

**Bastrop County**

**WCID #2**

**Board Packet**

**for**

**May 18, 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 MAY 18, 2023 AT 6:30 P.M IN THE BOARD ROOM LOCATED AT 112 CORPORATE DRIVE, BASTROP, TX 78602.**

### MEETING DISCUSSION TOPICS



- 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, June 15, 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 April 20, 2023 Regular Meeting of the Board of Directors;
  - b. Approval of monthly financial report for April 2023; and
  - c. 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
- 8.) Discussion and review of 2023 capital improvement projects to be funded with bond proceeds– Hightower
- 9.) Discussion and possible action regarding monthly meetings of the District’s Board of Directors – O’Hanlon
- 10.) Update on scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee – Hightower
- 11.) Board suggestions on future agenda items
- 12.) 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, April 20, 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  
Darrel Culberson, Comptroller

**Absentees**

**Remote Participation**

Tony Corbett, Attorney

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

**By: MaryBeth O'Hanlon                      Time: 6:30PM**

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

**Mrs. O'Hanlon stated that the District's next regular Board meeting is May 18, 2023 at 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 March 16, 2023 Regular Meeting of the Board of Directors;
  - b. Approval of minutes from the March 25, 2023 Annual Road Meeting; and
  - c. Approval of monthly financial report for March 2023; and
  - d. Approval of Release of Liens held by District on Real Property.

**No comments regarding the March Board Meeting minutes.**

**No comments regarding the March Road Meeting minutes.**

**Mr. Hightower stated that we still had not received the full set of financials since January from Inframark. Mr. Hightower explained that all accounts are in good standing then introduced Mr. Culberson as the District's new Comptroller to give the cash statement. Mr. Culberson stated that all the accounts were indeed in good standing and that the District had a good financial basis. Mr. Culberson stated that with total cash and investments, the District is sitting at \$10.2 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: Scott Ferguson moved to approve the Consent Agenda items, minus the financial reports.**

**Seconded: Butch Carmack.**

**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 the approval of the 2021 Annual Fiscal Year Audit Report – Bob West

**Mr. Hightower explained that the audit was not completed yet and that Bob suggested we set a special meeting around May 11<sup>th</sup> and that he should be completed by then. Board agreed to set a special meeting for the audit review. Mary Beth and Ron stated they would both be out that week. Scott, Michele and Butch stated that they could attend. No further comments.**

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

**Mr. Hightower reviewed the proposal documents as presented in the Board packet from BEFCO. No further comments or discussion.**

**Mrs. O’Hanlon called the question.**

**Motion: Butch Carmack moved to approve.**

**Seconded: Ron Whipple.**

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

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

**Mr. Hightower reviewed the amended policy documents as presented in the Board packet. No further comments or discussion.**

**Mrs. O’Hanlon called the question.**

**Motion: Scott Ferguson moved to approve.**

**Seconded: Butch Carmack.**

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

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

**Mr. Hightower reviewed the bank signature documents as presented in the Board packet. No further comments or discussion.**

**Mrs. O’Hanlon called the question.**

**Motion: Butch Carmack moved to approve.**

**Seconded: Ron Whipple.**

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

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

**Mr. Hightower reviewed the amendments to the employee policies as presented in the Board packet. Scott asked if Tony had reviewed the changes and Mr. Hightower stated that he had not. No further comments or discussion.**

**Mrs. O’Hanlon called the question.**

**Motion: Scott Ferguson moved to approve, pending Tony’s review.**

**Seconded: Ron Whipple.**

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

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

**Mr. Hightower reviewed the list of surplus items as presented in the Board packet. No further comments or discussion.**

**Mrs. O’Hanlon called the question.**

**Motion: Scott Ferguson moved to approve.**

**Seconded: Butch Carmack.**

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

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

**Butch Carmack shared some concerns regarding Unit 6 and its future developments. Mr. Carmack asked if road fees would be collected and if the District or City of Bastrop would provide water service to the area. Mr. Hightower & Mrs. Lujan explained that we have around 18 customers we currently serve. Mr. Hightower explained that currently Unit 6 does not get billed road fees and that it would have to be a future discussion item if needed. No further comments or discussion.**

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

**Mrs. O’Hanlon asked Board Members about the May Board Meetings. All BMs stated they would be available. When asked about the May 11<sup>th</sup> Special meeting, Mary Beth and Ron both stated they would be away but that we would have a quorum with Scott, Michele and Butch. No further comments or discussion.**

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

**Mr. Hightower explained that he had not reached out with it being a busy month but that it would be taken care of for the next meeting. No further comments or discussion.**

18.) Board suggestions on future agenda items

**No comments or discussion**

19.) Executive Session-

**The Board adjourned to Executive Session at 7:07 pm.**

**The Board convened from Executive Session at 7:28 pm with no comments or discussion necessary.**

20.) 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 7:29 p.m.**

## Bastrop County Water Control Improvement District No.2

### Cash & Investment Report

As of April 30, 2023

Fund	Account Name	Account Number	Bank Name	Yield	Ending Balance	April Transfers	Total Cash
<b>Standby Fund</b>							
	Standby Operating Account	2687	Roscoe State Bank	0.00%	\$97,635	\$0	\$97,635
<b>Standby Fund Total</b>					<b>\$97,635</b>	<b>\$0</b>	<b>\$97,635</b>
<b>Roads Fund</b>							
	Roads Construction Account	2709	Roscoe State Bank	0.00%	\$184,090	\$0	\$184,090
	Roads Construction MMA	3131	Roscoe State Bank	1.75%	674,479	0	674,479
<b>Roads Fund Total</b>					<b>\$858,569</b>	<b>\$0</b>	<b>\$858,569</b>
<b>Debt Service Fund</b>							
	TWDB Reserve Fund - DS	0001	Texpool	3.98%	\$410,439	\$0	\$410,439
	Annual TWDB MMA - DS	4385	First National Bank	0.50%	295,137	0	295,137
	Wastewater Escro TWDB Loan - E	1041	Amergy Bank		85,313	0	85,313
	Debt Service Fund - DS	0004	Texpool	3.98%	299,488	0	299,488
<b>Debt Service Fund Total</b>					<b>\$1,090,376</b>	<b>\$0</b>	<b>\$1,090,376</b>
<b>Capital Fund</b>							
	Water Capital Projects Fund	7780	First National Bank	0.50%	\$36,943	\$0	\$36,943
	Capital Project - Bond Series 2021	0005	Texpool	3.98%	5,695,916	0	5,695,916
<b>Capital Fund Total</b>					<b>\$5,732,859</b>	<b>\$0</b>	<b>\$5,732,859</b>
<b>Water Fund</b>							
	Water Operating Account	1469	First National Bank	0.50%	\$369,514	\$0	\$369,514
	Wastewater TWDB Checking	3289	First National Bank	0.00%	572	0	572
			Operating Total:		<b>\$370,086</b>	<b>\$0</b>	<b>\$370,086</b>
	Wastewater /Water MMA	0002	Texpool	3.98%	\$1,485,681	\$0	\$1,485,681
	Wastewater /Water Capital	3543	First National Bank	0.50%	470,829	0	470,829
	Wastewater MMA ( Water)	5076	First National Bank	0.50%	71,609	0	71,609
<b>Water Fund Total</b>					<b>\$3,138,376</b>	<b>\$0</b>	<b>\$3,138,376</b>
<b>Total Cash &amp; Investments</b>					<b>\$11,287,901</b>	<b>\$0</b>	<b>\$11,287,901</b>

## Lien List Recap for:

MAY

2023

Total Amount of Liens Released	\$33,733.44
Road Assessments Paid	\$22,221.20
Standby Assessments Paid	\$90.00
Attorney Fees	\$693.00
 Total actually collected	 \$23,004.20
 Total Write-Offs	 \$0.00

\*\*\*Note: The reason the amount collected **could** be lower than 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**  
**May 18, 2023**

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

No updates this month.

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

No updates at this time.

**7c. Roads maintenance & improvement projects update:**

Road crews are working on the current year roads.

County will start paving soon. The District is working with County employees to get a couple extra roads completed where the County will use excess material left over, to complete. This will help our overall road mileage total to drop as well as complete some extra roadway at minimal cost to the District, in areas crews are already working in.

**7d. Employee update:**

No updates at this time.

**Agenda**

**Item #8**

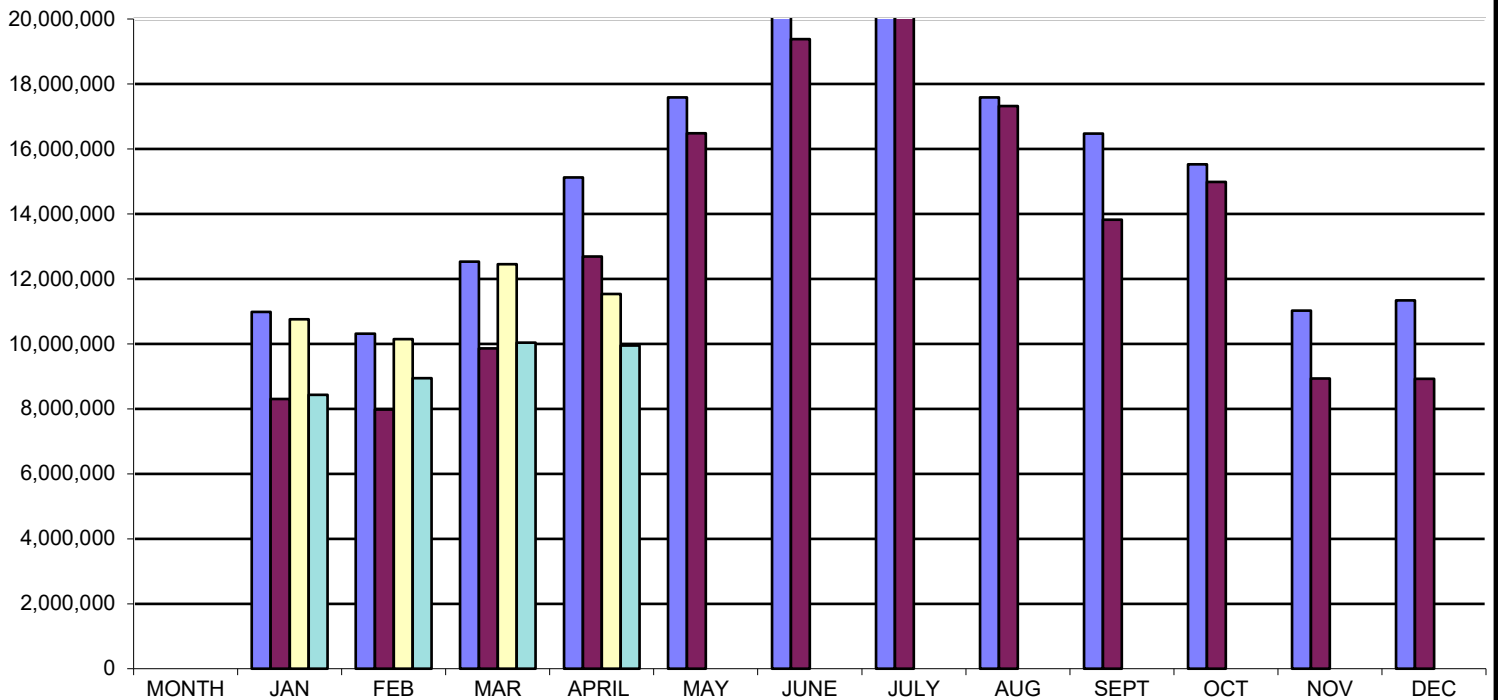
**Discussion of  
2023 Capital  
Improvement  
Projects**

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# **MISC REPORTS**

**BCWCID#2 2023  
CONSUMPTION REPORT**

	2022	2022	2023	2023	2023		
	PUMPED	USAGE	PUMPED	USAGE	PUMPED	ACTIVE	
MONTH	WATER	OF WATER	WATER	OF WATER	UNBILLED	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	11537934	9950485	987,500	2,211	5%
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!
<b>TOTALS</b>	<b>182,831,253</b>	<b>160,088,113</b>	<b>44,900,763</b>	<b>37,358,723</b>	<b>4,064,337</b>		<b>8%</b>



JOB CODE	----- ISSUED THIS PERIOD -----				----- PRIOR ORDERS -----			TOTAL	TOTAL
	ISSUED	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	OUTSTANDING
ALARM SEWER ALARM	14	10	0	0	2,292	25	0	2,302	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	4	4	0	0	499	11	1	503	1
FLUSH FLUSH WATER LINE	11	11	0	0	870	1	0	881	0
HSWAP METER HEAD SWAP	1	0	1	0	152	14	0	152	0
IRRIG IRRIGATION PERMIT	0	0	0	0	58	2	0	58	0
LEAK CHECK FOR LEAK	9	7	1	1	1,876	24	0	1,883	1
LKMTR LOCK MTR	1	1	0	0	233	64	0	234	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	4	3	1	0	170	10	1	173	1
MISCE MISCELLANEOUS	11	8	0	2	3,434	187	9	3,442	11
MOW MOWING GRASS	1	0	0	0	262	1	2	262	2
OCC OCCUPANT CHANGE	19	18	1	0	4,270	67	0	4,288	0
ODOR SMELLY WATER	0	0	0	0	32	0	0	32	0
OFF TURN OFF SERVICE	14	13	1	0	2,890	292	0	2,903	0
OFFEE TRIP CHARGE TURN OFF	0	0	0	0	21	0	0	21	0
ON TURN ON SERVICE	22	22	0	0	3,872	85	0	3,894	0
ONFEE TRIP CHARGE TURN ON	0	0	0	0	22	2	0	22	0
POOLS POOL/SPA PERMIT	0	0	0	0	55	1	0	55	0
RADIO RADIO READ REPORT	0	0	0	0	154	5	0	154	0
RC READ CHECK	0	0	0	0	434	109	0	434	0
ROAD ROAD REPAIR	6	0	0	2	3,915	25	7	3,915	9
RRMON RADIO READ MONITOR (RENT)	0	0	0	0	0	1	0	0	0
SEWER WASTEWATER MISC SERVICE	1	1	0	0	1,473	32	2	1,474	2
SIGN STREET SIGN	0	0	0	0	77	3	2	77	2
SWAP METER SWAP-OUT	3	2	1	0	1,811	109	0	1,813	0
SWTAP W/W TAP	4	3	0	1	495	26	3	498	4
TMPWT TMP WTR	0	0	0	0	9	5	0	9	0
W/W W/W ESTIMATE	4	4	0	0	1,205	43	2	1,209	2
WMEAS MEASURE FOR WATER TAP	6	6	0	0	1,855	51	0	1,861	0
WPRES LOW WATER PRESSURE	3	3	0	0	386	16	0	389	0
WTRTP WATER TAP	3	3	0	0	325	793	0	328	0
WWMOV W/W ESTIMATE FOR RELOCATE	0	0	0	0	11	6	0	11	0
** GRAND TOTALS **	141	119	6	6	33,859	2,025	29	33,978	35

# APRIL 2023

## BCWCID#2

### Re-Cap of Water Tap Applications

#### WATER TAPS:

2023 Pending .....	1	
2023 Complete.....	26	
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	

# APRIL 2023

## BCWCID#2

### Re-Cap of Wastewater Tap Applications

#### WASTEWATER TAPS:

2023 Pending .....	3
2023 Complete.....	14
2022 Pending .....	1
2022 Complete.....	34
2021 Pending .....	1
2021 Complete.....	33
2020 Complete.....	43
2019 Complete.....	34
2018 Complete.....	52
2017 Complete .....	35
2016 Complete .....	40
2015 Complete .....	32
2014 Complete .....	26

**Active Wastewater Customers: 869**