

**Bastrop County**

**WCID #2**

**Board Packet**

**for**

**June 15, 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 JUNE 15, 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.) Salute to Flags – O’Hanlon
- 3.) 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.)
- 4.) Discussion and possible action regarding scheduling of future meeting dates:
  - a. Regular Board of Director’s Meeting scheduled for Thursday, July 20, 2023 at 6:30 p.m.
- 5.) 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 May 11, 2023 Special Meeting of the Board of Directors;
  - b. Approval of minutes from the May 18, 2023 Board Meeting of the Board of Directors;
  - c. Approval of monthly financial report for May 2023; and
  - d. Approval of monthly financial reports for January – April, received from Inframark; and
  - e. Approval of Release of Liens held by District on Real Property.
- 6.) 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 & Administrative Update
- 7.) Discussion and review of 2023 capital improvement projects to be funded with bond proceeds– Hightower
- 8.) Discussion and possible action regarding the request by Bastrop Studios for transfer of the certificated water and sewer service rights for its property from the District to the City of Bastrop - 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 #5**

**Consent**

**Agenda**

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

A special meeting of the Board of Directors of Bastrop County Water Control and Improvement District #2 was held on Thursday, May 11, 2023, beginning at 4:00 p.m. The meeting was held at the District office, located at 112 Corporate Drive.

**Present BCWCID #2 Board Members:**

Scott Ferguson, Vice President  
Michele Plummer, Director  
Butch Carmack, Director

**BCWCID #2 Staff:**

Paul Hightower, General Manager  
Patricia Lujan, Office Supervisor  
Darrel Culberson, Comptroller

**Absentees**

Mary Beth O'Hanlon, President  
Ron Whipple, Treasurer

**Remote Participation**

None

- 1.) Call to Order and Establish a Quorum – Ferguson

**Scott Ferguson called the meeting to order at 4:01 PM.**

- 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 the approval of the 2022 Annual Fiscal Year Audit Report – Bob West

**Bob West with West, Davis and Company presented the Audit as shown in the Board Packet. Mr. West noted that the only recommendation he had, was for the District to hire an internal Comptroller or Financial Officer to complete the books and tasks, which has already been completed. No further comments or discussion.**

**Mr. Ferguson called the question.**

**Motion: Butch Carmack moved to approve the Audit as presented.**

**Seconded: Michele Plummer.**

**Vote: Three (3) in favor, motion carries.**

**Two (2) absentees.**

6.) Adjourn

**Mr. Ferguson called the question for adjournment.**

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

**Seconded: Michele Plummer.**

**Vote: Three (3) in favor, motion carries.**

**Two (2) absentees**

**Meeting ended at 4:17 p.m.**

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Authorized Signature

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, May 18, 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  
Butch Carmack, Director

**BCWCID #2 Staff:**

Paul Hightower, General Manager  
Nicki Swain, Office Employee  
Darrel Culberson, Comptroller  
Adam Brown, Field Manager

**Absentees**

Michele Plummer, Director  
Ron Whipple, Treasurer

**Remote Participation**

Tony Corbett, Attorney

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

**MaryBeth O'Hanlon called the meeting to order at 6:30 PM.**

- 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.)

**Mike Taylor spoke about the new SCADA radio tower on Wahane and voiced his concerns about the height of it obstructing his view. Employees explained that the tower had to be a certain height for communications to be established for the system to work properly. Employees also explained the importance of this tower and why the upgrade and insertion were necessary. He stated that he understood and was just concerned about having to look at it, over his previous view of the area.**

**John Engle voiced his concerns about the chlorine smell in the water. Employees insured him that sometimes the smell happens when heavy flushing is due from a recent leak in the area or standard monthly flushing that the District is required to do. He understood and was ok with the explanation, just wanted to make sure we knew about it. He also voiced concerns regarding some road work on Kikipua and the dusty rock. He stated that it seems very dusty and is a struggle to keep his car and house clean. We explained that the County is moving to a pre-coated rock so it will help cut down the dust as well as look more like a paved completed road.**

**No further public comments.**

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

Mrs. O'Hanlon stated that the District's next regular Board meeting is June 15, 2023 at 6:30pm. No further comments or suggestions.

6.) CONSENT AGENDA:

No comments regarding the April Board Meeting minutes.

Mr. Hightower stated that the audit from the special meeting came out very good and that the District had only one recommendation which was to hire an internal Comptroller or Financial Officer, which the District had already completed. Mr. Culberson stated that working with Bob West and his employees for the audit went well. Mr. Culberson also stated that the District received new financial sheets to start the 2023 books, from the audit and we would be reviewing those to move forward instead of waiting on Inframark. Mr. Hightower stated that we still had not received anything from Inframark and that a demand letter had been sent. Mr. Culberson stated that all the accounts were in good standing and that with total cash and investments, the District is sitting at \$11.3m in all accounts. Mr. Ferguson stated that he was happy with the detailed summary page but would like to see a Quarterly P&L in the packet. Mr. Culberson stated that he could get that done.

No further questions or comments.

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

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the Consent Agenda items, minus the financial reports.

Seconded: Scott Ferguson.

Vote: Three (3) in favor, motion carries. Two (2) absentees.

- 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 General Managers report as presented in the packet.

No questions or comments.

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

**Mr Hightower explained that Chris Lane and Jones Heroy has received all the audit and financial data. We are currently waiting on TCEQs response on the application.**

No questions or comments.

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

**No questions or comments.**

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

**No updates at this time.**

**No questions or comments.**

- 11.) Board suggestions on future agenda items

**No questions or comments.**

- 12.) Adjourn

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

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

**Seconded: Scott Ferguson.**

**Vote: Three (3) in favor, motion carries. Two (2) absentees.**

**Time: 7:12 pm**

## 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:**

**JUNE**

**2023**

Total Amount of Liens Released	\$99,681.52
Road Assessments Paid	\$49,096.81
Standby Assessments Paid	\$180.00
Attorney Fees	\$4,068.68
 Total actually collected	 \$53,345.49
 Total Write-Offs	 \$0.00

\*\*\*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 #6**

**General  
Manager's  
Report**

**BOARD OF DIRECTORS**  
**BASTROP COUNTY WCID NO. 2**

**General Manager's Update**  
**June 20, 2023**

**6a. Update on District water plants and lift stations:**

The new SCADA system is approximately 80% installed. They have the new computer and screen here in the office up and running. All remote locations have antennas & towers up. They have a few things left to get completed and get the computer installed at the shop location.

We had a meter failure about 4 months back, at our master lift station that transfers to Bastrop. We have been estimating our usages waiting on delivery, but the new meter has been installed and we are back online.

Last year, we had a performance evaluation & inspection performed on all of our wells to check for flow rates, gravel impaction, casing issues and pump performance. Based on this, we had a few issues to be repaired and also some upgrades that we could perform to get more GPM flow from our existing wells for a minimal cost. When we first spoke about & approved this last year with the Capital budget, they were spec'ing approximately 1-year to complete. They have started but are behind. Well #5 needed a downhole inspection, so they could determine the levels and rates that we could get from it. This was completed and now we have to add a sand filter, so that we can get it back online. Once the others get the renovation, which will now fall after the busy season, Well Production will be as follows: Well #1 from 60 to 115 gpm, Well #2 from 150 to 225 gpm, Well #3 from 325 to 550 gpm, Well #4, zero change due to drawdown and static levels (can't be changed) then Well #5 is to be determined. At present, we will gain a total approximate increase of 355 gpm, which will be very beneficial to us. More details to come as we get moving thru it.

With this, some of you have seen that we have entered a Stage 4 water conservation stage, this was due to Well #4 tripping and originally we thought, had gone out. It was discovered that it could have been a system glitch, causing the

# **BOARD OF DIRECTORS**

## **BASTROP COUNTY WCID NO. 2**

breakers to trip out. Staff was able to get it back up and running after a couple of trips out. For now, I left the Stage 4 in place due to the upcoming extreme weather. Over this past weekend, being down 1 well, we almost ran out of water...it was very close. So we are hoping people will help conserve so we can try and keep everyone going. All of this is why we were pushing for the pump upgrades and why we need the extra storage or elevated tower. We are hoping to get well #5 back up to full speed soon and we can release the Stage 4 restriction.

### **6b. W/WW Maintenance & Capital Improvements update:**

Qro-Mex continues to work thru the Capital Project on El Camino. No major issues or problems have arose to date. They have gotten the biggest portion of the line installed and tested. Customer taps are currently being phased over.

### **6c. Roads maintenance & improvement projects update:**

Road crews are working on the current year roads.

County has started paving in several areas. The new coated rock so far, is going great. We've had some excellent feedback from it.

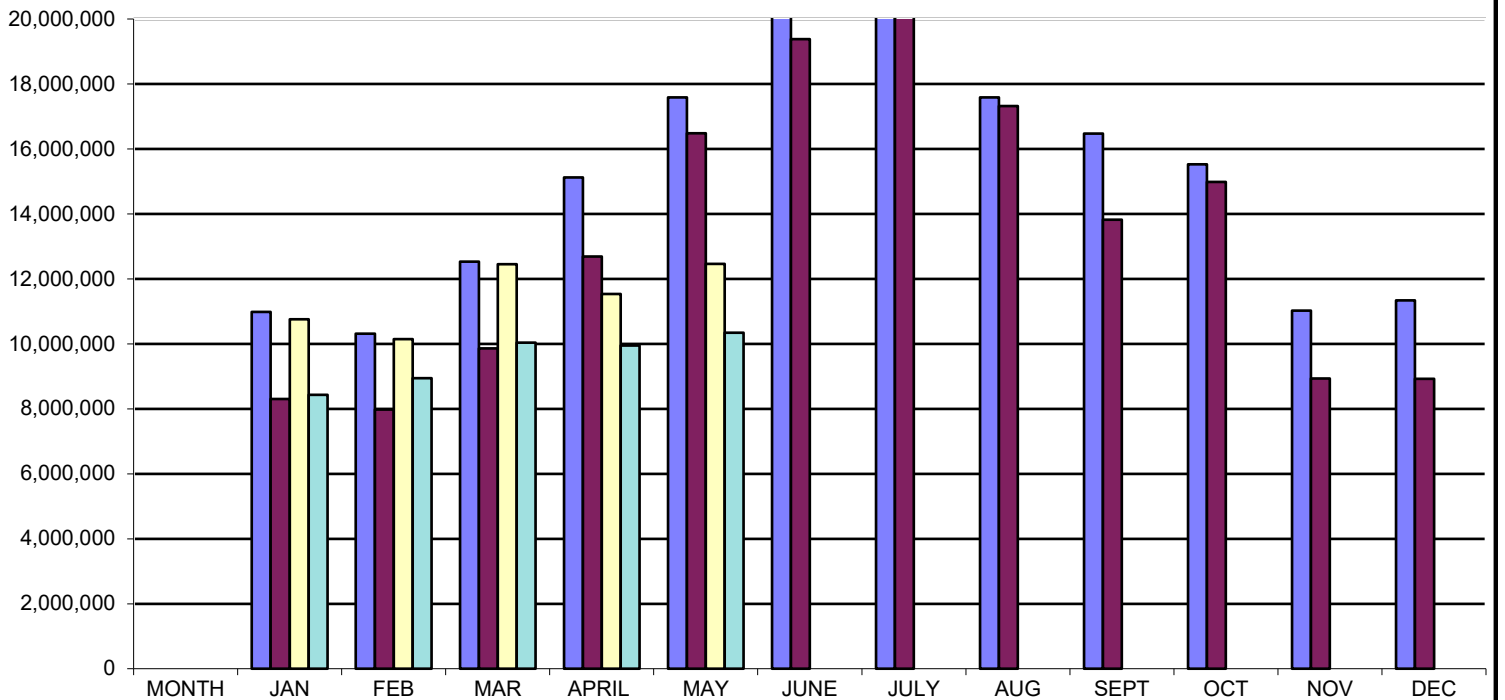
### **6d. Employee & Administrative update:**

Staff conducted some interviews to replace 1 road employee that left a couple months back. He started this past Monday so we are back to a full crew on roads. So far, all staff and positions are going good.

# **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	12462381	10344180	1,295,465	2,201	7%
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>57,363,144</b>	<b>47,702,903</b>	<b>5,359,802</b>		<b>7%</b>



JOB CODE	----- ISSUED THIS PERIOD -----				----- PRIOR ORDERS -----			TOTAL	TOTAL
	ISSUED	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	OUTSTANDING
ALARM SEWER ALARM	27	26	0	0	2,306	25	0	2,332	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	6	6	0	0	504	11	0	510	0
FLUSH FLUSH WATER LINE	1	1	0	0	881	1	0	882	0
HSWAP METER HEAD SWAP	0	0	0	0	152	15	0	152	0
IRRIG IRRIGATION PERMIT	0	0	0	0	58	2	0	58	0
LEAK CHECK FOR LEAK	12	6	0	2	1,883	25	1	1,889	3
LKMTR LOCK MTR	2	2	0	0	234	64	0	236	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	5	5	0	0	173	11	1	178	1
MISCE MISCELLANEOUS	4	2	0	0	3,442	187	11	3,444	11
MOW MOWING GRASS	2	0	0	0	262	1	2	262	2
OCC OCCUPANT CHANGE	25	25	0	0	4,288	68	0	4,313	0
ODOR SMELLY WATER	3	3	0	0	32	0	0	35	0
OFF TURN OFF SERVICE	14	14	0	0	2,903	293	0	2,917	0
OFFEE TRIP CHARGE TURN OFF	1	1	0	0	21	0	0	22	0
ON TURN ON SERVICE	13	13	0	0	3,894	85	0	3,907	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	1	1	0	0	434	109	0	435	0
ROAD ROAD REPAIR	12	1	0	0	3,915	25	10	3,916	10
RRMON RADIO READ MONITOR (RENT)	0	0	0	0	0	1	0	0	0
SEWER WASTEWATER MISC SERVICE	1	1	0	0	1,474	32	2	1,475	2
SIGN STREET SIGN	0	0	0	0	77	3	2	77	2
SWAP METER SWAP-OUT	0	0	0	0	1,813	110	0	1,813	0
SWTAP W/W TAP	1	1	0	0	499	26	3	500	3
TMPWT TMP WTR	0	0	0	0	9	5	0	9	0
W/W W/W ESTIMATE	9	6	2	1	1,210	43	1	1,216	2
WMEAS MEASURE FOR WATER TAP	9	9	0	0	1,861	51	0	1,870	0
WPRES LOW WATER PRESSURE	0	0	0	0	389	16	0	389	0
WTRTP WATER TAP	5	3	0	2	328	793	0	331	2
WWMOV W/W ESTIMATE FOR RELOCATE	0	0	0	0	11	6	0	11	0
** GRAND TOTALS **	153	126	2	5	33,985	2,031	33	34,111	38

MAY 2023

BCWCID#2

Re-Cap of Wastewater Tap Applications

WASTEWATER TAPS:

2023 Pending .....	3
2023 Complete.....	16
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: 872**

# MAY 2023

## BCWCID#2

### Re-Cap of Water Tap Applications

#### WATER TAPS:

2023 Pending .....	4	
2023 Complete.....	27	
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	