

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, April 15, 2021, beginning at 6:30 p.m. The meeting was conducted by videoconference and telephone.

Present BCWCID #2 Board Members:	BCWCID #2 Staff/Other Professionals:
Mary Beth O'Hanlon, President	Paul Hightower, General Manager
Scott Ferguson, Vice President	Tony Corbett, Attorney
Sam Kier, Treasurer	Tyler Walsh, Operations Manager
Ron Whipple, Secretary	Alma Rodriguez, District Administrator

Absent:
Butch Carmack, Director

MEETING DISCUSSION TOPICS

- 1.) Call to Order and Establish a Quorum
President O'Hanlon called the meeting to order at 6:30 p.m. A quorum of Board members was present.
- 2.) Pledge of Allegiance
- 3.) Texas State Flag
- 4.) Public Comments/Announcements (The Board respectfully requests that person's 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. Annual Public Road Meeting scheduled for Saturday, April 17, 2021 at 9:00 a.m.
 - b. Regular Board of Director's Meeting scheduled for Thursday, May 20, 2021 at 6:30 p.m.

President O'Hanlon announced the future meeting dates and also informed everyone that TVPOA was having Clean Sweep on Saturday, April 17th.

- 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 March 18, 2021 Regular Meeting of the Board of Directors;

- b. Approval of monthly financial report for March 2021; and
- c. Approval of Release of Liens held by District on Real Property.

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 approval of the 2020 Annual Fiscal Year Audit Report
President O'Hanlon introduced Bob West from West, Davis & Company. Mr. West completed the District's 2020 Annual Audit.

Bob West stated he has completed the 2020 Annual Audit and issued a clean opinion on the financials. Mr. West reviewed the audit and audit letters with the Board and stated if the Board approves the 2020 Audit tonight the President will need to sign the Annual Filing Affidavit letter then they will put the report together so we can send it to TCEQ.

There are 2 audit reports, one of the reports is a Report to Board that communicates in writing basically our findings, we did not have any difficulties or disagreements on the application of accounting principles. We did have some adjusting entries, which are attached to the report. Primarily those adjustments were to record the capitalization, fixed asset capital assets in the water and wastewater fund.

President O'Hanlon stated the report is very thorough and asked board members if they had any questions or comments concerning what was presented?

Director Kier stated it was a great report and also commented that in the MD&A, there is a section on the road which was added about three years ago that helps us stay in compliance with our State Statute because this report goes to the State Legislators and County Commissioner, so it fulfills our legal obligation under the statute to report on roads on an annual basis as well.

Motion: Sam Kier moved to approve the 2020 Annual Fiscal Year Audit Report. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 8.) Discussion regarding the following items to be presented in the General Managers report:
Paul Hightower reported on the following items:

8a. Status of TTHM compliance:

We received the activated carbon test drum, got it installed and all of the testing was completed last week. We are doing both pre and post treatment, both with and without chlorine, so we can have a complete set of analysis to review. Granted, we have to add chlorine to get a reaction, to form the THMs, but doing a pre-chlorine on the raw, will show us a few other items on the water quality along with the raw and activated carbon for comparison. We pulled some field samples from a customer's house as well to compare with so that we have a good solid detention time set to work with. Along with the activated carbon, we did some samples with

the aeration test unit that we have. We have submitted 12 samples all together to the lab, with all the different parameters, so we should have quite a bit to review for next month as well as a recommendation for the Board.

8b. Update on district water plants and lift stations:

Station 3 rehab has been completed. Our next step is to complete the McCallister station possibly moving into this late fall or early winter, but it will definitely be a scheduled event since this is our primary station.

We are working on a grant with engineers and FEMA/BEFCO for a generator to be installed at Station #1 here on Tahitian. The winter storm has taught us all some lessons about preparedness. FEMA kicked into high gear for generator grants, so we are working through the process and hopefully we will have more information at the next meeting.

8c. W/W maintenance & Capital Improvements update:

No major updates currently. We still are waiting on BEFCO to finish the survey for the Tahitian line upgrade now.

8d. Road maintenance & improvement projects update:

19/20 Road Construction: All roads for last year's batch have been completed finally. After speaking with Mel, they are scheduling these to be paved with several others, when the paving season starts off here in late April or early May. We have already ordered all the chip rock necessary for the roads to be completed. Tyler Walsh will be training with the County starting next week.

20/21 Roads: We have had several meetings with Mel and County crews, determining all the necessary steps required to make the reclaimer work for us. We are also seeking all the necessary prices to track everything. Due to scheduling, employee's availability and vacations, our current thought is to use April, May & June for preparing (tree trimming, culverts, ditches, etc.) the roads then do the construction portion in July/August time frame. Mel stated there was a chance they could come back to chip seal them but no definite right now.

8e. Employee update:

Alma and I conducted several interviews and narrowed down to 2 candidates. Both had several qualities to offer, and both wanted parttime positions. We ended up choosing to hire both in parttime positions so that we can focus on several things coming up. Our office is getting busier by the week and having the extra hands to answer phones, take customers and do data entry, will be very helpful. We will also have them scanning all the old files into the server, so that we can eliminate the paper trails & file cabinets for moving to the new building.

We did have an employee in the field crew go out due to covid, for approximately 2 weeks. The initial quarantine was due to the family exposed and getting a positive result, then the employee tested positive, so it started the count all over. The crews are still staying separated as much as possible and making sure the offices and vehicles are being cleaned and sanitized as often as they can on a daily basis.

8f. General Office Update:

New Maintenance Facility. Site pad and plumbing have been completed. Concrete is due to start pouring tomorrow. The building is set to be delivered next week and start the actual construction to start in a week or so. The next step is for us to focus on getting the wastewater to the site.

President O'Hanlon asked how long is the wastewater line we are installing?

Tyler Walsh stated the line is 4400 feet.

Director Kier asked if the wastewater flow without another lift station?

Paul Hightower responded for where we are at right here, yes it should, looking at calculations and elevations and where it is moving it should once it goes further, south from where we are, then it will need some push from that point but, as of where we are right now, we should be okay. Plus, the pumps only that we are installing have a pretty good head pressure so they will help push it themselves.

Director Kier asked if the lease was signed for the reclaiming?

Paul Hightower responded no, we have not, I submitted it to them and told them what we are kind of looking at and I am waiting for a reply from them to make sure that we have everything lined out. Tyler Walsh and I are still working on the plan of putting it altogether, the timing, and the ordering to make sure, because I do not want to order it too soon, and us not be ready, and I do not want too late and be past time, we are trying to work out the timeline with it now so hopefully by next week.

Director Kier also asked if he has started looking for employees for the road crew.

Paul Hightower responded we hired one employee that started last week, and we are looking for another employee.

9.) Discussion and possible action regarding the Road Committee:

a. Receive Monthly Committee Update

Paul Hightower stated the Committee had a small workshop last week, we were just touching up on the plan, finishing off some basic items. The biggest portion of it will go over on the next item, which is kind of the review and revisions of the five-year plan.

The Road Committee has done a wonderful job in preparing the plan updates. The workshop was only an hour long. We had some corrections. There was a lot of errors that had been discovered mostly from notes not carrying forward or misspellings. There was an issue with Koko Court because it was on the report then taken off then come to find out was just a rename, so now it is back on. It was a good workshop, and I am really thankful for the Committee.

- 10.) Review and possible action regarding approval of revisions to the District's Master Road Plan

Paul Hightower reviewed the plan that will be presented at the meeting on Saturday. Most of the updates that we are adding to the plan are small cul de sacs to various years for efficiency, grouping, and ingress/egress routes. This all comes back to the efficiency and it makes no sense moving machinery to different areas. Hopefully with the reclaimer we can knock out these roads quicker.

For year one on the plan, we have 2.41 miles to be paved, year two is 2.74 miles, year three is 2.90 miles, year four is 1.83 mile and year five is 3.39 miles so that takes us down to 27 miles left to pave.

Puu Court can be taken off the plan because that road will be done by the County as a training road.

Paul Hightower stated this is the plan that will be presented on Saturday.

President O'Hanlon thanked the Road Committee for their hard work on the presentation.

- 11.) Discussion and possible action regarding replacement of District water meters, including reconsideration of prior purchase decision of the Board of Directors. President O'Hanlon stated if you will recall last month, we voted to basically go back to the drawing board because it turned out that the vendor, we selected had not given us the all-inclusive price that we had requested so we decided to go back to the bid process again to see if we could swing a better deal.

Paul Hightower stated there is not going to be any action on this item this month. The RFQ was published. We had another vendor come in and give us a demo, which everybody really liked, so we are just waiting on final presentations from everybody then, we will bring it back to next month's Board Meeting for review and possible decisions.

- 12.) Discussion on future capital improvement projects and financing analysis by SAMCO Capital Markets

Paul Hightower stated there is no action on this item for this month. The only update is that the application has officially been submitted to TCEQ and the District did receive notification the application has been received. Our application is now in the review process.

- 13.) Consider adoption of a resolution expressing intent to finance expenditures to be incurred.

Paul Hightower stated this item is relating to the bond application, this Resolution will allow us to move forward on projects using our cash if we choose to do so, for any of the projects that we outlined in the application then get reimbursed when the application is approved. This is a necessary item for us to have on file, and staff, along with our financial advisors recommend the Board approve this Resolution for the District to have on hand should it be needed.

Motion: Sam Kier moved to adopt we adopt the resolution allowing us to spend district money before we get our finance money. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 14.) Discussion regarding District Road Committee Matters, including Road Committee membership matters and potential revisions to the existing Resolution of Bastrop County Water Control and Improvement District No. 2 that sets forth policies of the District relating to Road Committee Membership, Meetings, Recordkeeping, and Conduct
President O’Hanlon asked if we are going to Executive Session to discuss Item # 14?

Paul Hightower stated this was an item that Director Ferguson wanted to have on the agenda for review with the Board.

Director Ferguson requested to discuss this item in Executive Session.

President O’Hanlon announced at 7:23 P.M. the Board will meet in Executive Session regarding Consultation with Attorney on District Road Committee Matters, including Road Committee membership matters and potential revisions to the existing Resolution of Bastrop County Water Control and Improvement District No. 2 that sets forth policies of the District relating to Road Committee Membership, Meetings, Recordkeeping, and Conduct.

The Board adjourned Executive Session at 7:41P.M.

No action or decisions were made in Executive Session.

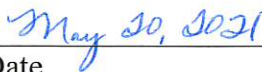
- 15.) Board suggestions on future agenda items
None
- 16.) Adjourn

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

MEETING ADJOURNED AT 7:43 P.M.



Board Director



Date