

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, August 19, 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 6:30 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, September 17, 2020 at 6:30 p.m.

President O'Hanlon announced the next meeting is scheduled for Thursday, September 17, 2020 at 6:30 p.m. and asked if the meeting will be a virtual meeting and not on the agenda is the Annual Road Meeting scheduled for September 26, 2020 at 9:00 A.M. and the meeting will be a virtual meeting unless Paul Hightower has heard from the Bastrop Convention Center.

Paul Hightower stated he has not heard from the Bastrop Convention Center yet.

- 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 July 16, 2020 Regular Meeting of the Board of Directors;
- b. Approval of minutes from the July 21, 2020 Special Meeting of the Board of Directors;
- c. Approval of monthly financial report for July 2020; and
- d. Approval of Release of Liens held by District on Real Property.

**Motion: Butch Carmack moved to accept the Consent Agenda Items. Seconded: Karen Pinard. 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 items:

- a. Status of TTHM compliance:

We have started a contract with JS Water Wells to drill a test hole on a perspective piece of property. They were due on site around the first of August but the small hurricane that hit South Texas, damaged several of their rigs. This pushed them back several weeks. I received an email stating that we are now looking around the first part of September before they could get a rig here.

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

1. The tank painting and construction project for Station 1 is still in progress. Sand blasting of the tanks should be completed around the end of August and painting/coating will begin which is about a 3-week process. They are scheduled to be finished middle to end of September. Once its completed, we will start the sampling phase and get it back in service to start the next tank.

2. Station #1 well went down earlier this month. We went into a voluntary water restriction while this was down, in the hopes that people would help conserve. Spreading the word, it seemed to work as usage was down a little and thankfully, we did not have any major emergencies or breaks. Tyler was able to get a crew on-site quickly (within a few days) to assess the situation. The pump was good, motor and wiring were bad. We replaced both as well as several sticks of pipe that had some holes in it. In the end, we were able to gain an extra 20 gpm between the components. Power consumption will probably be a tad better as well. Our next step on these wells, is converting the motor controllers to a soft start/VFD style. The major point of VFDs, is they save the tremendous wear and tear on your components by slowing starting up and shutting down. As well, you get a great electrical savings using these, from them not surging the electrical grid, powering up.

- c. W/W maintenance & Capital Improvements update:

We are beginning to put together the plan for replacement of the Tahitian line. This was our next major scheduled event. By the time, its planned, published and awarded, we will be getting into the slow season of usage and will be good timing to get it completed. We will be working with the City of Bastrop as well, due to them having lines in the area.

d. Roads maintenance & improvement projects update:

Road crews are making great headway on several roads. Kipahulu being the primary focus because the road was in such bad condition. There was some grader training conducted last month as well and we are short 1 employee due to Military requirements. We hope to be back to full speed this next month.

New Road Construction: We are waiting on County to make their way back into Tahitian for the current constructed roads to be paved. For the remaining roads on this year's plan to be constructed, WJC was delayed on another job that they had issues on but are back here and starting the next phase. We are hoping to have all of them ready for county paving this year, but with the forecasted weather, I'm not sure we will meet that.

2021 Roads: BEFCO is putting together the plan and we will have an on-site meeting late August to put it into action. Walk-thrus are all being scheduled for each portion, which is not much due to being a short year.

e. Employee update:

We had 1 employee off the first part of last month, due to military training. While at the training, he contracted the COVID virus, and has remained off work. He will be returning to work on Monday the 24th.

f. General Office Update:

As of last night, the POA and ACC made it official, that the POA is donating \$25k instead of the normal \$10k to the roads budget and the ACC is donating the needed \$25-28k to have the Unit 4 drainage study completed.

We spoke about the drainage study last year. Mel and I have been looking at possible grants to get this completed. When the ACC approached us asking what they could do, we told them what we were currently looking at and they wanted to take off with this. The study will be conducted by BEFCO and most likely (weather permitting), be completed by years end. This will be a huge success for us and will tie together with the future road plans. Many thanks to the POA/ACC for their continued and now improved donations! We are all working together for the better of the community!

- 8.) Discussion and possible action regarding Construction of New Office Building  
Paul Hightower stated he spoke with the architect on Monday and he is feeling much better so we should receive a set of drawings next week and I have talked to BEFCO so we can move forward once we receive the drawings. I had a conversation with Director Ferguson and the permit process should be fairly easy

something that the District and BEFCO can handle with the County on the new build and the remodeling permit with the City will be minimal.

- 9.) Discussion and possible action regarding upgrading meters and meter software  
Paul Hightower stated he has some information available, but we are not ready to present it today. We will bring back a full comprehensive package of all four manufacturers to the Board next month but whatever we decide to go with all the meters will have to be replaced. We have seen the Neptune and Badger products and software now we will be reviewing the Sensus and Master meters. The City of Bastrop uses Sensus and Aqua has Master meters.

President O'Hanlon asked if the communication issues have been resolved with Badger.

Mr. Hightower responded yes; it has been resolved. After, the last meeting I sent Badger an email with timelines and he responded with all the information within the timeline.

Director Kier asked if all the meters will have to be replaced even if we continue with Badger.

Mr. Hightower stated yes, all meters will have to be replaced. The meters we have now with the new software can only be read manually.

Director Ferguson stated he is throwing his opinion out there and he has worked with Sensus before and they are probably the biggest meter manufacturer in the world. It is a good meter.

Mr. Hightower stated agreed and they offer an ultrasonic meter as well. The accuracy is very good, and I am also looking at the warranty periods on the meters.

- 10.) Discussion and possible action regarding the projects using the funds from the Texas Water Development Board  
Paul Hightower stated he received the below information as clarification from TWDB:

Section 4.4: Section Flow of Funds. All Gross Revenues of the System (except for interest and earnings on investments in the Reserve Fund and the Debt Service Fund) shall be deposited as collected into the General Fund. Money from time to time on deposit in the General Fund shall be applied as follows in the following order of priority:

- (a) First, to pay Maintenance and Operations Expenses.

(b) Second, to make all deposits into the Debt Service Fund required by this Resolution and any Resolution authorizing the issuance of Additional Parity Obligations.

(c) Third, to make all deposits into the Reserve fund required by this Resolution and any Resolution authorizing the issuance of Additional Parity Obligations.

(d) Fourth, for any lawful purpose.

Whenever the total amounts on deposit to the credit of the Debt Service Fund and the Reserve Fund shall be equivalent to the sum of the aggregate principal amount of all outstanding Parity Obligations plus the aggregate amount of all interest accrued and to accrue thereon, no further payments need be made into the Debt Service Fund or the Reserve Fund.

Mr. Hightower stated there are no limitations as to what we can use these funds for but after talking with Director Kier, we are going to have a discussion with Chris Lane from SAMCO about our Capital Improvements projects.

Director Kier asked if the project must be preapproved.

Mr. Hightower replied no, not according to the person I talked to stated we just have to send the paperwork for the reimbursement. There is a checklist of what paperwork needs to be submitted but no preapproval is required.

Director Kier stated he is puzzled by the request for funds that was previously rejected several years ago.

Tyler Walsh stated it was the standpipe that was rejected.

Mr. Hightower stated the last one rejected was because the parts used did not follow the US Steel Certifications.

Director Kier stated that is why we need to get this preapproved because he does not trust them.

Mr. Hightower stated he has no issues with that.

11.) Discussion and possible action regarding preparation for General Manager's Annual Evaluation

President O'Hanlon stated Mr. Hightower's annual evaluation is coming up at the end of September, so we do need to evaluate his performance. Last year she sent out evaluation forms and we can use those forms again unless someone has other suggestions.

Mr. Hightower stated he does not think it will be worth it this year. With the way the year has been we have not progressed much or covered much territory. It has been a busy but stale year.

12.) Discussion and possible action regarding the Road Committee

a) Receive Monthly Committee update,

Paul Hightower stated there has been no meetings with everything going on.

Jo Egitto stated the committee will be doing home densities in December and she thinks it's a good idea to send an email to the Road Committee members about the Annual Road Meeting so they can attend virtually and also on the road plan we are going to bump Ulupau off the plan and take that linear footage out of the plan and S. Manawianui Drive Commissioner Hamner thinks it is a county road, did that road ever convey because it is still in our road plan, that is 500 linear feet and if we do not need it in the plan that is good for us.

Mr. Hightower stated we did discuss this and Director Kier suggested hiring a specialist to search through the County records it see if they can find anymore roads that have or have not been conveyed. I am in the process of doing a Request for Proposal so we can hire someone to start the research. Not a lot of that area is buildable.

Director Kier asked Paul Hightower if he has had a chance to meet the new City Manager.

Mr. Hightower stated they have been emailing back and forth and hopes to have a meeting in September.

13.) Board suggestions on future agenda items

President O'Hanlon asked to have an item on the agenda regarding the response from the Attorney General's Office.

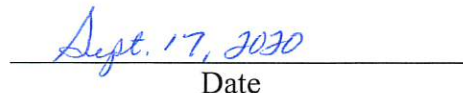
Director Pinard asked to have an update from the delinquent collection attorneys at the next Board meeting.

14.) Adjourn

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

MEETING ADJOURNED AT 7:14 P.M.

  
Board Director

  
Date