

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, September 20, 2018, beginning at 6:30 p.m. at the Conference Center, 106 Conference Drive, Bastrop, TX. 78602.

Present BCWCID #2 Board Members:

Mary Beth O'Hanlon, President
Butch Carmack, Vice President
Sam Kier, Treasurer
Scott Ferguson, Secretary
Karen Pinard, Director

BCWCID #2 Staff/Other Professionals:

Tony Corbett, Attorney
Tyler Walsh, Operations Manager
Alma Rodriguez, District Administrator

- 1.) Call to Order and Establish a Quorum
President O'Hanlon called the meeting to order at 6:30 p.m. A quorum of Board members was present.
- 2.) Pledge of Allegiance
President O'Hanlon led the Pledge of Allegiance.
- 3.) Texas State Flag
President O'Hanlon led the Pledge of Allegiance to the Texas Flag.
- 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.)
President O'Hanlon announced the new General Manger Paul Hightower will be starting on Monday, September 24.

Pierre Wilson resides at 115 Kaaawa wanted to know with the new equipment could we show pictures that people bring to the Board.

President O'Hanlon responded yes we will have the capability to show pictures.

Gwen Winters asked if anyone was hurt in the accident that happened today.

Tyler Walsh stated no one was hurt, the drive shaft went out on the truck which caused him to jackknife into the ditch.

Jo Anne Egitto wanted to say it is an exciting time in Tahitian Village with all the growth and gives a shout out to the road committee there were quite a few people that attended the meeting and their gave input. The Road Committee meetings are now being held a week prior to the Board meetings.

Mrs. Egitto was also very pleased that Ulupau Circle has not been conveyed to the County but has concerns about the egress road connecting to an unfinished road.

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

- a. Regular Board of Director's Meeting for Thursday, October 18, 2018.

Director Pinard stated she will not be in attendance at the October meeting.

President O'Hanlon stating the October meeting will be held on October 18th 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 August 14, 2018 Regular Meeting of the Board of Directors; and
- b. Approval of monthly financials report for August 2018.

Alma Rodriguez stated water operating has a CD up for renewal on October 8 for \$150,000 and she is requesting approval from the Board for water to loan road construction the amount of the CD to cover the expense of about \$148,000 for Phase II of the road construction projects for this year.

Director Kier stated the District should receive about \$400,000 by the end of the year to pay water back and he asked about the status of the FEMA Projects.

Alma Rodriguez stated she just received an invoice from FEMA and they are requesting additional information on the Koolua Project so she is gathering the information.

Director Pinard stated she just doesn't want to make it a habit.

Motion: Sam Kier moved to approve a temporary loan from Water to Road Construction with the condition this loan will be paid back to Water by December 31, 2018. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

Motion: Sam Kier moved to approve the Consent Agenda items. Seconded: Karen Pinard. Vote: Four (4) in favor, motion carries.

7.) Discussion and possible action regarding the following matters-

Tyler Walsh reported on the following items.

- a. Report on installation of replacement water meters.

As of today 151 meters have been installed. The weather has slowed down the project some but should be completed by the end of October.

- b. Report relating to Status of Trihalomethanes (TTHM) water quality compliance

The testing results for the TTHM's has exceeded the EPA MCL of 80 mg/l. At the last Board meeting, approval was granted to initiate a pilot study to determine the best option for reduction in the TTHM's. We have reduced the production rate of well no. 3 to help lower the TTHM's. The pilot test will commence on September 24 and should take about 2 weeks.

It is important to note that the question about explosion proof motor for the aerator has been posed to the contractor/supplier. No answer as of today. With methane gas this could be an issue.

- c. Update on Hydraulic Study

The maps prepared by Befco Engineering have been reviewed by District staff and we are moving forward on the Hydraulic Study.

- d. Report relating to construction of driveway on District facilities at 249 Tahitian Drive.

Alma Rodriguez stated there is a picture of the water meter and a diagram in your packet. The diagram shows the owners responsibility. We also discussed this item with Tony Corbett and he prepared a Customer Notice and Acknowledgement Policy for the Boards approval and review.

- e. Review and Approval of Customer Notice and Acknowledgement Policy relating to construction of improvements on District facilities

Motion: Karen Pinard moved to approve the Customer Notice and Acknowledgement Policy and Director Kier added to motion to establish a procedure. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- f. Report relating to Status of Road Projects – 2017 & 2018
For 2017 projects only 40% of the road have been completed.

WJC is about 30% complete on the Phase II of the roadway project but has had many rain delay which has put them about two weeks out.

President O'Hanlon asked what would be the percentage of the 2018 roads being paved.

Director Kier stated zero.

There was a material increase to \$18.00 a ton.

There are some drainage issues on Puu Waa Waa that Mr. Walsh will get with Tony Corbett next week on this.

- g. Report regarding preparation of plans and specifications for future road improvement projects

A meeting was held last week reviewing roadway plans and proposed plans.

Currently the District only does a Survey with minor topo shown such as iron rods and existing roadways.

We are proposing the following plans for Future road improvements:

- Survey with boundary, contours, right of lines
- Physical features, such as roadway, driveways, fire hydrants, power poles, meters, wastewater items, retaining walls, flower beds, etc.
- Existing drainage features with culverts and flowlines
- Perform H&H studies for culvert sizing
- Show drainage features, such as culverts and drainage ditches
- Show new and existing roadways with tie in into driveways
- Plans to be submitted to County Engineer for review and approval prior to bidding process
- Prepare a detailed specification package with itemized bid sheet for the various items needed on the project. This should incorporate any changes to plans by County.
- Advertise and receive bids with award by Board of Directors
- Hold a public meeting for all the citizens affected by the roadway project

Director Kier stated his biggest concerns is the cost of engineering. This process will cost about \$25k to \$50k additional per mile.

Director Pinard asked why the District couldn't use the County's engineer for the road projects.

President O'Hanlon stated she would be willing to discuss this with the County but this will have to look at the most cost effective ways. We need better project management on these projects with County because nothing is documented.

Tony Corbett stated the Interlocal Agreement needs to be updated.

The direction from the Board is to have the new general manager review the process and bring it back to the Board.

- h. Repair and maintenance recommendations for District water plants and lift stations

5S Construction has completed the electrical work on the lift stations. The concrete work will start next week.

Well #1 we are waiting on a transducer.

- i. Approve installation of Fencing at District maintenance building
Alma Rodriguez stated the District received 2 bids for fencing. Woolery's bid was for \$31,567.40 and Barrientos Construction's bid was for \$41,900.

Tyler Walsh stated this is for a six foot black fence.

Motion: Karen Pinard moved to approve the bid from Woolery Custom Fence for the amount of \$31,567.40. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- j. Approve contract for landscaping and mowing services
Alma Rodriguez stated the Board approved the contract last month pending Tony Corbett's review. Mr. Corbett had some revisions to the contract. Gene Kruppa and I met with IHS Landscaping and he agreed to the terms of the contract. The will start mowing October 1st.
- k. Water, Wastewater and Road Repairs, Maintenance, and Improvement Projects
Tyler Walsh stated we have been working with E1 on a pump replacement program. There are 150 grinder pumps that need to be replaced. The cost will be \$1,750 per pump for a total of \$262,500.

Director Pinard stated this will be very beneficial to the District.

Motion: Karen Pinard moved to approve the grinder pump replacement program in the amount of \$262,500 with an agreement the pumps the District has purchased and E1 is storing for the District will be covered in case of loss or theft. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

Director Kier asked about staffing and repairs on fire hydrants.

Tyler Walsh stated Matthew Bumstead has been rehired and we have one applicant going through the pre-employment process.

Alma Rodriguez stated we just received her back ground today.

Tyler Walsh stated there are 3 that need to be completely dug up and we are watching 3 others.

Pierre Wilson asked about the installation of the standpipe.

President O'Hanlon stated that is on hold for the moment we will need to do some more research on the standpipe.

- 8.) Discussion and possible action relating to request from Roy and Delfina Lozano to waive disconnection fee for termination of service arising out of non-payment

Motion: Sam Kier moved to deny the request from Roy and Delfina Lozano.

Seconded: Mary Beth O'Hanlon. Vote: Three (3) in favor, One (1) abstention, motion carries.

- 9.) Discussion and possible action regarding Emergency Water Interconnect Agreement between the City of Bastrop and the District
Alma Rodriguez stated Trey Job sent over an Interlocal Agreement that they used with Aqua Water. Tony Corbett made some revisions and it was sent back to the City of Bastrop for their review.

Motion: Karen Pinard moved to table this item until we hear back from the City of Bastrop. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- 10.) Discussion and possible action on needed projects for the District (capital and non-capital projects)
President O'Hanlon stated she placed this time on the agenda and she feels we need a workshop. The Board needs to help the general manager to prioritize the list of projects.

Director Kier stated he would like to have a workshop the week of the board meeting.

Director Pinard stated she will be back on October 24.

President O'Hanlon will work on scheduling a workshop the week of October 29th.

- 11.) Discussion and possible action on road maintenance priorities
President O'Hanlon stated there has been a lot of discussion about the road maintenance funds. It appears to many residents that road maintenance funds go to new homes being built and very little of the funds go to roads that many of us live on. We need to take a deeper look at how we budget road maintenance and the percentage of road construction.

After Board discussion, President O'Hanlon will take this to the road committee to bring the Board some recommendations.

- 12.) Discussion and possible action on summary-level reports of financial activities
President O'Hanlon stated she has heard from residents about financial and making them easy to read like a one page report.

Director Kier stated he created a one page document that is in the packet.

- 13.) Discussion and possible action on statutory compliance related to the Road Plan

President O'Hanlon stated at a previous meeting we were asked to make sure we are in compliant with the statue and come back to the Board in September.

Director Kier stated the only thing we lack is the depth which we can put into the Interlocal Agreement, state that this is an update to the master plan and also add the cost of completion to the annual audit.

President O'Hanlon stated we can do more.

- 14.) Discussion relating to the County's proposed egress road from ColoVista
President O'Hanlon stated this item was on the agenda last month and should have been taken off but she did hear Judge Pape attended the TVPOA meeting and stated the county will not be doing anything for road improvements for the District which is different from what the Commissioner stated.
- 15.) Discussion and possible action regarding the following matters from the Road Committee –
 - a) Monthly meeting update
Director Ferguson stated at the road committee meeting several residents voiced their concern of the lack of completion of road construction.

Jo Anne Egitto stated some voiced concerns about the roads that will never be paved will we continue to pay road fees.

President O'Hanlon stated once the District has paved all the roads that meet the criteria for paving then the roads not being paved will be abandon and roads fees will stop.
 - b) Road Committee request the Board to create a committee which includes a volunteer to develop guidelines for the reporting/prioritizing of road maintenance work orders
Director Ferguson is requesting the Board to create a committee for developing guidelines for reporting and prioritizing of road maintenance work orders.

The Board stated the committee could make recommendations and bring them back to the board.
 - c) Developing a plan to give lot owners access to their lots on undeveloped roads or provide road fee relief if access is not available
A property owner on Makaha would like relief of road constructions fees since they cannot get to their property.

According to the statue the District cannot make any concessions to road fees.
- 16.) Board suggestions on future agenda items-

- a. Commercial water and sewer rates;
- b. Establish advisory committee with representatives of the Property Owners Association and the District relating to future uses or disposition of reserves
- c. Establishment of Capital Improvement Plan (once new General Manager is in place)
- d. Other future agenda items.

The Board would like to add rebidding of IT services and Engineering Services to future agenda items.

- 17.) Discussion and possible action regarding Release of Liens held by District on Real Property
Alma Rodriguez presented the Release of Liens.

Motion: Karen Pinard moved to approve the Release of Liens. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- 18.) The Board of Directors will meet in a closed/executive session pursuant to Texas Government Code, Chapter 551, to discuss the following:

- a.) Section 551.072 - Deliberations regarding the sale of Real Property
- b.) Section 551.074 – Deliberation regarding Personnel Matters

President O'Hanlon announced at 8:44 p.m. that the Board will meet in Executive Session.

- 19.) 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, and/or related items.

- a.) Discussion and possible action regarding Real Property
- b.) Discussion and possible action regarding Personnel Matters

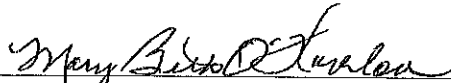
The Board adjourned Executive Session at 9:00 p.m.

No action or decisions were made in Executive Session.

- 20.) Adjourn

Motion: Sam Kier moved to adjourn. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

MEETING ADJOURNED AT 9:00 P.M.


Board Director


Date