

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, June 29, 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
Victor Gonzalez, Director

BCWCID #2 Staff/Other Professionals:

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

Absent:

Tammy Eden, Secretary
Sam Kier, Treasurer

AGENDA

- 1.) Call to Order and Establish a Quorum
President Creamer called the meeting to order at 6:34 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, July 20, 2017 at 6:30 P.M.
President Creamer announced the next Board of Director's meeting will be held on Thursday, July 20, 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 May 25, 2017 Regular meeting
 - b. Approval of minutes from the June 6, 2017 Informational meeting
 - c. Approval of monthly financials report for May 2017

Jim Ouellet stated the financial report for May 2017 will need to be tabled for this month. Autumn Phillips with Municipal Accounts and Consulting will be attending the July Board meeting to present the financials.

Motion: Victor Gonzalez moved to approve the consent agenda items A and B. Seconded: Karen Pinard. 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

a. **Road Maintenance / Construction activities –**

Work is underway on Kokomo and Haliimaile to bring the roads up to the chip sealing status. Many culverts have been replaced. A significant amount of accumulated material has been removed from the bar ditches to bring the pitch back into reasonable form.

On Kokomo, we also installed a new culvert under the road as the first phase in improving drainage on the Keanahanalululu end of the street. We will be working with the county to continue the culvert between two properties and into an existing drainage system. There are plans to clean out the existing drainage components to facilitate flows closer to the river.

Once Hailimaile is completed, we will move over to Kanahannui to complete that road.

b. **Fire Hydrants -**

As verbally reported on last month, a meeting was held in May with the Fire Chief for the City of Bastrop. The District will be painting all the fire hydrants yellow so as to distinguish them from the City hydrants so as avoid confusion in times of emergencies. The City and County will know that the yellow hydrants are not capable of providing adequate water flow when connected to a pumper truck. The hydrants can be used to refill a tank truck and assist in firefighting purposes. The District will make maintenance and repairs to hydrants a priority in the coming year.

c. **Accounting Transition -**

The past month has been very active with respect to transitioning to the new accounting service of Municipal Accounts and Consulting (MAC). The uniqueness of our operations creates an additional layer of activities. MAC reports they are on track and will have a complete and accurate set of financial reports available for the July meeting. Ms. Autumn Phillips of MAC will be here at the July meeting to discuss the transition, answer any questions and provide the financial statements for the July year to date period.

d. **Repairs on Koolua Drive and Awehi Lane landslide--**

Final design on the steel piling has been promised by July 15. Expect to be completed this fall.

e. **Outsourcing of Monthly Water Bill Production and Mailing –**

The June bills were mailed out by a third party. The appearance of the e bills are being fine tuned and are expected to very closely reflect the appearance of the new bills. The revised e bills are expected to be part of the July billing cycle. Late notices are also being updated and will be mailed by a third party starting in July.

We will begin preparing the road fee mailings to be printed and sent out by our third party printer.

f. **Meter Conversion**

In the last few months, 180 radio read meters were installed in the system. We just received another shipment of 100 meters. It is the objective to have the meters converted to radio reads by January 2018.

g. **Lost Pines Nature Trail -**

An effort is underway to get the transfer of the LPNT to the County. It is believed that all legal matters have been addressed. The County Commissioners may be voting on the transfer during the July meeting.

h. **Personnel Items -**

Jonatan Hidalgo started in early June. This bring the field staff to a level of 6.5 FTE's.

i. **Trihalomethane's -**

A permit to install treatment to address the TTHM matter is in the hands of TCEQ and we are waiting on approval to proceed. A deadline for TCEQ is reported to be July 17.

j. **FEMA Update -** Tyler Walsh stated the flowable fills will be starting tomorrow and also stated there is a 404 Project that is a funded thru FEMA which the District will be applying for to install a 6x6 concrete box style culvert on Paia in Unit 3 for drainage. The work will hopefully be done by county. The County Commissioner is out of town and when we gets back we will be discussing this with the County.

k. **Consumer Confidence Report (Water Quality Report)**

The annual Consumer Confidence Report has been completed – copy attached. It will be direct mailed to all customers this week.

l. **Improved Billing Options and Updated Website -**

Efforts are under way to allow customers to have the option of allowing their credit card to be automatically charged on a reoccurring basis. Presently, the customer must go online to authorize payment each month.

For those customers who wish to continue to authorize credit card payment each month, a direct link to the payment site will be embedded in the e bill they receive each month. As such, they no longer will need to separately sign in to the BCWCID website to pay.

Alma Rodriguez also presented the Board with a new enrollment form for customers to sign-up for reoccurring credit card payments.

8.) Discussion on potential Bond for road completion

Jim Ouellet stated the following:

- The first informational meeting to share facts, figures and concepts in an effort to educate residents on a potential borrowing to complete the roads was held on June 6.
- Many good questions came from the gathering and answers will be incorporated into the next informational meeting on July 15.
- Waiting to hear from Bond Attorney on language needed for question on ballot.

9.) Discussion and possible action regarding an Order Calling An Election

Motion: Karen Pinard moved to table Item # 9 until the August 17, 2017 Board Meeting. Seconded: Victor Gonzalez. Vote: Three (3) in favor, motion carries.

10.) Discussion and possible action regarding Contract for Election Services and Agreement to Conduct Joint Election

Motion: Karen Pinard moved to approve Contract for Election Services and Agreement to Conduct Joint Election. Seconded: Victor Gonzalez. Vote: Three (3) in favor, motion carries.

11.) Board suggestions on future agenda items
Jim Ouellet suggested the following items:

Holding Director Retreats for higher level planning concepts

Discussion on new homes being assessed a road maintenance fee

Discussion on commercial rates

How to provide an incentive for payment of annual road fees in an expedited manner and discuss the timing of lien fees.

Hiring and retaining valuable and talented employees

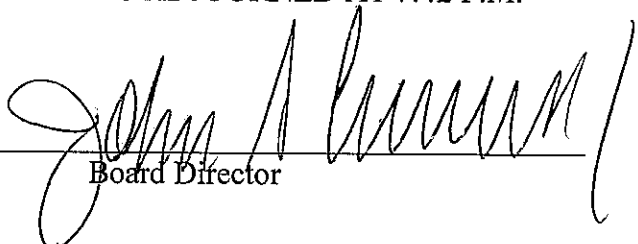
12.) Release of Liens
Alma Rodriguez presented the Release of Liens.

Motion: Victor Gonzalez moved to approve the Release of Liens. Seconded: Karen Pinard. Vote: Three (3) in favor, motion carries.

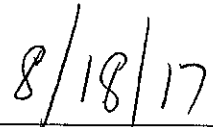
13.) Adjournment

Motion: Victor Gonzalez moved to adjourn. Seconded: Karen Pinard. Vote: Three (3) in favor, motion carries.

MEETING ADJOURNED AT 7:42 P.M.



Board Director



Date