

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, July 16, 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 6:31 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, August 20, 2020 at 6:30 p.m.

President O'Hanlon announced the next meeting is scheduled for Thursday, August 20, 2020 at 6:30 p.m. and asked if the meeting will be a virtual meeting.

Paul Hightower stated he has not heard if the City has opened the Convention Center for meetings. The order expired yesterday but with the Governor extending the Order he feels the City will extend their order as well.

President O'Hanlon asked if we are paying for the space that we have not been able to use.

Mr. Hightower stated the meeting space was prepaid at the beginning of the year, we will have a credit or either a refund.

Director Kier suggested setting the date for the Annual Road Meeting on September 12, 2020 at 9:00 a.m. The meeting place will be at the Bastrop Convention Center and if we are not able to use the convention center the meeting will be a virtual 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 June 18, 2020 Regular Meeting of the Board of Directors;
 - b. Approval of monthly financial report for June 2020; and
 - c. Approval of Release of Liens held by District on Real Property.

Director Pinard requested to have the collection attorneys give us a status update on the collections at the Board meeting before the Annual Road Meeting.

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

- 7.) Discussion and possible action regarding the following items to be presented in the General Managers report:
- a. Status of TTHM compliance:
No updates. We are in a holding pattern waiting on drillers to respond and find out who can be here the soonest.
 - b. Update on District water plants and lift stations:
The tank painting and construction project for Station 1 is still in progress. Sand blasting will be starting soon followed by the coating and painting. In light of the events this year, it has seriously slowed the progress of this refurb project. I expected to have been done a couple months ago and at this point, preparing to schedule out the north tank for completion.
The initial bid to have the north tank interior coated and exterior painted was \$59,300. In speaking with the business owner and with his crews still onsite for another month, he agreed that we could go ahead with the north tank after the others were completed and he would discount the price by almost \$10k. This allows us to go ahead and have station 1 completed and all tanks finished out this calendar year. I believe this makes the best fiscal sense with the savings and to have the station completed instead of re-bidding and it is costing us more.
Next, we have a constant issue with complaints on Waipahoehoe from homeowners about people parking on the back side where our property is. There were some fake cameras put in sometime in the past and those do not seem to deter or bother anyone. Most recently, there was some kids that started a fire next to our station and luckily the fire department was on scene fast enough and got it put out, before any damage could be done to the homes or our station. In light of all this, we are

installing a full camera system to help monitor the area. At least if anything does happen, we can possibly have some video proof for the authorities.

Director Pinard asked if there was lighting back there.

Paul Hightower stated there is lighting back there but people shoot out the lights.

Director Kier suggested contacting Bluebonnet Electric to install a light on the power pole since it is rather inexpensive.

Paul Hightower stated he will contact LCRA and Commissioner Hamner regarding suggestions on detouring people from hanging out in the area.

c. W/W maintenance & Capital Improvements update:

The Board had decided to put a halt on Capital Improvement items to get past the COVID stuff. How long do we want to carry this out? Our sales are down a little along with funding although not too bad. We put a Capital Improvement Plan together so that we could plan our improvements out. With no end in sight for COVID, how long do we wish to wait, before getting back on task? The Tahitian line was the next major task on our plan. We are also looking at water meters. Our Badger software is out of date and support has stopped as of June 1st. They are wanting \$15k to do a full upgrade of our software and then it also has a per customer base charge of \$0.13 monthly equating to roughly \$250 a month at current count. We are trying to look at some other options as our history with Badger has not always been positive. We had a meeting yesterday with Neptune to preview their products. Neptune has been in the meter industry for well over 50 years and their customer service is about the best you can get. We will have more on this subject for future discussion.

Director Pinard asked if we decide to go with Neptune are, we going to have to replace all the meters and have we talked to the City of Bastrop and Aqua Water to ask what meters they are using?

Paul Hightower responded yes ma'am.

Director Pinard stated she would hate to switch meters since we paid all this money for the Badger meters. That would just seem like we wasted our money. We can invite the Badger representative and his supervisor to the Board meeting.

Director Kier suggested to call the main office and get him in trouble and asked if there are other software companies that support Badger meters.

Paul Hightower stated the Beacon software is proprietary with the badger meter.

Director Pinard stated it is time to go over his head and someone needs to come to the Board meeting.

Director Kier suggested that President O'Hanlon write a letter the President of the company.

President O'Hanlon stated she would be happy to write a letter and call Badger Meters and asked Paul Hightower to put together a summary and timeline so she can write a letter.

Director Ferguson asked if there is a cost estimate from Neptune?

Mr. Hightower stated not yet.

Director Kier stated we spent a lot of money on the Badger Meters and a lot of companies are moving over to the cloud.

d. Roads maintenance & improvement projects update:

The road crew have been busy completing work orders and maintenance requests. There have been several roads that have been graded and rolled, making a much smoother surface.

New Road Construction: The B and C series of roads are complete and ready for county paving. We had expected these to be paved in early-July with the County's paving season to start but due to an unforeseen circumstance, they are not starting on this side of the county as planned. We applied the oil-based to the top surface on July 15 that helps keep the dust down and keeps the surface from eroding as bad. We are hoping that they are back in Tahitian by months end.

2021 Roads: I have met with Joseph regarding next year's roads and he is putting the plan together so that we can get it rolling. **7/16 update:** We received the proposal from BEFCO on next year's roads. They are proposing \$124k for the 1.89 miles of roads as shown or \$147k to finish out Kaelepulu from Moku Manu so that road is finished instead of coming back and reorganizing it and paying more in the future. The remaining portion is showing as 2200' which equals .41 of a mile. We will have to have a meeting to approve the BEFCO proposal.

Motion: Sam Kier to add Kaelepulu to the list. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

7e. Employee update:

Our new office employee started on July 7th. She comes to us with over 10 years of AP/AR experience and so far, has taken the position head on and doing a great job. She has picked up the job well.

7f. Office Update:

With all the current COVID activity, we did decide to close the office down to the public. To assist customers and builders, we have made all our necessary documents, accessible online and all are capable of being electronically filled out

and signed. This has helped us greatly improve the efficiency of getting documents completed and in the system. So far, we have had a positive response with this.

Mentionable: we did get some FEMA money in finally. They are starting to close out our cases finally. We did receive \$28k on July 1st that will show on the reports for next month.

Alma Rodriguez stated there are 7 accounts that are delinquent, and all delinquent customers have been contacted. Of all customers contacted, 2 have paid in full, 2 have payment arrangements for next Friday and the remaining 3 will be receiving door hangers.

- 8.) Discussion and possible action regarding Construction of New Office Building
Paul Hightower reported he has reached out to 10 different contractors/builders as well as posted a general request for proposals. Of everything received, he has narrowed it down to 5 so far. He has several methods of approaching this to get the best price for us to work with and is looking at separate contractors to do just the new building/foundation then the finish out on the new as well as the remodel on the current building vs 1 bid for everything vs new building and remodels. In the end, he feels like we will be in the \$400-500 range to have it all completed. This will include the new building, fencing, ROW surveys to open the roads, utilities, architect, and engineering, etc. We should have a new line item next month, for you to vote on and we can get moving forward.

Director Ferguson asked Paul Hightower when he was planning on talking to TVACC regarding building in the reserve.

Paul Hightower stated he will be talking to Amanda next week since she is out of town this week.

Director Kier asked Mr. Hightower if we could use the TWDB money for replacing the Tahitian Drive water line.

Mr. Hightower stated it would have to be a special request to reallocate the funds.

Director Kier stated we need to start with our Capital Improvements Projects, but we need to use the TWDB funds.

- 9.) Discussion on possible future Interlocal Agreement between District, Bluebonnet Electric Cooperative, and Bastrop County for mulching services
Paul Hightower stated he will be dropping this item off the agenda because it does not seem like they are moving forward on this item.

- 10.) Election Matters-

- a) Consider and take action regarding Adoption of Order Calling Director Election for November 3, 2020;
Considerar la adopción de una Orden de Elección de Directores a celebrarse el 3 de noviembre de 2020 y actuar al respecto;

Tony Corbett stated we just need a motion adopting the Order and as a reminder the election was schedule for May 2nd and due to COVID-19 the Govern authorized all entities to postpone their elections to November 3rd and in connection with the revise and adopt new Election order by August 17th so this order will reflect the updated dates and polling locations for November 3rd election.

Motion: Butch Carmack moved to approve Adoption of Order Calling Director Election for November 3, 2020. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- b) Approve Appointment of Election Agent;
Aprobar la designación del Agente Electoral;

Motion: Sam Kier moved to appoint Alma Rodriguez as the Election Agent. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

Tony Corbett stated the filing period for the election was not opened again this was just a postponement.

- 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

Tony Corbett stated the cost will be less expensive than if you would have had a May election because the cost will be spread amongst more jurisdictions so the end result will be a lower cost of your election.

Motion: Sam Kier moved to approve the Contract of Election Services and Joint Election Agreement with Bastrop County. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

- 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.

Tony Corbett stated he recommends a motion to authorize such other action as may be necessary or convenient that way Alma Rodriguez will be able to take the necessary action

in terms of posting notice or whatever to maybe because it gives her the able to proceed without calling another Board meeting.

Motion: Sam Kier moved to authorize such other action as may be necessary or convenient to proceed with Director Election. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

- 11.) Discussion and possible action regarding Road Committee vacancies
Paul Hightower stated there have been no applications received for the Road Committee vacancy.

Alma Rodriguez stated no application were received by the deadline date of June 30th and suggested the Board appoint Jo Egitto to take over Unit 1 until the position is filled.

Director Pinard stated she appreciates Jo Egitto for volunteering to represent Unit 1 as well.

Motion: Karen Pinard moved to appoint Jo Egitto to represent Unit 1 on the Road Committee. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- 12.) Discussion and possible action regarding the Road Committee

- a) Receive Monthly Committee update,

Paul Hightower stated there is nothing to report on the Road Committee.

Director Ferguson stated he had some input from Jo Egitto regarding the Road Committee. Mrs. Egitto wants to know how we determine roads that have been conveyed to the County since Commissioner Hamner says that Manawianui Drive is a County road, but it is in the District's Road Plan?

Paul Hightower stated that is one road along with Nuuanu and Lamaloa that we discovered is a County road that is in our plan and he has had discussion with the Commissioner about these roads and he is researching this and has not yet responded to Mrs. Egitto's email.

Director Kier stated we need to research the Commissioner Court minutes.

President O'Hanlon suggested we put out a Request for Proposal for someone to research the County minutes to find what roads have been conveyed. This would be inexpensive and short term.

Director Pinard suggested contacting Cindy Keil. She was a previous employee of the District and is familiar with the roads and county records.

After discussion, the Board directed Paul Hightower to come up with plan and get a list of roads conveyed to the County.

- 13.) Board suggestions on future agenda items
President O'Hanlon stated there are several items for next months agenda. They are as follows:

Director Pinard requested a monthly agenda item regarding the Badger meters and software and request representatives to be present.

Director Kier requested that an item be placed on the agenda regarding the TWDB fund for possibly using for the Tahitian Drive line upgrade.

Scheduling a Special Meeting to discuss the BEFCO proposal and contract. (Meeting was scheduled for Tuesday, July 21st at 9:30 a.m.) Alma Rodriguez to prepare the agenda.

Director Kier suggested that Paul Hightower set up a meeting with the new City Update on Unit 6 activities

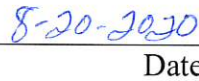
- 14.) Adjourn

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

MEETING ADJOURNED AT 7:47 P.M.



Board Director



Date