

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, December 7, 2017, beginning at 3:00 p.m. at the Conference Center, 106 Conference Drive, Bastrop, TX. 78602.

**Present BCWCID #2 Board Members:**

John Creamer, President

Karen Pinard, Vice President

Sam Kier, Treasurer

Mary Beth O' Hanlon, Secretary

Victor Gonzalez, Director

**BCWCID #2 Staff/Other Professionals:**

Jim Ouellet, General Manager

Alma Rodriguez, District Administrator

AGENDA

- 1.) Call to Order and Establish a Quorum  
President Creamer called the meeting to order at 3:01 P.M. A quorum of Board members was present.
- 2.) Pledge of Allegiance  
President Creamer led the Pledge of Allegiance.
- 3.) Texas State Flag  
President Creamer led the Pledge of Allegiance to the Texas Flag.
- 4.) The next Board of Director's will be held on January 18, 2018 at 6:30 P.M.  
President Creamer stated the next Board of Director's meeting will be held on January 18, 2018 at 6:30 P.M.
- 5.) Recognition of District employee Shawn Littleton on 5 years of service  
General Manager Jim Ouellet presented Shawn Littleton a gold star in recognition of his 5 years of service.
- 6.) Thank you to the TVPOA for their contribution of \$15,000 for road maintenance purposes.  
Mr. Ouellet thanked TVPOA for their contribution of \$15,000 for road maintenance repairs. It is greatly appreciated and will be put to great use.
- 7.) Public comments/Announcements (The Board respectfully requests you limit your comments to three (3) minutes)  
Pierre Wilson resides at 115 Kaaawa Lane asked if the Board was sticking with the original road plan and why would the plan change.

Director Kier stated the plan will be updated for the March meeting and updated with the home density.

- 8.) Presentation by Kristina Fox of the Texas County and District Retirement System  
Kristina Fox with Texas County and District Retirement System gave the Board a presentation on their retirement plan.

Ms. Fox presented a plan with 4 options to the Board for their decision.

The Board thanked Ms. Fox for her presentation.

- 9.) Discussion and possible action regarding a resolution to participate in the Texas County and District Retirement System starting January 1, 2018.

**Motion: Sam Kier moved to approve Resolution to participate in the Texas County and District Retirement System starting January 1, 2018. The District will go with Plan 2. Seconded: Mary Beth O'Hanlon. Vote: Four (4) in favor, motion carries.**

- 10.) Election of Officers

**Motion: Karen Pinard moved to appoint Victor Gonzalez as Vice President. Seconded: Sam Kier.**

**Victor Gonzalez accepted.**

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

**Motion: Sam Kier moved to appoint Mary Beth O'Hanlon as Secretary. Seconded: Karen Pinard.**

**Mary Beth O'Hanlon accepted.**

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

- 11.) Discussion, possible action and updates given by General Manager Ouellet

**Repairs on Koolua Drive and Awehi Lane landslide**

The projects are to be rebid on December 22. The true cost should be around \$150,000 per site. The District will be reimbursed 75% for the Koolua site.

We just received reimbursement from FEMA for the 2016 Memorial Day Flood and the April 2016 Tax Day Floods. The combined total was \$195,000. The majority of the reimbursement will be placed in the Road Maintenance activities so as provide funding for the aforementioned land slide work.

**Road Construction Activities**

Due to obligations to complete FEMA projects, Hurricane Harvey which delayed work 3-4 weeks and a loss of manpower due to resignations and injury, the County was not able to pave any of the roads before the season expired.

The County has filled two positions and is completing FEMA projects in the near future. Barring any additional destructive weather events, The County will take the roads from their present position and prepare for paving in the spring. The County will address any deterioration to the road surface that occurs over the winter and complete the work as soon as weather conditions are conducive to paving. The following roads are ready for any final touch up as the County determines and are ready to pave.

- North and South Kanaio
- North and South Kaupo
- Puu Waa Waa
- East and West Manalua
- Kanahananui
- Lamaloa
- Hailimaile
- Pele Ct
- Papaloa

In the interim, the District and County will work together this winter to beginning the process of prepping the scheduled roads for 2018 so all 2017 and 2018 roads can be paved in the spring.

### **Storage Tank Construction**

The report from the soil borings was received and forwarded to a tank manufacturer. The objective will be to decide the structural approach to the tank and have out to bid by April of 2018.

### **New Office Building**

A meeting is being scheduled with officials from The City of Bastrop to obtain any general expectations that will be required as a new office building is constructed. The site is being surveyed.

### **Quarterly Newsletter**

We will be producing a quarterly newsletter with the first edition scheduled for the January bills.

### **Annual Audit**

Mr. Bob West of West and Associates has expressed his willingness to perform the annual financial audit again this year. He will be sending an engagement letter in the beginning of the year.

### **Accounts Payable Position**

The process of outsourcing our financial activities has eliminated the majority of in house accounting needs.

All our payables are recorded by the MAC and checks are provided back to the District for mailing. The invoices are simply approved and coded by the GM and then they are scanned and emailed to MAC for processing. The need to have a part time Accounts Payable person on the payroll is not necessary to serve the interest of our customers.

Palmira Ramon has been performing the accounts payable for the past 5 years. Palmira is also knowledgeable of the customer service office activities and is very capable of filling in as needed to assist the office staff. It is hopeful that she will wish to be a part of our activities, as needed, when others are on vacation or out of the office. She would be paid as a contract employee and not be a part of the District payroll.

Palmira previously retired from the State of AZ before coming to work for the District.

### **Harassment Policy**

In light of recent news items, Director Pinard wisely suggested a review of the Harassment section of the employee manual be undertaken.

Attorney Ms. Judy Osborn, who specializes in labor matters, updated the policy to include language reflective of present day requirements. Attached is a copy for your review. We will make such a permanent part of the employee manual.

- 12.) Discussion and possible action regarding adoption of Resolution relating to annual review and approval of the District Investment Policy and Investment Strategies  
President Creamer stated this is an annual review of the Invest Policy that is required.

**Motion: Sam Kier moved to approve the District Investment Policy as presented and to approve the Proposed Investments presented by Municipal Accounts and Consulting, L.P. Seconded: Karen Pinard. Vote: Four (4) in favor, motion carries.**

- 13.) Discussion and possible action regarding appointment of Investment Officer

**Motion: Sam Kier moved to appoint General Manger Jim Ouellet as Investment Officer. Seconded: Karen Pinard. Vote: Four (4) in favor, motion carries.**

- 14.) Board suggestions on future agenda items-

a. Commercial rates

15.) The Board of Directors will meet in a closed/executive session pursuant to Texas Government Code, Chapter 551, Texas Open Meetings Act, to discuss the following matters:

A.) Section 551.071 – Consultation with Attorney regarding false statements posted on social media relating to the District, District officials, and/or District Employees

B.) Section 551.072 - Deliberations regarding the potential sale and conveyance of the District's ownership interest in Real Property located in Pine Forest Subdivision, Unit 6

President Creamer announced at 4:50 p.m. that the Board will meet in Executive Session for the Deliberations regarding Section 551.071 and 551.072.

16.) The Board of Directors will reconvene into open session to discuss, consider, and/or take any actions necessary related to the executive sessions noted herein, or regular agenda items.

The Board Adjourned Executive Session at 6:00 p.m.

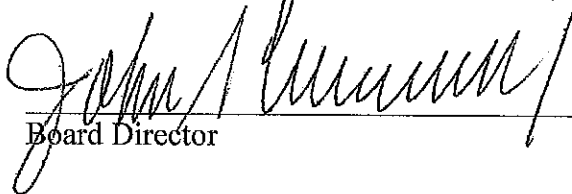
No action or decision made in Executive Session.

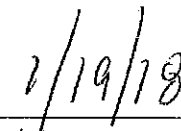
**Motion: Sam Kier moved to direct the General Manager Jim Ouellet to bring findings back to the Board at the next meeting. Seconded: Karen Pinard. Vote: Four (4) in favor, motion carries.**

17.) Adjournment

**Motion: Victor Gonzalez moved to adjourn. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.**

MEETING ADJOURNED AT 6:03 P.M.

  
Board Director

  
Date