

Minutes of the Work Session of the  
BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #2

A work session of the Board of Directors of Bastrop County Water Control and Improvement District #2 was held on Tuesday, May 28, 2019, beginning at 10:00 a.m. at the Bastrop Convention Center, 1408 Chestnut Street, Bastrop, TX. 78602.

**Present BCWCID #2 Board Members:**

**Professionals:**

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

**BCWCID #2 Staff/Other**

Paul Hightower, General Manager

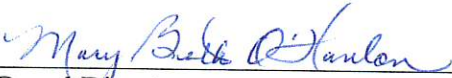
**Absent:**


Sam Kier, Treasurer

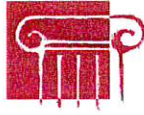
AGENDA

- 1.) Call to Order and Establish a Quorum  
President O'Hanlon called the meeting to order at 10:00 a.m. A quorum of Board members was present.
- 2.) Pledge of Allegiance  
President O'Hanlon led the Pledge of Allegiance.
- 3.) Pledge to Texas State Flag  
President O'Hanlon led the Pledge of Allegiance to the Texas Flag.
- 4.) Presentation from Cutright & Allen, Inc. regarding design plans for a new District Administrative Office Building and New Building location – Brad Cutright  
President O'Hanlon explained the reason for the Work Session and introduced Brad Cutright to review the design plans.
- 5.) Discussion of the plans presented by Cutright & Allen, Inc.  
*See attached meeting notes from Cutright Allen Architects*
- 6.) Adjournment

MEETING ADJOURNED AT 11:34 A.M.

  
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Board Director

  
\_\_\_\_\_  
Date



**Date:** June 6, 2019  
**Meeting Date:** May 28, 2019  
**Design Meeting:** Design Meeting Notes No. 2 (held at Convention Center)  
**Project:** Bastrop County WCID #2 New Facility  
 Bastrop, Texas

The notes for Meeting No. 2 are herein described. If there are any omissions, clarifications, additions or revisions to meeting notes, please contact Brad Cutright with Cutright & Allen, Inc. (C&A). The ACTION column indicates who is responsible for said item. Notations in *italics* are discussion and decisions made on the topic.

Owner (BCWCID)	Cutright & Allen (C&A) <i>BC</i>	Information (INFO)
Civil (BEFCO)	MEP Sutton-Eldridge (SEE)	Structural Fittz Shipman (F&S)

**ACTION    NO.    TOPIC**

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DESIGN MEETING NO. 1 - MAY 14, 2019

**GENERAL**

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|------|-----|--|
| INFO | 1.0 | Present at meeting were; Mary Beth O’Hanlon, Paul Hightower and B. Cutright.   |
| INFO | 1.1 | Paul provided a handwritten page of desired building features.   |
| INFO | 1.2 | The focus property will be at Industry and Park since less push back from the neighborhood is expected and the property is adjacent to the warehouse.  |
| INFO | 1.3 | Paul has made contact with the property owner to the west and it is encouraging that BCWCID may be able to purchase that lot and very likely the next adjacent lot as well. Both are zoned residential. The immediate lot to the west will be used for detention of storm water. |
| INFO | 1.4 | Brad had a preliminary footprint of the site plan for Industry and Park that was used for the basis of the discussion.   |

- INFO/C&A 1.5 A work shop is being planned for the Board members. The Architect would like to attend. Several reiterations of floor plans will be issued prior to the meeting so that management is close to having a workable plan for the work shop.
- INFO 1.6 Provide card access on all exterior doors except to the POA office. Also provide card access at the interior door used by the staff from the warehouse to access the BCWCID space.
- BCWCID 1.7 Provide a copy of the Tahitian Village building ordinances to the Architect.
- INFO 1.8 The City of Bastrop has adopted the *IBC 2009* Code. The electrical code is *2011 NEC*.

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**SITE**

- C&A 1.9 Parking (with ADA) is shown as 26 spaces. A few parking spaces will be lost for a path from the warehouse to the new building. Code requirement is 1 space for 300 sq. ft. of building. By code only 10 to 12 parking spaces are required.
- BEFCO 1.10 Site Drainage will involve a detention pond which shall primarily be located on the west to-be-acquired property.
- C&A 1.11 Utility connections shall be verified by BEFCO.
- C&A 1.12 Once the building footprint is locked down, a Geotechnical proposal can be solicited.
- C&A 1.13 There is a rubber coated chain link currently around the site. We will work with BCWCID to determine which sections will be opened and which sections of fence will remain.
- BCWCID 1.14 Any existing trees that will impede the location of the building should be removed now by the owner. There are several dead trees on the lot.

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**BUILDING- Concept Review**

- INFO 1.15 Paul provided a conceptual floor plan with approximate room sizes as a guideline to the architectural design.
- INFO 1.16 Exterior materials – per City of Bastrop, 50% of the exterior walls must be masonry.
- BCWCID 1.17 An existing conference table shall be used in the Conference room. It measures 16-ft long, 48” in the middle and 37-inches on the end.

- BCWCID 1.18 An existing wall mounted TV (57"x33") shall be re-used in the Conference Room and possibility another TV of similar size shall be installed in the room.
- BCWCID/  
C&A 1.19 Several spaces/functions will be shared with the Property Owners Association (POA). Those spaces are the Restroom, Break room, and IT/Electrical room. The POA shall have access directly from the exterior for the public and from inside the POA space to shared functions.
- INFO 1.20 Additional soundproofing features of the wall shared with the BCWCID shall be used including additional wall insulation and multiple layers of gypsum board.
- BCWCID/  
SEE 1.21 The POA shall also be on its stand-alone HVAC system and not share that with the Landlord. It is acceptable for the electrical system to be on one (1) meter.
- BCWCID 1.22 The Owner will provide and install the alarm and surveillance system. The electricians will provide the conduit and back boxes to camera and alarm devices.
- INFO 1.23 Provide a small outdoor deck on the west side off the Break room for staff enjoyment.
- INFO 1.24 If possible, allow for expansion of a water garden or fountain on the west near the deck.
- MEP/INFO 1.25 Confirm appliances for the Kitchen. Is the ice maker an under counter style or commercial ice maker?
- INFO 1.26 In the Lobby there will be several maps displayed. Between the two (2) payment windows shall be a map measuring 8'L x 4' H (you'll see that this spreads the payment windows apart too far). On other Lobby walls, 3 or 4 maps measuring 3'x4' shall be displayed for public viewing.
- INFO 1.27 Provide place for future shredding bin at south exit.
- C&A/SEE 1.28 There is an existing etched glass window that shall be displayed in the lobby. The dimensions of the glass are 60" wide by 45" high. The Owner proposes to install the glass in a shadow box with a light.
- INFO 1.29 Provide a uni-sex Toilet off the Lobby.

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END OF DESIGN MEETING NO. 1

## DESIGN MEETING Notes NO. 2

### SITE

- C&A 2.1 Review site plan. *The site plan concepts were presented. The vehicular circulation of the site was explained and the fact that the drive up payment lane dictates much of the site plan. A covered canopy is shown over the south parking spaces. Signage will be on the building. Site lighting will be at entrances and exits to the site and building.*
- BCWCID 2.2 Determine canopy size at drive-thru window. *A canopy that covers the entire vehicle lane will be designed with a clearance height of 9'-6". A bypass lane is required by the City of Bastrop ordinances.*
- BCWCID 2.3 What is the landscape ordinance requirements. *Save an extra tree, but lose 2 parking spaces. The larger oak tree on the south will be saved and two parking spaces will be lost. The City ordinance requires permeable surfacing at the drip line of the trees so perforated pavers will be used at this area. The Owner is in the process of removing unwanted and dead trees.*
- BCWCID 2.4 Exterior sign, flagpole, dumpster? Locations? *A single flag pole with both the American and Texas flag will be installed with lighting. The dumpster location was discussed and the fact that three sides of the dumpster enclosure must be masonry with a steel and lockable gate. The exact location of the dumpster has not been determined and some commented that the warehouse dumpster could be used. The City will surely have a comment on this matter.*
- INFO 2.5 Seven (7) covered parking spaces and covered walkway to south door- Bid as an Add Alternate. *The covered parking and walk lane from the warehouse to the new facility was reviewed.*
- BCWCID 2.6 When will adjacent property be acquired? Meeting with City will be after property is acquired to review preliminary site plan. *Two adjacent lots to the west have been purchased and BEFCO will develop a plat that consolidates the lots.*
- C&A 2.7 Condensing unit locations. *The best location is on the south wall near the mezzanine where the A/C units will be installed inside on the mezzanine. The City requires that A/C units not be visible from the street so screening (by fence or landscaping) must be provided.*

## BUILDING

- C&A/MEP 2.8 Review floor plan. *The concept for the floor plan was reviewed. Owner mentioned that only one (1) cash pedestal will be used. Electrical outlet shall be located in the Work Area floor where future work stations may be positioned.*
- BCWCID/  
C&A 2.9 Exterior materials- stone, brick, cement board, metal roof, shingles, etc. *The Architect explained that the City requires 50% masonry and with such a small building it is more economical to use all masonry and not have a separate trade or crew on the job. The committee elected to go all stone masonry and a galvanized metal roof*
- BCWCID 2.10 Bullet resistive glass at service windows? *Yes bullet resistant poly carbonite panels. Dip trays? Yes Height of counter- ADA only or stand was discussed but not finalized. An interior elevation will be presented both options for owner determination.*
- BCWCID 2.11 Location for shadow box glass window based on floor plan. *The shadow box will be located above the payment window. Provide power for an internal light.*
- 2.12 *The committee inquired about a ramp from the west deck to grade. Since one is not required by code (or ADA), and it could be as long as 60-feet based on the estimated finish floor height. The idea/request was abandoned.*
- 2.13 *A committee member asked about spray foam insulation in the walls. The Architect noted that it was more expensive but it would be bid as an Alternate price.*
- 2.14 *Add a glass panel from the Service window facing the Toilet off the Lobby.*
- 2.15 *The size of the Conference room was debated and whether it should be larger. The final decision is that it should not be enlarged and future meetings anticipating large crowds could be at the Convention Center.*

### END OF DESIGN MEETING NOTES NO. 2

Distribution List: Paul Hightower, [paul@bcwcid2.org](mailto:paul@bcwcid2.org)  
Joanna Prihoda, [Joanna@cutrightallen.com](mailto:Joanna@cutrightallen.com)  
Brad Cutright, [brad@cutrightallen.com](mailto:brad@cutrightallen.com)  
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