

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 18, 2020, beginning at 6:30 p.m. The meeting was conducted by videoconference and telephone.

**Present BCWCID #2 Board Members:**

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

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

Tony Corbett, Attorney  
Paul Hightower, General Manager  
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 6:32 p.m. and stated a quorum of Board members was present.
- 2.) Pledge of Allegiance
- 3.) Texas State 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, July 16, 2020 at 6:30 p.m.
  - b. Rescheduling of the Annual Public Road Meeting

President O'Hanlon announced the upcoming meeting date for the July Board meeting and stated it would be held by videoconference.

President O'Hanlon also stated that last month it was decided that the Annual Public Meeting will be held in September.

Alma Rodriguez stated that is correct and once the Convention Center opens for scheduling Mr. Hightower will get the meeting scheduled.
- 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 May 21, 2020 Regular Meeting of the Board of Directors;
- b. Approval of monthly financial report for May 2020; and
- c. Approval of Release of Liens held by District on Real Property.

**Motion: Butch Carmack moved to accept the Consent Agenda Items. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.**

- 7.) Discussion and possible action regarding the following items to be presented in the General Managers report:

Paul Hightower reported on the following:

**a. Status of TTHM compliance:**

I have reached out to 2 different property owners and both have agreed to either sell the property or give us rights to access for a water well to be drilled. We have been given access rights for test holes to be drilled and are moving forward with that now. Hopefully between the 2 spots, we can find some decent water. We are working on schedules to have drillers in place ASAP. Once it is drilled, it will be pumped and cleaned for sample purposes. It will take approximately 3-5 weeks for the drilling/pumping process then 7-10 days turn around for the test results. With this timeline, I would not expect any major news until the August-September meetings. One location will require a ½ to ¾ mile long transmission line and the other, about 1000’.

Director Kier asked if we have given up on the other 2 wells due to access.

Mr. Hightower responded yes; they were not the county’s wells. The wells belonged to one of the property owners so we will not move forward with those wells.

**b. Update on district water plants and lift stations:**

The tank painting and construction project for Station 1 is still in progress. The crews have been delayed between this and 1 other job due to COVID. They will be on-site 100% on 6/22 to get ours finished. Slats will be installed on the fence at Plant 1 starting next week.

**c. Water/Wastewater maintenance & improvement projects update:**

No updates currently. We have chosen to halt all future Capital projects until we move past the Covid-19 issue, other than the current water tank project being tasked.

**d. Roads maintenance & improvement projects update:**

Road crew has been busy getting roads graded, rolled, and packed. We did rent a roller so that we could maintain a steady progress and we have a water truck as well, at our use to help get the roads packed down correctly once they are graded.

**New Road Construction:** The B and C series of roads are complete and ready for county paving. We expected these to be paved in the next 2-3 weeks with the Counties paving season to start but due to an unforeseen circumstance, they are not starting on this side of the county as planned. These first 2 series will end up being paved with the rest in the August-September time frame. There may be some touch-ups depending on the rain events. We are going to go ahead and apply the P2 emulsion down onto the surfaces. This will help seal the surfaces somewhat to reduce the possibility of rain deteriorating them and cuts the dust down, which has been flat out horrible. All roads that were planned in the non-toad areas, have been constructed and walk-thrus have been completed.

**e. Employee update:**

We have completed interviews for the extra part-time office position and have chosen a candidate. We are moving forward with the process to get her hired. She has 10+ years of AP/AR/Collections experience and is happy to work PT for now.

8.) Discussion and possible action regarding Construction of New Office Building  
Paul Hightower stated we had a meeting with the City of Bastrop and BEFCO Engineering regarding the plans for the proposed office building. Paul reviewed the plans and the requirements from the City of Bastrop with the Board and stated the requirements would add an additional \$120k to the project but he would like to discuss other options with the Board and the attorney in Executive Session later in the meeting.

9.) Discussion and possible action concerning Establishment of Interim Policies, Procedures and Restrictions relating to District Employees, Operations and Services to limit the Development, Contact and Spread of COVID-19:

a. Modification of District policies relating to late payment fees and termination of utility services;

b. Other matters related thereto.

Paul Hightower when the PUC enacted their policy regarding late payments and terminations which the District is exempt from their policy the Board decided to enact our own policy of not charging late fees and not processing terminations for non-payment of service but and we did not set an expiration date. We need to set an expiration date because we have a few that have been abusing the system.

Director Kier asked for examples of abuse.

Mr. Hightower stated there are number of people that have not paid anything on their water bills and one particular customer that is on a cash basis dropped a check off in the drop box we decided to go ahead and deposit the check which was returned by the bank for NSF. This account will be turned over to the District Attorney's office for collection.

Tony Corbett stated most of his client's adopted the similar policy the District did as well as most public entities which is to follow the PUC guideline and now these entities are beginning to establish end dates to the policy and most of them in regards to delinquent sums are advising their customers they have a defined period to pay those account. In some cases, it has been 6 months and other cases it has been 12 months. So, the customer who are delinquent must pay their current bill then they would have a defined date to pay the amount in arrears.

Paul Hightower stated we have discussed setting up payment plans with the customer that are delinquent.

Tony Corbett asked is the District's billing system could accommodate a payment plan and how many customers are in arrears.

Alma Rodriguez stated yes, we could set up a contract for the amount that is in arrears and we have about 20 accounts in arrears.

Tony Corbett stated in regard to those 20 customers in the payment would you reach out to them.

Alma Rodriguez stated she has reached out to everyone who is in arrears on their water bill and they are working with everyone in regard to payment arrangements.

Mr. Corbett suggested end the policy but advise all customers with delinquent amounts that it is possible for them to enter into a payment plan but put the burden on them to contact the District and if they fail to contact the District then it will be become due and payable.

Director Pinard stated she is in favor of giving them until September 10, 2020 billing for the August usage.

Paul Hightower stated we can have Mr. Corbett draft a letter that we can share with customer regarding the past amounts.

Alma Rodriguez wanted to clarify that late fees will be begin with their September bill.

Director Ferguson stated his concern is that the next 4 months may not be enough time for some people to bring their bill current so he would like to leave it up to the discretion of the General Manger and his staff to work with those customers.

Mr. Hightower asked if the Board agreed that payment plans would not be more than 1 year.

The Board agreed not to go more than one year.

Alma Rodriguez stated the currently policy states the staff can make payment arrangements for 3 months so we will need to have a revision stating we can extend payment arrangements to one year.

**Motion: Sam Kier moved to amend the policy to give the staff the discretion to extend the payment plan up to 12 months for people that were impacted by COVID-19. Seconded: Karen Pinard. Vote: Four (4) in favor, motion carries.**

Paul Hightower also stated we are monitoring all the current COVID activity and debating whether it is safe to keep the office open. We will update, as necessary.

- 10.) Discussion on possible future Interlocal Agreement between District, Bluebonnet Electric Cooperative, and Bastrop County for mulching services  
Paul Hightower stated there has been no discussion on this item.
- 11.) Discussion and possible action regarding Road Committee vacancies  
Paul Hightower stated there is still a vacancy for a Unit 1 Representative and Jo Egitto stated she would take over Unit 1 as well as her unit until someone is found for Unit 1. Paul Hightower stated there is not much paving left in Unit 1.
- 12.) Discussion and possible action regarding the Road Committee

- a) Receive Monthly Committee update,

Paul Hightower stated there has not been any Road Committee meetings the past few months. The committee worked hard the end of last year and the beginning on this year to prepare for the annual meeting. Mr. Hightower will poll the committee members to see if there a need for a meeting next month.

**President O'Hanlon announced at 7:21 p.m. that the Board will meet in Executive Session regarding the following items.**

- 13.) 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 No. 8;
  - 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.

**The Board Adjourned Executive Session at 7:49 p.m.**

**No action or decisions were made in Executive Session.**

**Regular Session started at 7:51 p.m.**

14.) Discussion and possible action regarding matters discussed in Executive Session

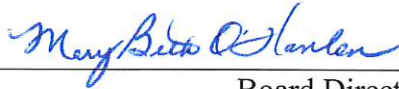
**Motion: Mary Beth O'Hanlon moved to direct the General Manager to pursue other alternatives for the construction of office building and other facilities and bring the findings to the meeting next month. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.**

15.) Board suggestions on future agenda items  
None.

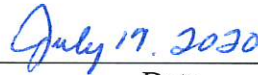
16.) Adjourn

**Motion: Sam Kier moved to adjourn the meeting. Seconded: Scott Ferguson. Vote: Four (4) in favor, motion carries.**

MEETING ADJOURNED AT 7:53 P.M.



Board Director



Date