

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, January 16, 2020, beginning at 6:30 p.m. at the Bastrop Convention Center, 1408 Chestnut Street, Bastrop, TX. 78602.

**Present BCWCID #2 Board Members:**

Butch Carmack, Vice President  
Scott Ferguson, Secretary  
Sam Kier, Treasurer  
Karen Pinard, Director

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

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

**Absent:**

Mary Beth O'Hanlon, President

- 1.) Call to Order and Establish a Quorum  
Vice President Carmack called the meeting to order at 6:30 p.m. and stated President O'Hanlon is out due to the flu. A quorum of Board members was present.
- 2.) Pledge of Allegiance  
Vice President Carmack led the Pledge of Allegiance.
- 3.) Texas State Flag  
Vice President Carmack 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.)  
None.
- 5.) Discussion and possible action regarding scheduling of future meeting dates:
  - a. Regular Board of Director's Meeting scheduled for Thursday, February 20, 2020 at 6:30 p.m.
  - b. Annual Public Road Meeting is scheduled for Saturday, March 28, 2020 at 9:00 a.m.

Vice President Carmack announced the meeting will be on Thursday, February 20, 2020 and the Annual Public Road Meeting is scheduled for Saturday, March 28, 2020 at 9:00 a.m.

Paul Hightower stated there will a Road Committee meeting on Tuesday, March 10<sup>th</sup> to finalize the presentation for the annual meeting.

- 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 November 21, 2019 Regular Meeting of the Board of Directors;
  - b. Approval of monthly financial report for November 2019;
  - c. Approval of monthly financial report for December 2019;
  - d. Approval of Release of Liens held by District on Real Property; and
  - e. Approval of 2020 Liens Assessed.

Alma Rodriguez presented the Consent Agenda items for approval.

**Motion: Sam Kier moved to approve the Consent Agenda items. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.**

- 7.) Discussion and possible action regarding request to have 2018 Road Fees, late and lien fees waived on Unit 03 Block 13 Lots 0545 and 0546  
Paul Hightower presented the letter from the customer requested that late and lien fees be removed.

**Motion: Sam Kier moved to deny the request to have 2018 Road Fees, late and lien fees waived on Unit 03 Block 13 Lots 0545 and 0546. Seconded: Karen Pinard. Vote: Three (3) in favor, motion carries.**

- 8.) Discussion and possible action regarding request to have 2018 Road Fees, late and lien fees waived on Unit 02 Block 17 Lots 1750, 1752, 1753, 1771 - 1775  
Paul Hightower presented the letter from the customer requested that late and lien fees be removed, in the letter from the customer it states that he was told by the previous General Manger that these fees would be taken care of. The customer states in his letter that he came to a Board meeting but was told by Mr. Ouellet that he did not have to stay to present his case to the Board.

**Motion: Karen Pinard moved to deny the request to have 2018 Road Fees, late and lien fees waived on Unit 02 Block 17 Lots 1750, 1752, 1753, 1771 - 1775. Seconded: Sam Kier. Vote: Three (3) in favor, motion carries.**

Director Ferguson added the General Manger does not have the authority to waive lien and late fees, that must be a Board decision.

- 9.) Discussion and possible action regarding request to have 2019 Road Fees, late and lien fees waived on Unit 05 Block 1 Lot 61  
Paul Hightower presented the letter from the customer requested that late and lien fees be removed.

**Motion: Karen Pinard moved to deny the request to have 2019 Road Fees, late and lien fees waived on Unit 05 Block 1 Lot 61. Seconded: Sam Kier. Vote: Three (3) in favor, motion carries.**

10.) Discussion and possible action regarding items on the General Managers report

a. Status of TTHM compliance:

We don't have any major updates on this item. I have reached out to several drillers on test holes and have spoken to several people about acquiring land for a well in areas where water would be sufficient. We aren't having much luck in the area. I have 2 lots I'm looking at, that we could get the flow we need. The lot is available and is for sale, but the asking price is a little inflated and, acquiring the easements around it we need for a groundwater well, won't be easy with the property owner. I am speaking with the GW district seeking some help from this, to see what other options we may have.

b. Update on district water plants and lift stations:

No major updates. Once we approve a contract for tank painting, we will be moving forward with Station #1. Other improvements are being planned and scheduled as well for the year.

c. Water/Wastewater maintenance & improvement projects update:

No updates at this time.

d. Roads maintenance & improvement projects update:

We have received the bond package for the 2020 roads to be completed by WJC, whom we awarded the contract too. There is a pre-construction meeting scheduled for 1/16 with all the contractors involved, engineers, County and WCID. They plan to start by months end.

e. Employee update:

The only major updates I have is that we completed interviews for the position we have open. In the interim, it was announced that our 2nd road position, wanted to leave employment at the end of February. He was going to work full time with us for 2 years but has decided to spend more time with family. While doing interviews for the Utility position, we discovered that one of our applicants, has several years of road building experience, so our focus turned to that. He was more than happy to stay on the roadside and taught Tyler and I a couple things as we spoke. We have 2 applicants currently going thru the hiring process.

f. Report on website updates

Mallorie and I are happy to report that the new website is online, up and running! Mallorie has invested a lot of time in getting this accomplished. Once the email and server migration were completed, she was able to get it all online. So far, we have received several comments about it being easier to navigate and get around in. Mallorie organized a lot about the site as well as automated meeting postings. When you click on the link on the front page, it takes you to the "meeting" page

and there, you will find the agenda link, as well as packet(s) and minutes as they come available.

The other major update we have, is in switching over all of this, we also switched our service providers and was able to add SMS notifications and alerting. We will be sending out a message on how customers can sign up and activate, to receive text message notifications on their mobile devices. Doing all this and we still managed to save a few bucks annually.

- 11.) Discussion and possible action regarding the Potential Sale of the old District administrative building and Land on which the building is located at 106 Conference Drive, Bastrop, Texas

Paul Hightower stated the sale of the building is moving forward and closing is set for January 24. The buyers stated they had to go out for additional financing since the repairs on the building were higher than expected. Once, the District receives the funds from the sale of the building we will be putting those funds in a separate account with TexPool.

- 12.) Discussion and possible action regarding Construction of New Office Building

Paul Hightower stated he is looking into to several options. Building on the lots that we already own by the maintenance building is the option of choice, but we will have to working on the detention requirements from the City. Another option might be the Keller Williams building on the frontage of 71 may be coming up for sale and the layout of the office space would be perfect with a little in-house modification.

- 13.) Discussion and possible action regarding renewal of bookkeeping contract from Municipal Accounts & Consulting, L.P.

Paul Hightower stated this item will be tabled until the February meeting. We will be having a meeting with Municipal Accounts next week to discuss some items.

- 14.) Discussion and possible action regarding Approval of Contract for Information Technology (IT) Services

Paul Hightower stated the District went out for IT bids at the end of the year. He received 4 bids. The bids ranged from \$819 to \$1,121 per month. Coeus Networks is our current provider which is the \$819 per month bid. SystemVerse was \$850, they are a local small company and submitted a bid the last time we had bids for IT. TLC Office Systems was \$1,015 per month and we currently lease our office equipment through TLC. Gravity Systems was \$1,121 and offered no tech support at that price. With added tech support it would be \$3,836 per month.

Director Kier recommends accepting the bids from TLC Office Systems since we have a working relationship with them currently and they are a bigger company and will have more staff for our needs since we have run into staffing issues with the smaller companies.

**Motion: Sam Kier moved to approve the of Contract for Information Technology (IT) Services from TLC Office Systems. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.**

- 15.) Discussion and possible action regarding approval of contract for tank cleaning and rehabilitation services  
Paul Hightower stated we are moving forward with our Capital Improvement Plan. The first step we are taking is the rehabilitation of our water storage tank at Plant #1.

We received 5 quotes for tank painting services. On the 5 quotes received, 2 is for a basic interior painting and the other 3 are for an epoxy liner style coating system.

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|----|-------------------|---|
| 1. | Maguire Iron      | PAINT \$69,800 + \$6k electrodes = \$75,800 |
| 2. | Great Western     | PAINT \$79,000 + \$6k electrodes = \$85,000 |
| 3. | Consolidated Tank | EPOXY \$97,000 and remove elec. system      |
| 4. | Blastco Texas     | EPOXY \$108,500 and remove elec. system     |
| 5. | Maguire Iron      | EPOXY \$114,700 and remove elec. system     |

The basic painting is the minimum accepted standard by TCEQ, you typically get a 7 to 10-year life span for painting but you must also use some sort of electrolysis unit to prevent corrosion under the paint. We have these in place but replacing electrodes (recommendation) will cost approximately \$6,000. With the epoxy style system, no electrolysis unit is needed. There is an increase in maintenance with the electrolysis units that must be monitored as well that we currently do. Going the extra step with the epoxy system will allow us to remove that system.

The maintenance on the epoxy coating systems also leads to a stronger and longer tank life with less corrosion and less taste/odor problems because the water isn't reacting with the metal.

Mr. Hightower stated he has worked with Consolidated Tank in the past multiple times. They are a 30- year plus family run business with excellent references. I've used them in the past for several ground tanks as well as 2 separate elevated towers and their work is flawless.

Mr. Hightower recommends option #3.

**Motion: Sam Kier moved to approve the of contract for tank cleaning and rehabilitation services from Consolidated Tank in the amount of \$97,000. Seconded: Karen Pinard. Vote: Three (3) in favor, motion carries.**

- 16.) Discussion and possible action regarding approval of Interlocal Agreement with Bastrop County relating to 2019/2020 road improvement projects  
Paul Hightower informed everyone that the District was able to finally reach an agreement on the Interlocal Agreement with the County on the 2019/2020 road

improvement projects. The agreement was signed at the December Special meeting and the District is moving forward with Option 3 for Road Construction. A pre-construction road meeting with the WJC was scheduled for this morning but was cancelled because the engineer has the flu. It is rescheduled for next week.

17.) Election Matters-

- a. Consider and take action regarding Adoption of Order Calling Director Election for May 2, 2020;  
*Considerar la adopción de una Orden de Elección de Directores a celebrarse el 2 de mayo de 2020 y actuar al respecto;*
- b. Approve Appointment of Election Agent;  
*Aprobar la designación del Agente Electoral;*
- c. Consider and take action regarding Approval of Election Services Contract and Joint Election Agreement with Bastrop County; and  
*Considerar la aprobación del Contrato de Servicios Electorales y del Convenio de Elecciones Conjuntas con el Condado de Bastrop y actuar al respecto; y*
- d. Authorize such other action as may be necessary or convenient to proceed with Director Election.  
*Autorizar toda otra medida que sea necesaria o conveniente para proceder con la Elección de Directores.*

Alma Rodriguez stated there are 2 Places up for election in May. Place 4 Karen Pinard and Place 5 Scott Ferguson. January 15<sup>th</sup> was the first day to start taking application and we have already had one person turn in an application for Place 4. We will be taking applications until February 14<sup>th</sup> at 5:00 p.m. In the past, the District has contracted with the County Elections Department to conduct the election jointly with BISD and I am requesting the Board to Call an Election, appoint an Election Agent and Approve the Election Services Contract and Joint Election Agreement.

**Motion: Sam Kier moved to Call the Election, the Appointment of Alma Rodriguez as the Election Agenda and approve the Election Services Contract and Joint election Agreement with Bastrop County. Seconded: Karen Pinard. Vote: Three (3) in favor, motion carries.**

- 18.) Discussion and possible action regarding submission of request for Attorney General Advisory Opinion regarding road construction and conveyance matters under Chapter 11001 of the Texas Special District and Local Laws Code Paul Hightower presented a letter to the Board that was drafted seeking an Attorney General Opinion regarding road construction and the conveyance of roads.

**Motion: Karen Pinard moved to approve submission of request for Attorney General Advisory Opinion regarding road construction and conveyance matters under Chapter 11001 of the Texas Special District and Local Laws Code. Seconded: Sam Kier. Vote: Three (3) in favor, motion carries.**

19.) Discussion and possible action regarding Road Committee vacancies  
Paul Hightower stated there are 2 seats that will be expiring, they are Unit 1 Gwen Winters and Unit 2 Jo Egitto. The District will be taking applications to fill those seats and will place this on the website and send email notifications.

20.) Discussion and possible action regarding the Road Committee

a) Receive Monthly Committee update,

Paul Hightower stated Kathleen is working with the density numbers and rolling the new builds into the plan. The Committee will be having a workshop in February, the road maintenance crew is making a real headway on maintenance and the District has received a lot of positive feed back regarding road repairs.

Jo Egitto stated if that portion of Lamalooa has been conveyed to the County and is taken out of the plan then that will give an additional 4200 more feet to road construction.

Mr. Hightower stated it has been discovered recently that the portion of Lamalooa coming up the hill has already been conveyed to the County. It is not the District responsibility.

21.) Discussion and possible action regarding the Reserve Committee

a) Receive Monthly Committee update,

Paul Hightower stated we were having scheduling issues, but a meeting is scheduled for February 5<sup>th</sup> at 3:30 p.m. at the Fire Station.

Vice President Carmack stated the Board will not be going into Executive Session tonight.

22.) Executive Session-

a. Pursuant to Section 551.071 of the Texas Open Meetings Act, the Board will consult with its attorney in Executive Session to seek legal opinion and advice regarding Agenda Item Nos. 13, 17 and 18;

b. The Board may also discuss in Executive Session any other item referenced on this Agenda when authorized pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act.

- 23.) Discussion and possible action regarding matters discussed in Executive Session  
The Board did not go into Executive Session
- 24.) Board suggestions on future agenda items  
None.
- 25.) Adjourn

**Motion: Sam Kier moved to adjourn the meeting. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.**

MEETING ADJOURNED AT 7:26 P.M.

  
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Board Director

  
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Date