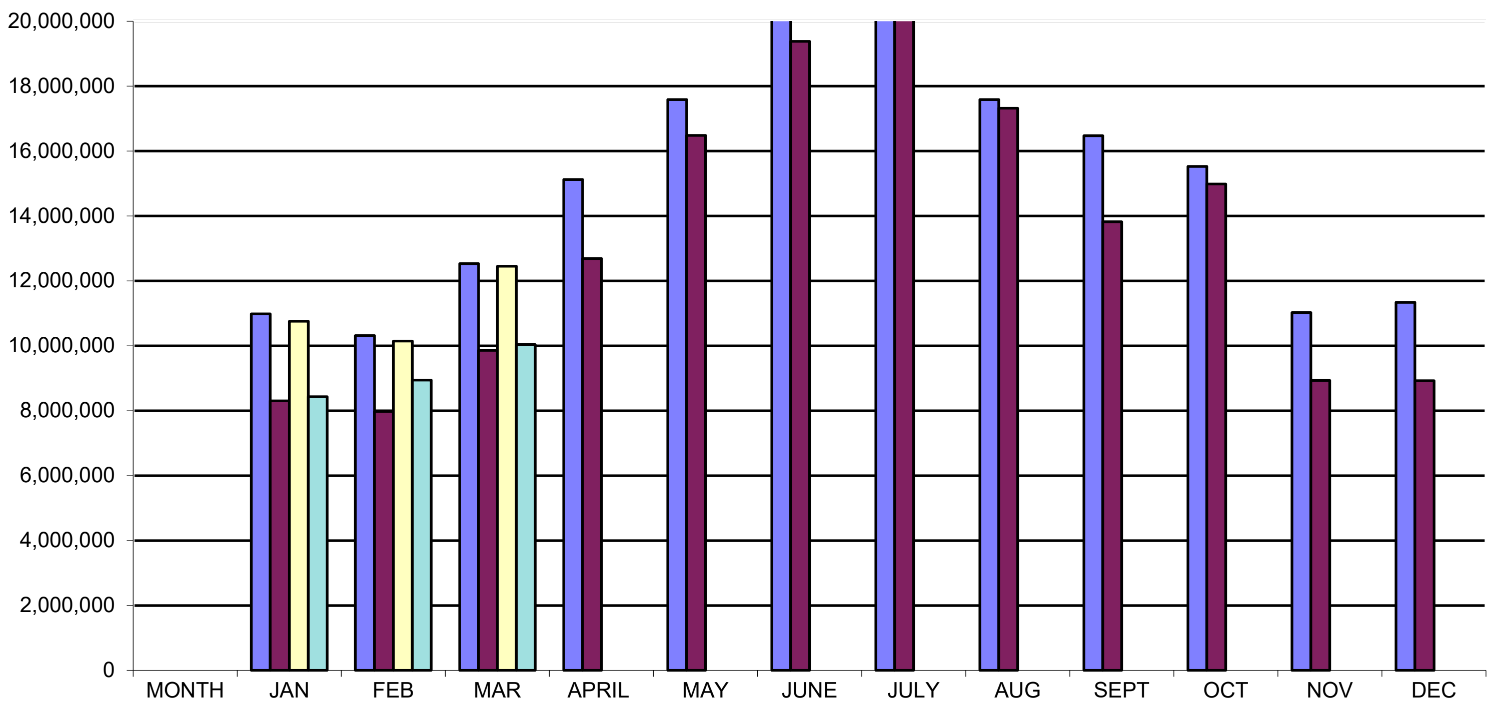
13. Round table & 3 padded chairs

14. Wooden L-shaped Desk

MISC
REPORTS

BCWCID#2 2023
CONSUMPTION REPORT

MONTH	2022 PUMPED WATER	2022 USAGE OF WATER	2023 PUMPED WATER	2023 USAGE OF WATER	2023 PUMPED UNBILLED	ACTIVE METERS	%
JAN	10980840	8301028	10760239	8426807	1,347,067	2,197	9%
FEB	10311316	7973843	10147969	8939642	757,150	2,202	4%
MAR	12528882	9858949	12454621	10041789	972,620	2,208	12%
APRIL	15127456	12692037					#DIV/0!
MAY	17583275	16483711					#DIV/0!
JUNE	21155965	19383640					#DIV/0!
JULY	23197965	21413487					#DIV/0!
AUG	17584984	17316186					#DIV/0!
SEPT	16468129	13817511					#DIV/0!
OCT	15529134	14988616					#DIV/0!
NOV	11026904	8933433					#DIV/0!
DEC	11336403	8925672					#DIV/0!
TOTALS	**182,831,253**	**160,088,113**	**33,362,829**	**27,408,238**	**3,076,837**		9%



Prepared by: Patricia Lujan 4/14/2023

JOB CODE	ISSUED THIS PERIOD: ISSUED	COMPLETED	VOIDED	OUTSTANDING	PRIOR ORDERS: COMPLETED	VOIDED	OUTSTANDING	TOTAL COMPLETED	TOTAL OUTSTANDING
ALARM SEWER ALARM	19	19	0	0	2,273	25	0	2,292	0
BROWN BROWN WATER	0	0	0	0	392	3	0	392	0
CHANG CHANGE SIGN	0	0	0	0	37	0	0	37	0
CULVE CULVERT PERMIT	1	1	0	0	498	11	1	499	1
FLUSH FLUSH WATER LINE	0	0	0	0	870	1	0	870	0
HSWAP METER HEAD SWAP	0	0	0	0	152	14	0	152	0
IRRIG IRRIGATION PERMIT	1	1	0	0	57	2	0	58	0
LEAK CHECK FOR LEAK	7	6	0	0	1,870	24	0	1,876	0
LKMTR LOCK MTR	0	0	0	0	233	64	0	233	0
LNLOC LINE LOCATE	0	0	0	0	266	5	0	266	0
METER MOVE METER CHARGE	0	0	0	0	6	7	0	6	0
MI METER INFORMATION	0	0	0	0	170	10	1	170	1
MISCE MISCELLANEOUS	9	3	2	0	3,431	185	9	3,434	9
MOW MOWING GRASS	1	0	0	1	262	1	1	262	2
OCC OCCUPANT CHANGE	14	14	0	0	4,256	67	0	4,270	0
ODOR SMELLY WATER	0	0	0	0	32	0	0	32	0
OFF TURN OFF SERVICE	16	15	1	0	2,875	291	0	2,890	0
OFFEE TRIP CHARGE TURN OFF	0	0	0	0	21	0	0	21	0
ON TURN ON SERVICE	24	24	0	0	3,848	85	0	3,872	0
ONFEE TRIP CHARGE TURN ON	0	0	0	0	22	2	0	22	0
POOLS POOL/SPA PERMIT	1	1	0	0	54	1	0	55	0
RADIO RADIO READ REPORT	0	0	0	0	154	5	0	154	0
RC READ CHECK	4	4	0	0	430	109	0	434	0
ROAD ROAD REPAIR	1	0	0	0	3,915	25	6	3,915	6
RRMON RADIO READ MONITOR (RENT)	0	0	0	0	0	1	0	0	0
SEWER WASTEWATER MISC SERVICE	3	3	0	0	1,470	32	2	1,473	2
SIGN STREET SIGN	0	0	0	0	77	3	2	77	2
SWAP METER SWAP-OUT	1	1	0	0	1,810	109	0	1,811	0
SWTAP W/W TAP	4	2	0	2	491	26	3	493	5
TMPWT TMP WTR	0	0	0	0	9	5	0	9	0
W/W W/W ESTIMATE	11	10	0	1	1,195	43	1	1,205	2
WMEAS MEASURE FOR WATER TAP	11	11	0	0	1,844	51	0	1,855	0
WPRES LOW WATER PRESSURE	1	1	0	0	385	16	0	386	0
WTRTP WATER TAP	7	5	0	2	318	793	0	323	2
WWMOV W/W ESTIMATE FOR RELOCATE	0	0	0	0	11	6	0	11	0
** GRAND TOTALS **	136	121	3	6	33,734	2,022	26	33,855	32

MARCH 2023

BCWCID#2

<u>Re-Cap of Water Tap Applications</u>
<u>WATER TAPS:</u>

2023 Pending	4	
2023 Complete……………………	19	
2022 Complete……………………	117	
2021 Complete……………………	112	
2020 Complete…………………..	119	
2019 Complete………….............	96	
2018 Complete…………………...	96	
2017 Complete……………………	78	
2016 Complete …………………..	88	
2015 Complete …………………..	60	
2014 Complete ………………….	39	
2013 Complete……………………	35	
2012 Complete…………………....	37	
2011 Complete……………………	42	
2010 Complete……………………	49	
2009 Complete……………………	43	
2008 Complete……………………	35	
2007 Complete……………………	47	
2006 Pending……………………..	1	(Sac-N-Pac)
2006 Complete…………………….	25	
2005 Complete…………………….	26	
2004 Complete……………………..	39	
2003 Complete……………………..	72	
2002 Complete..……………………	113	

Prepared by: Patricia Lujan 4/14/2023

MARCH 2023

BCWCID#2

Re-Cap of Wastewater Tap Applications

WASTEWATER TAPS:

2023 Pending ……………... 6
2023 Complete……………. 9
2022 Pending ……………... 1
2022 Complete……………. 34
2021 Pending ……………... 1
2021 Complete……………. 34
2020 Compete…………….. 43
2019 Complete……………. 34
2018 Complete………..…. 52
2017 Complete ……….…… 35
2016 Complete ………….…. 40
2015 Complete ……………. 32
2014 Complete ..…………… 26

Active Wastewater Customers: 865

Prepared by: Patricia Lujan 4/14/2023

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