

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, April 20, 2017, beginning at 6:30 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
Tammy Eden, Secretary
Victor Gonzalez, Director

BCWCID #2 Staff/Other Professionals:

Jim Ouellet, General Manager
Tyler Walsh, Operations Manager
Alma Rodriguez, District Administrator

AGENDA

- 1.) Call to Order and Establish a Quorum
President Creamer called the meeting to order at 6:30 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 meeting will be held on Thursday, May 25, 2017 at 6:30 P.M.
President Creamer announced the next Board of Director's meeting will be held on Thursday, May 25, 2017 at 6:30 P.M.
- 5.) CONSENT AGENDA: (Consent Agenda items are generally routine.) Unless removed by a member of the Board, items listed on the consent agenda will be acted on together.
 - a. Approval of minutes from the March 11, 2017 Public Road meeting.
 - b. Approval of minutes from the March 16, 2017 Regular Board meeting.
 - c. Approval of minutes from the March 23, 2017 Special Meeting
 - d. Approval of monthly financials report for February 2017
 - e. Approval of monthly financial reports for March 2017
 - f. Approval of quarterly report for First Quarter of 2017

Motion: Sam Kier moved to approve the consent agenda items with corrections to the minutes, the road financials need 2 adjustment in revenue and expenses and also an adjustment needs to be made on the income statement for 3 months to show the TWDB payments. Seconded: Victor Gonzalez. Vote: Three (3) in favor, motion carries.

- 6.) Public comments/Announcements (The Board respectfully requests you limit your comments to three (3) minutes)
NONE
- 7.) Discussion, possible action and updates given by General Manger including update on Senate Bill 749
- a. **Road Maintenance / Construction activities** – A notice that the District is soliciting bids for road maintenance services has been placed in the paper. Bids are being accepted until May 5. We are preparing to chip seal Kokomo. We will be installing a culvert per the request of the County first. We also need to dress the road up some more in certain areas. We hope to have this completed by the end of May.
We also have our contractor working on improving drainage in certain areas by upgrading bar ditches. We have a water main on Mauna Loa Drive that is completely exposed in a washed out road crossing that needs our attention. We have a number of other locations that need culvert work. The contractor will also be grading roads in those areas most in need at the moment.
- b. **Annual Audit -** The Audit is well under way. A thorough discussion can occur upon completion of the audit. The Auditor has encountered some items which required additional work above what was expected. A preliminary meeting with the auditor is scheduled for May1.
- c. **Repairs on Koolua Drive and Awehi Lane landslide-** A soil sample bore was completed on Awehi. Design is complete on the steel piling design. This should be out to bid shortly and a completion time frame of before October is expected.
- d. **Outsourcing of Monthly Water Bill Production and Mailing** – The process is moving forward. It has been a struggle with Incode (our billing software company) to have them provide information to the printing company. We expect to have this in place by the June billing cycle.
- e. **District Lots for Sale** – The District has identified a number of lots we own to be set aside for “drainage lots”. In most cases, the need to potentially install drainage does not require a complete “lot” for the drainage apparatus. Often, a builder desires to have extra land to install a septic system and allow for more flexibility in laying out the house. In such cases, the lots can be sold as long as we obtain a 25 foot utility easement for future needs.

We are having the buyer provide a survey of the lot with the easement recorded on the deed. In this manner, we are securing the ability to install drainage as needed while simultaneously placing the lot back into an active status for road fees and taxes to the County.
- f. **Legislative Activity -** Director Gonzalez and I travelled to the State House on Monday, April 10, 2017 to appear before the Senate subcommittee on Intergovernmental Relations. Senate Bill 749 was on the agenda. Senator Watson did an outstanding job

expressing the value of the bill. There was confusion on behalf of members of the committee who assumed we had taxing authority. Our most recent correspondence with Senator Watson's office indicated the bill may struggle to get out of the committee. Unfortunately, we have not received any support from The County or Representative Cyrier at this point in time.

Director Gonzalez is making an effort to share information with members of the committee so they can make an informed decision. We expect to return to the Capital on April 24th to speak with as many on the committee as possible. We will also make the effort to speak with Representative Cyrier.

g. **FEMA Repairs – Culverts and Roads-** Since our last meeting, nine culverts were replaced. Six of the culverts were FEMA related and the other three were in very poor shape and in desperate need of repair.

The contractor, 304 Construction, did an outstanding job of administering the projects and completing the majority of the work in an expedited manner. We will be going back and placing rip wrap on the face of the slopes and pouring concrete to prevent erosion and seal around the drain pipe.

h. **Lost Pines Nature Trail -** The District installed 21 bollards and 210 feet of cable to improve security measures at the Park. The survey of the property was supposed to be completed but we have yet to receive confirmation of such. The objective is to turn this over to the County as quickly as they will accept it.

i. **The SCADA** - system is up and running at plant 1. We are using the data to monitor operations and look forward to the benefits it provides. Expansion to additional plants will take place next winter.

j. **Personnel Matters** - Chris Harrell, who was hired in September, has decided to go work for All State insurance. Chris is a fine young man and we wish him well. The field staff now stands at 6.5 FTE. In light of a tightening labor market, it may be worth discussing employee related items at a higher level.

k. **Insurance Renewals** – An extensive meeting with our insurance agent was held on April 12 to go over Life, Long and Short term Disability, Dental and Vision Insurance. One of the opportunities we have is to consolidate the various providers we presently have to improve administration of the insurance activities. By doing such, we can also maintain or improve the same levels of service and reduce some cost.

The Dental Insurance we presently have is only accepted by Castle Dental. The employees have expressed reservation with using Castle Dental. As such, many employees are not using the dental insurance for its intended purpose. I will provide some options at the next meeting for consideration.

l. **Date of Automatic Bill draft** - At the March Board meeting, a discussion ensued on the date on which the automatic drafts occur. The present date is the 23rd of the month while the due date on the bill is the 25th of the month. It has been determined there is no adverse effects on the routine accounting practices if the draft date is set to coincide with the due date. We can simply make the draft date the 25th of each month. Hopefully this will be a desired change from the perspective of the customer. It shall be instituted asap.

m. **Potential Bond Discussions** – A meeting is being scheduled for the first week in May to meet representatives of Bond Council and Bond advisors to establish a plan and timeline to achieve certain objectives. The financial plan would culminate in a vote of the residents to decide if they wish to complete the roads in the next four years or continue down the present path of a few miles per year.

n. **Goals Report** – First quarter summary of goals report is attached. We started converting manual read meters to radio read meters in April and have installed 95 thus far. The goal remains at least 500 this year and hopefully more.

Future agenda items

- a. Discussion on commercial rates
 - b. Discussion on transitioning from chlorine gas to bleach. Details being worked out with provider. Final costs will be evaluated.
 - c. How to provide an incentive for payment of annual road in an expedited manner and discuss the timing of lien fees.
 - d. Hiring and retaining valuable and talented employees.
- 8.) Discussion and possible action regarding water and wastewater line extensions
Jim Ouellet presented the water and wastewater line policy to the Board. The Board asked Jim Ouellet to have the attorney review the policy.
- 9.) Presentation on improving online billing
Alma Rodriguez proposed some incentives to encourage customers to sign-up for E-Billing.

Jim Ouellet will be discussing the incentive issue with the District attorney.
- 10.) Discussion and possible action regarding incentive for payment of annual road construction fees in the expedited manner as well as discussion on the lien process
Jim Ouellet asked the Board to table this item for a future meeting.

Motion: Karen Pinard moved to table this item until the September 21, 2017 Board meeting.

Seconded: Tammy Eden. Vote: Four (4) in favor, motion carries.

- 11.) Discussion and possible action regarding assigning General Manager as Trustee for 401k and Retirement Plans

Motion: Karen Pinard moved to assign General Manager as Trustee for 401 and the Retirement Plans. Seconded: Victor Gonzalez. Vote: Four (4) in favor, motion carries.

12.) Discussion and possible action accepting a Resolution Adopting a Cafeteria Plan from Ameriflex
Alma Rodriguez stated this is for the renewal of the District Cafeteria Plan.

Motion: Karen Pinard moved to accept a Resolution Adopting a Cafeteria Plan from Ameriflex. Seconded: Victor Gonzalez. Vote: Four (4) in favor, motion carries.

13.) Use of tablets for Directors meetings – discussion
Jim Ouellet stated tablets would run from about \$500 to \$700.

Director Eden suggested a non-android tablet.

Director Kier suggested we send out the packet to everyone's email address as a trial.

Motion: Karen Pinard moved to table this item until the May 25, 2017 Board meeting. Seconded: Tammy Eden. Vote: Four (4) in favor, motion carries.

14.) Discuss and possible action regarding Bluebonnet Proxy selection

Motion: Karen Pinard moved to assign the proxy to the Proxy Committee. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

15.) Board suggestions on future agenda items

- Director Pinard suggested an update on fire protection and fire hydrant testing
- Director Gonzalez suggested having a separate agenda item for discussion on the bond and SB 749
- Director Eden suggested having a timeline for the bond activities

16.) Release of Liens
Alma Rodriguez presented the Release of Liens.

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

17.) Adjournment

Motion: Victor Gonzalez moved to adjourn. Seconded: Tammy Eden. Vote: Four (4) in favor, motion carries.

MEETING ADJOURNED AT 7:59 P.M.

Board Director

Date

GOALS – 2017

OPERATIONS

ACTIVITY	GOAL FOR YEAR	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	% COMPLETE
PROACTIVELY CLEAN CULVERTS	200	27				13.5%
CONVERT LOCATIONS TO RADIO METERS	500					
EXERCISE VALVES	50	35				70%
New water services installed		10				
New wastewater connections installed		4				