

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 September 18, 2025 AT 6:30 pm 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 people 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 schedule of future meeting dates:
 - a. Regular Board of Director’s Meeting scheduled for Thursday, October 16, 2025 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 August 21, 2025 Meeting of the Board of Directors; and
 - b. Approval of monthly financial reports for August 2025; 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 Fiscal Year 2023 Financial Audit Report – Hightower
- 9.) Discussion and possible action regarding renewal of District’s employee dental, vision and other employee insurance benefits – Hightower
- 10.) Discussion and review only of FY2026 Proposed Budget – Hightower / Culberson

- 11.) Discussion regarding Aquifer Storage and Recovery Meetings with Austin Water and Bastrop County – Hightower
- 12.) Discussion regarding Unit 6 Capstick Development - Hightower
- 13.) Board suggestions on future agenda items
- 14.) 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.

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2
Fiscal Year Budget Worksheet

	Water		2025	2025	2025	2026
	2025	2025				
	CYE	2nd				
	Qtr	Budget		Variance		Proposed

Revenues:

Irrigation-Usage	\$ 350	\$ 250	\$ 100	\$ 400
Water Late Charge Income	32,485	30,000	2,485	33,000
Water Line Bore	31,000	30,000	1,000	35,000
Capital Reserve Fee	225,558	210,000	15,558	225,000
Copies & Faxes	27	50	(23)	50
Interest-Bond	308,491	300,000	8,491	310,000
Maps Sold	50	100	(50)	100
Office Rents	7,200	7,200	-	7,200
Pools Fees	225	300	(75)	300
Reconnect Fee	22,525	20,000	2,525	23,000
TV Tap Fees	288,475	255,000	33,475	290,000
TV Water Sales	1,874,475	2,000,000	(125,525)	2,000,000
Interest-Investments	46,833	25,000	21,833	45,000
Other Miscellaneous Revenues	5,250	10,000	(4,750)	5,000
Proceeds From Sale	-	-	-	-
Backflow Inspections Collected	6,525	6,000	525	6,000
Returned Check Fee	1,800	3,000	(1,200)	3,000
Total Revenues	\$ 2,851,269	\$ 2,896,900	\$ (45,631)	\$ 2,983,050

Expenditures:
Payroll and Taxes

Salaries	\$ 464,625	\$ 500,000	\$ (35,375)	\$ 715,000
Holidays	48,921	50,000	(1,079)	51,000
Annual Leave	38,981	35,000	3,981	42,000
Sick	30,389	25,000	5,389	38,000
Over Time	21,008	25,000	(3,992)	18,400
On Call Pay	7,211	10,000	(2,789)	7,300
Double Time	3,635	5,000	(1,365)	3,500
Personal Time	4,131	4,250	(119)	3,500
Bereavement	1,978	2,500	(522)	2,000
Jury Duty Pay	150	300	(150)	240
Longevity Pay	6,340	12,680	(6,340)	10,080
Birthday Pay				3,500
FICA Taxes	51,686	20,000	31,686	50,000
FUTA	2,039	2,250	(211)	2,250
SUI	4,861	5,000	(139)	5,000
Total Payroll and Taxes	\$ 685,954	\$ 696,980	\$ (11,026)	\$ 951,770

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2

Fiscal Year Budget Worksheet

	Water		2025	2025	2025	2026
	CYE	2nd				
Benefits and Insurance						
Retirement-Life	\$ 172,078	\$ 140,000	\$ 32,078	\$ 170,000		
Health Insurance-Other Medical	38,761	32,400	6,361	38,000		
Insurance-Dental	13,255	13,000	255	13,000		
Insurance-Life	6,552	10,000	(3,448)	7,000		
Insurance-Medical	447,281	378,400	68,881	450,000		
Insurance-Vision	3,702	4,000	(298)	4,000		
Medical	10,000	20,000	(10,000)	- Remove		
Wellness Program	250	500	(250)	500		
Workers' Compensation	5,000	10,000	(5,000)	5,000		
Total Benefits and Insurance	\$ 696,879	\$ 608,300	\$ 88,579	\$ 687,500		

Administrative:

ProfServ-Engineering	\$ 45,669	\$ 15,000	\$ 30,669	\$ - ?
ProfServ-Answering Service	2,050	4,100	(2,050)	2,500
Payroll Processing Fee	4,158	4,000	158	4,000
Cleaning-Office	3,400	3,500	(100)	3,500
Pest Control	2,024	2,500	(476)	3,000
Legal Fees	13,573	15,000	(1,428)	14,000
Accounting Services (MIP) Accounting	1,133	1,000	133	- ?
Investment Management Fee	750	1,500	(750)	1,500 ?
Auditing Services	77,448	15,000	62,448	20,000
Security Agreement	1,237	1,000	237	1,200
Maint Agreement-Incode Software CU	41,962	35,000	6,962	35,000 23K
Insurance-Property	3,250	6,500	(3,250)	6,500
Insurance-General Liability	750	1,500	(750)	2,000
Insurance-Vehicle	1,000	2,000	(1,000)	5,000
Insurance-E&O	600	1,200	(600)	2,000
Insurance-Wells	3,750	7,500	(3,750)	5,000
Insurance-Bonding	375	750	(375)	750
Insurance-Misc	5,823	100	5,723	100
Travel-Air	2,500	5,000	(2,500)	5,000
Travel-Lodging	2,250	4,500	(2,250)	4,500
Travel-Meals	1,250	2,500	(1,250)	2,500
Travel-Rental Car	500	1,000	(500)	500
Communication-Telephone	9,213	7,500	1,713	7,500

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2
Fiscal Year Budget Worksheet

	Water		2025	2025	2025	2026
	CYE	2nd				
	Qtr	Budget	Variance	Proposed		
Electricity-Office Bldg		3,763	4,500	(737)	4,000	
Postage and Freight		14,751	13,000	1,751	13,000	
Communication/Radios		3,314	5,000	(1,686)	5,000	
Fax		50	100	(50)	100	
Office Supplies		11,714	10,000	1,714	10,000	
Printing		5,722	5,000	722	5,000	
Advertising		375	750	(375)	500	
Internet Services		5,935	4,500	1,435	6,000	
Misc. Licenses & Permits		250	500	(250)	500	
Misc-Credit Card Fees		52,383	50,000	2,383	50,000	
Bank Fees		8,248	15,000	(6,752)	10,000	
Misc-Late Fees		500	1,000	(500)	500	
Mileage Reimbursement		1,004	1,500	(496)	1,500	
Vehicle Usage		500	1,000	(500)	1,000	
Pre-Employment Screening		642	1,000	(358)	1,000	
Public Notice		1,699	2,500	(801)	2,000	
Dues, Licenses, Subscriptions		5,653	5,000	653	5,000	
Computer Supplies / Equipment		2,500	5,000	(2,500)	5,000	
Computer Expense		14,429	20,000	(5,571)	20,000	
Office Equipment Lease		10,091	12,000	(1,909)		?
Janitorial Supplies		125	250	(125)	250	
Misc. Office		500	1,000	(500)	1,000	
Election Costs		750	1,500	(750)	1,500	
Education/Training		1,878	6,000	(4,122)	3,000	
Total Other Administrative		\$ 373,466	\$ 305,775	\$ 69,716	\$ 273,926	

Operations

Yard Maintenance-Mowing	\$ 17,018	\$ 9,000	\$ 8,018	8,500	
Labor-Service Lines & Taps	25,000	50,000	(25,000)	10,000	?
Fuel, Gasoline and Oil	35,438	40,000	(4,562)	40,000	
Electricity-Pump Station	-	-	-	-	?
Garbage Removal	4,521	3,000	1,521	4,000	
Electricity-Well	55,221	50,000	5,221	55,000	
Electricity-Maint Bldg	3,727	4,000	(273)	4,000	
Cleaning-Maint Bldg	2,500	5,000	(2,500)	5,000	
Equipment Rental	7,500	15,000	(7,500)	10,000	
R&M-Equipment	44,843	40,000	4,843	40,000	
R&M-Well Maintenance	24,592	25,000	(408)	25,000	
R&M-Vehicles	28,823	35,000	(6,177)	30,000	

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2
Fiscal Year Budget Worksheet

	Water					
	2025	2025	2025	2026		
	CYE	2nd	Qtr	Budget	Variance	Proposed
Repairs-Contracted	28,261	50,000		(21,739)		5,000
Contract Labor	250	500		(250)		500
R&M-Backflow Inspection	2,500	5,000		(2,500)		5,000
Building Maintenance & Repairs	10,000	20,000		(10,000)		10,000
Water Samples	2,748	-		2,748		5,000
Water Well Admin Service Fee	15,791	10,000		5,791		15,000
TCEQ Fees	10,000	20,000		(10,000)		10,000
Damage Claim	8,795	5,000		3,795		5,000
Filing Fees	650	500		150		500
Meter Testing	125	250		(125)		250
License	1,994	2,500		(506)		2,500
OP Supplies-Hand Tools	4,688	5,000		(312)		5,000
OP Supplies-Uniforms	8,018	10,000		(1,982)		10,000
Meters & Supplies	39,800	25,000		14,800		25,000
OP Supplies-Chemicals	26,775	25,000		1,775		30,000
Safety Supplies	12,139	7,000		5,139		7,000
Small Equipment Purchase	4,624	5,000		(376)		5,000
Materials	64,966	75,000		(10,034)		70,000
Materials-Hauling	2,500	5,000		(2,500)		-
Miscellaneous Services	1,250	2,500		(1,250)		2,000
Activated Carbon - Water	49,395	-		49,395		50,000
Depreciation Expense	137,500	275,000		(137,500)		150,000
Total Operations	\$ 683,977	\$ 826,275	\$ (140,273)	\$ 646,276		
Total Expenses	\$ 2,440,276	\$ 2,437,330	\$ 6,996	\$ 2,559,472		
Net Ordinary Incom	\$ 410,993	\$ 459,570	(\$52,627)	\$ 423,578		
Debt Service						
Interest Expense Bonds	\$ 155,870	\$ 150,000	\$ 5,870	\$ 87,850		
2023 Bond Debt Service	210,000	65,000	(32,500)	220,000		
2021 Bond Debt Service	450,000	110,400	(55,200)	460,000		
Total Debt Service	\$ 815,870	\$ 325,400	\$ (81,830)	\$ 767,850		

Net Ordinary Incom

\$ 410,993	\$ 459,570	(\$52,627)	\$ 423,578
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Debt Service

\$ 155,870	\$ 150,000	\$ 5,870	\$ 87,850
210,000	65,000	(32,500)	220,000
450,000	110,400	(55,200)	460,000
\$ 815,870	\$ 325,400	\$ (81,830)	\$ 767,850

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2

Fiscal Year Budget Worksheet

CYE 2nd Qtr	Water			
	2025	2025	2025	2026
	Budget	Variance	Proposed	

Capital Outlay/Projects

Capital Outlay - Vehicles	\$ -	\$ -	\$ -	\$ -
Capital Outlay	171,602	-	171,602	-
Capital Outlay-Culverts	73,772	100,000	(26,228)	-
Line Extension	22,500	45,000	(22,500)	-
Water Tank Main	45,000	90,000	(45,000)	123,200
Water Well Cap Improv	12,500	25,000	(12,500)	-
Building Capital	74,422	5,000	69,422	-
Capital Equipment Purchase - Water	46,500	-	46,500	-
Total Capital Outlay Projects	\$ 446,297	\$ 265,000	\$ 181,297	\$ 123,200

Revenue Over (Under) Expenditures	\$ (851,174)	\$ (130,830)	(\$152,094)	(\$467,472)
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BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2
Fiscal Year Budget Worksheet
Wastewater

	2025	2025	2025	2026
	CYE			
	2nd Qtr	Budget	Variance	Proposed
Revenues:				
Wastewater Fees	\$ 873,788	\$ 850,000	\$ 23,788	\$ 900,000
Wastewater Tap Fees	431,106	400,000	31,106	450,000
Wastewater Bore	21,500	20,000	1,500	22,000
Commercial Fees	34,012	35,000	(988)	35,000
Debt Service Reserve Fee	90,157	85,000	5,157	90,000
Interest-Investments	34,828	60,000	(25,172)	60,000
Interest-Reserves	-	-	-	-
Total Revenues	\$ 1,485,391	\$ 1,450,000	\$ 35,391	\$ 1,557,000

Expenditures:
Administration

Salaries & Wages - Wastewater	\$ 115,571	\$ 110,000	\$ 5,571	\$ 220,000
Holidays	8,480	5,000	3,480	12,000
Sick	6,472	4,000	2,472	10,000
Over Time	3,627	3,000	627	5,000
On Call Pay	1,053	1,000	53	2,000
Double Time	784	1,000	(216)	1,000
Medical	500	1,000	(500)	1,000
Workers' Compensation	2,500	5,000	(2,500)	5,000
ProfServ-Engineering	2,500	5,000	(2,500)	?
Legal Fees	2,500	5,000	(2,500)	5,000
Accounting Services	1,083	900	183	?
Auditing Services	74,947	10,000	64,947	10,000
Cleaning-Office	3,300	3,300	-	3,300
Travel-Lodging	500	1,000	(500)	1,000
Travel-Rental Car	250	500	(250)	500
Travel-Meals	250	500	(250)	500
Communication-Telephone	2,465	2,500	(35)	2,500
Maint Agreement-CUSI	500	1,000	(500)	
Insurance-Property	500	1,000	(500)	1,000
Insurance-General Liability	500	1,000	(500)	1,000
Insurance-Vehicle	500	1,000	(500)	1,000
Insurance-E&O	500	1,000	(500)	1,000
Insurance-Misc.	500	1,000	(500)	1,000
Office Supplies	2,330	1,500	830	2,000
Education/Training	(318)	4,000	(4,318)	3,000
Total Administration	\$ 231,794	\$ 170,200	\$ 61,594	\$ 288,800

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2
Fiscal Year Budget Worksheet
Wastewater

	2025	2025	2025	2026
	CYE	Budget	Variance	Proposed
2nd Qtr				
Operations				
Yard Maintenance-Mowing	\$ 12,201	\$ 8,000	\$4,201	8,500
Contract Labor	23,000	40,000	(17,000)	?
Labor-Service Lines & Taps	10,000	20,000	(10,000)	10,000
Fuel, Gasoline and Oil	30,438	30,000	438	40,000
Electricity-Lift Station	5,743	6,000	(257)	6,000
Wastewater Service	194,317	185,000	9,317	190,000
Equipment Rental	1,250	2,500	(1,250)	2,500
R&M-Equipment	26,343	10,000	16,343	15,000
R&M-Lift Station-WW	10,691	10,000	691	10,000
R&M-Vehicles	14,542	20,000	(5,458)	15,000
Repairs & Maintenance	16,989	25,000	(8,011)	20,000
Grinder Pump Repair	74,816	40,000	34,816	?
Op & Maint-City	-	-	-	-
Tools And Equipment	1,250	2,500	(1,250)	2,000
Op Supplies - Hand Tools	750	1,500	(750)	1,500
Miscellaneous Services	500	1,000	(500)	1,000
TCEQ Fees	1,750	3,500	(1,750)	3,500
Filing Fees	775	750	25	750
Meter Testing	-	-	-	-
License	375	750	(375)	750
Lift Station Admin Service Fee	750	1,500	(750)	1,500
OP Supplies-Uniforms	1,507	1,000	507	1,500
Op Supplies -Chemicals	-	-	-	-
Safety Supplies	6,588	5,000	1,588	5,000
Small Equipment Purchase	4,022	1,000	3,022	1,500
Materials	60,924	75,000	(14,076)	70,000
Materials-Hauling	2,500	5,000	(2,500)	-
Total Operations	\$502,022	\$495,000	\$7,022	\$406,000
Total Expenses	\$733,815	\$665,200	\$68,615	\$694,800

Net Ordinary Income

BASTROP COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 2

Fiscal Year Budget Worksheet

Wastewater

2025 CYE 2nd Qtr	2025 Budget	2025 Variance	2026 Proposed
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Debt Service

Interest Expense	\$ 73,659	\$ 165,000	(91,341)	\$ 69,000
2016 Bond Debt Service	305,000			315,000
Total Debt Service	\$ 378,659	\$ 165,000	(91,341)	\$ 384,000

Capital Outlay/Projects

Impr.- W/WW Systems	\$ 62,500	\$ 125,000	(\$62,500)	- ?
Capital Outlay-Equipment	-	-	-	?
Capital Outlay-Vehicles	-	-	-	?
WW Line Extensions	25,506	25,000	506	?
Capital Outlay-Grinder Pumps	163,287	125,000	38,287	150,000 ?
Total Capital Outlay/Projects	\$ 251,294	\$ 275,000	(23,706)	\$ 150,000

Revenue Over (Under) Expenditures \$ 121,623 \$ 344,800 \$ 81,823 \$ 328,200

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