

Bastrop County

WCID #2

Board Packet

for

August 15, 2024

**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 THURSDAY AUGUST 15, 2024 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, September 19, 2024 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 July 18, 2024 Meeting of the Board of Directors; and
 - b. Approval of monthly financial report for July 2024; and
 - c. 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 capital improvement projects to be funded with bond proceeds– Hightower
- 8.) Discussion and possible action related to approval of Fiscal Year 2023 Financial Audit Report – Hightower
- 9.) Approve Issuance of Certificate of Election, Oath of Office, Statement of Officer, Director Bond and such other action as may be necessary for newly elected director to qualify for office - Hightower
- 10.) Elections of Officers – O’Hanlon
- 11.) Board suggestions on future agenda items
- 12.) Adjourn

Paul Hightower
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

5a. July 18th

Board Meeting Minutes

Minutes of the Regular Board Meeting for
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, July 18, 2024, 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
Michele Plummer, Secretary
Ruth Bullock, Director

BCWCID #2 Staff:

Paul Hightower, General Manager
Patricia Lujan, Office Supervisor
Darrel Culberson, Comptroller
Tyler Walsh
Adam Brown

Absentees

Butch Carmack

Remote Participation

Tony Corbett, Attorney

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

By: MaryBeth O'Hanlon

Time: 6:30PM

- 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.)

No comments or discussion

- 4.) Discussion and possible action regarding scheduling of future meeting dates:
 - a. Regular Board of Director's Meeting scheduled for Thursday, July 18, 2024 at 6:30 p.m.

Mrs. O'Hanlon stated that the District's next regular Board meeting is Thursday, August 15th at 6:30pm. All Directors stated they should be present. No further comments or suggestions.

- 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 June 20, 2024 Meeting of the Board of Directors; and
 - b. Approval of monthly financial report for June 2024; and
 - c. Approval of Release of Liens held by District on Real Property.

No comments regarding the Board Meeting minutes.

Mr. Culberson presented the District's financial & cash statement. Board expressed no issues or concerns.

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

No further questions or comments.

Mrs. O'Hanlon called the question.

Motion: Scott Ferguson moved to approve the Consent Agenda.

Seconded: Michele Plummer

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

- 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

Mr. Hightower read the GM report as posted in the Board packet.

No further comments or discussion.

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

Mr. Hightower stated that they are no updates. No further comments or discussion.

- 8.) Discussion and possible action related to approval of Fiscal Year 2023 Financial Audit Report – Hightower

Mr. Hightower stated that they are no updates. No further comments or discussion.

- 9.) Discussion and possible action related to approval for purchase of new software for District Water, Wastewater & Road billing functions – Hightower

Mr. Hightower read the information as shown in the Board packet regarding the purchase of a new billing software. Staff made a recommendation to the Board for the purchase of the UB4 software from CUSI.

Mrs. O’Hanlon called the question.

Motion: Scott Ferguson moved to approve the purchase.

Seconded: Michele Plummer

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

- 10.) Discussion and possible action related to mowing contract between the District, Tahitian Village Property Owners Association and Bastrop County - Hightower

Mr. Hightower stated that the Counties contracted mower had been in the area doing some cuts, after a failed negotiation of a 3rd cut had not been agreed too. The current contractor cut too early in the season which left us a rapid growth thru the summer months. We will have the 2nd agreed upon mowing from the current contractor, later this year. Mr. Hightower explained that the District and the POA were debating buying a mower and hiring a person to do just grass cutting and that we would bring more information back in the future.

No further comments or discussion.

- 11.) Board suggestions on future agenda items

Board stated that we need to hold the Election of Officers and also are expecting the engineering report from SPI.

- 12.) Adjourn 7:54 p.m.

Mrs. O’Hanlon called the question.

Motion: Scott Ferguson moved to adjourn.

Seconded: Michele Plummer

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

Authorized Signature

5b. Financials

Bastrop County Water Control and Improvement District #2
Cash & Investment Report
As of July 31, 2024

Fund	Account Name	Account Number	Bank Name	Yield	Prior Month Balance	Current Balance
Standby Fund						
	Standby Operating Account	2687	Roscoe State Bank	0.00%	\$ 102,564	\$ 102,654
Standby Fund Total					\$ 102,564	\$ 102,654
Roads Fund						
	Roads Construction Account	2709	Roscoe State Bank	0.00%	\$ 301,511	\$ 83,322
	Roads Construction MMA	3131	Roscoe State Bank	1.75%	52,634	2,651
Roads Fund Total					\$ 354,146	\$ 85,973
Debt Service Fund						
	TWDB Reserve Fund - DS	0001	Texpool	3.98%	\$ 222,498	\$ 223,503
	Annual TWDB MMA - DS	4385	First National Banl	0.50%	195,424	195,512
	Wastewater Escrow TWDB Loan - DS	1041	Amegy Bank		85,313	85,313
	Debt Service Fund - DS	0004	Texpool	3.98%	117,805	118,337
Debt Service Fund Total					\$ 621,040	\$ 622,665
Capital Fund						
	Water Capital Projects Fund	7780	First National Banl	0.50%	\$ 36,943	\$ 31,663
	Capital Project - Bond Series 2021	0005	Texpool	3.98%	5,000,379	5,022,979
	Water Capital Projects Fund	3653	First National Banl	0.50%	16,341	16,441
	Capital Project - Bond Series 2023	0006	Texpool	3.98%	2,470,106	2,481,261
Capital Fund Total					\$ 7,523,768	\$ 7,552,344
Water Fund						
	Water Operating Account	1469	First National Banl	0.50%	\$ 658,458	\$ 704,605
	Wastewater TWDB Checking	3289	First National Banl	0.00%	572	572
Operating Total:					\$ 659,030	\$ 705,177
	Wastewater /Water MMA	0002	Texpool	3.98%	\$ 1,270,151	\$ 1,275,888
	Wastewater /Water Capital	3543	First National Banl	0.50%	346,340	346,340
	Wastewater MMA (Water)	5076	First National Banl	0.50%	297,402	297,536
Water Fund Total					\$ 2,572,923	\$ 2,624,941
Total Cash & Investments					\$ 11,174,441	\$ 10,988,577

5c. Liens Release

Lien List Recap for:

JULY 2024

Total Amount of Liens Released	\$13,106.50
Road Assessments Paid	\$16,981.92
Standby Assessments Paid	\$0.00
Attorney Fees	\$1,106.14
Total actually collected	\$18,088.06
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 #6

General Manager's Report

BASTROP COUNTY WCID NO. 2

General Manager's Update

August 15, 2024

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

All stations running good at this time. We are in the process of lining out several projects for the end of the year to get the remaining lift stations and water plant tanks, poly coated or lined. We are also lining out the next well pump upgrade, which will be at station 2 on McAllister, along with the tank coating.

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

The Wainee\Mahalua project is still moving forward. They should be around 75% completion at this time. No major issues to date.

SPI has finished collecting data in the system and are putting together a report for us. They are still waiting on the full report from AGS regarding the well study.

6c. Roads maintenance & improvement projects update:

Road crews & chip-sealing is still moving forward. No reported issues or set-backs at this time.

As of report time, we are still expecting to get all roads on the plan for this year, completed on time.

6d. Employee & Administrative update:

No updates at this time.

Agenda

Item #7

Discussion of Capital
Improvement Projects

**Bastrop Co. WCID No. 2 – New Well
Project Status Report
August 13, 2024**

- 07/11/2024: SPI conducted site visits with the BCWCID2 field/operations team, as nine pressure recorders were set up throughout the water distribution system to monitor pressure variations for two weeks - in an effort to calibrate the water model.
- 07/30/2024: SPI to submit 60% draft Preliminary Engineering Report (PER); we were hoping to deliver at an earlier date however, the submittal is pending the AGS (hydrogeologist) study/report.
- 08/13/2024:
 - SPI to submit 50% design of the Test Well
 - SPI received *Bastrop County WCID #2 DRAFT - Groundwater and Well Siting and Planning Study* from Advanced Groundwater Solutions, LLC (AWS) on July 29, 2024.
 - AWS will provide their final report to SPI no later than August 30, 2024.
 - SPI is currently working on a 90% PER which will include the Planning Study from AWS, and the 50% Test Well drawings and specifications.
- 09/10/2024: SPI will submit the 90% PER to BCWCID #2 on September 10, 2024
- 09/20/2024: Advertise for Test Hole and Test Well Construction Bids
- 10/10/2024: Open Bids for Test Hole & Test Well
- 10/17/2024: Make Recommendations for accepting Test Hole & Test Well Construction Bids

Please let me know if you have any questions or concerns.

Thank you,

Allen Ross, P.E., Principal
Schaumburg & Polk, Inc.

Agenda

Item #9

Approve Election
Documents

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of _____ of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

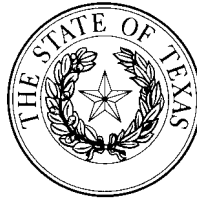
Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: _____

Signature of Officer

CERTIFICATE OF ELECTION

In the name and by the authority of the State of Texas

This is to certify that

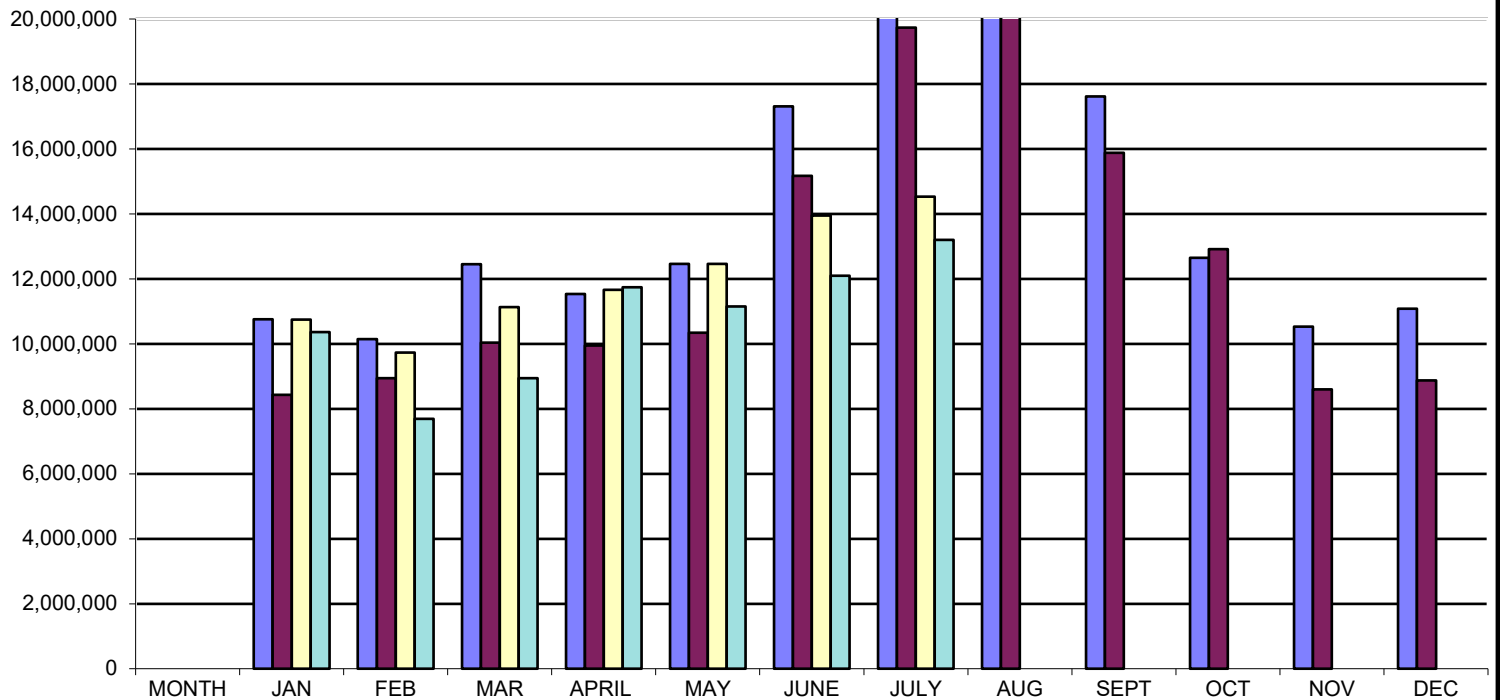
was duly elected as director of Bastrop County Water Control and Improvement District No. 2 as a result of the cancellation of the election scheduled to be held on May 4, 2024, pursuant to Section 49.103(h) of the Texas Water Code and Section 2.053(a) of the Texas Election Code.

In testimony whereof, I have hereunto signed my name and caused the Seal of Bastrop County Water Control and Improvement District No. 2 to be affixed this ____ day of May, 2024.

President, Board of Directors

Misc Reports

	2023	2023	2024	2024	2024		
	PUMPED	USAGE	PUMPED	USAGE	PUMPED	ACTIVE	
MONTH	WATER	OF WATER	WATER	OF WATER	UNBILLED	METERS	%
JAN	10760239	8426807	10742789	10367301	309,996	2,271	1%
FEB	10147969	8939642	9733921	7695855	953,700	2,268	11%
MAR	12454621	10041789	11134303	8939458	800,927	2,280	13%
APRIL	11537934	9950485	11662091	11746378	699,375	2,279	-7%
MAY	12462381	10344180	12460572	11151158	1,037,239	2,279	2%
JUNE	17314556	15172654	13951837	12095889	975,557	2,279	6%
JULY	23565506	19738094	14534984	13196265	1,097,433	2,298	2%
AUG	24789200	23637321					#DIV/0!
SEPT	17613065	15879891					#DIV/0!
OCT	12646027	12919807					#DIV/0!
NOV	10525332	8598438					#DIV/0!
DEC	11076969	8875527					#DIV/0!
TOTALS	174,893,799	152,524,635	84,220,497	75,192,304	5,874,227		4%



JOB CODE	----- ISSUED THIS PERIOD -----				----- PRIOR ORDERS -----			TOTAL	TOTAL
	ISSUED	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	OUTSTANDING
ALARM SEWER ALARM	18	17	0	0	2,602	31	0	2,619	0
BROWN BROWN WATER	2	2	0	0	399	3	0	401	0
CHANG CHANGE SIGN	0	0	0	0	37	0	0	37	0
CULVE CULVERT PERMIT	0	0	0	0	523	11	0	523	0
FLUSH FLUSH WATER LINE	10	10	0	0	920	1	0	930	0
HSWAP METER HEAD SWAP	0	0	0	0	152	17	0	152	0
IRRIG IRRIGATION PERMIT	1	1	0	0	62	2	1	63	1
LEAK CHECK FOR LEAK	7	7	0	0	2,026	26	0	2,033	0
LKMTR LOCK MTR	0	0	0	0	241	75	0	241	0
LNLOC LINE LOCATE	0	0	0	0	266	5	0	266	0
METER MOVE METER CHARGE	0	0	0	0	7	8	0	7	0
MI METER INFORMATION	0	0	0	0	190	13	0	190	0
MISCE MISCELLANEOUS	4	3	0	0	3,531	188	12	3,534	12
MOW MOWING GRASS	1	0	0	0	279	1	0	279	0
OCC OCCUPANT CHANGE	26	26	0	0	4,571	72	0	4,597	0
ODOR SMELLY WATER	1	1	0	0	45	0	0	46	0
OFF TURN OFF SERVICE	21	20	1	0	3,092	303	0	3,112	0
OFFEE TRIP CHARGE TURN OFF	0	0	0	0	23	0	0	23	0
ON TURN ON SERVICE	31	30	1	0	4,156	90	0	4,186	0
ONFEE TRIP CHARGE TURN ON	0	0	0	0	23	2	0	23	0
POOLS POOL/SPA PERMIT	0	0	0	0	58	1	0	58	0
RADIO RADIO READ REPORT	0	0	0	0	154	5	0	154	0
RC READ CHECK	0	0	0	0	448	111	0	448	0
ROAD ROAD REPAIR	5	0	0	1	3,971	26	7	3,971	8
RRMON RADIO READ MONITOR (RENT)	0	0	0	0	0	1	0	0	0
SEWER WASTEWATER MISC SERVICE	5	1	0	1	1,502	32	2	1,503	3
SIGN STREET SIGN	0	0	0	0	77	4	1	77	1
SWAP METER SWAP-OUT	3	0	0	2	1,833	115	0	1,833	2
SWTAP W/W TAP	3	1	0	2	540	27	2	541	4
TMPWT TMP WTR	0	0	0	0	9	5	0	9	0
W/W W/W ESTIMATE	6	6	0	0	1,308	49	3	1,314	3
WMEAS MEASURE FOR WATER TAP	13	13	0	0	2,035	54	1	2,048	1
WPRES LOW WATER PRESSURE	1	1	0	0	437	18	0	438	0
WTRTP WATER TAP	14	5	0	9	419	794	0	424	9
WWMOV W/W ESTIMATE FOR RELOCATE	0	0	0	0	11	6	0	11	0
** GRAND TOTALS **	172	144	2	15	35,947	2,096	29	36,091	44

JULY 2024

BCWCID#2

Re-Cap of Water Tap Applications

WATER TAPS:

2024 Pending	15	
2024 Complete.....	40	
2023 Complete.....	78	
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	

JULY 2024
BCWCID#2

Re-Cap of Wastewater Tap Applications

WASTEWATER TAPS:

2024 Pending	9
2024 Complete.....	21
2023 Complete.....	32
2022 Complete.....	35
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: 913