

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, February 17, 2022, beginning at 6:30 p.m. The meeting was held at the Bastrop Convention Center.

Present BCWCID #2 Board Members:

Mary Beth O'Hanlon, President
Butch Carmack, Director
Ron Whipple, Secretary

Videoconference

Scott Ferguson, Vice President
Sam Kier, Treasurer
Tony Corbett, Attorney

BCWCID #2 Staff/Other Professionals:

Paul Hightower, General Manager
Tyler Walsh, Sr. Operations Manager
Alma Rodriguez, District Administrator

MEETING DISCUSSION TOPICS

- 1.) Call to Order and Establish a Quorum
President O'Hanlon called the meeting to Order at 6:30 p.m. and announced there was a quorum of the Board in person. Director Kier and Director Ferguson as well as Tony Corbett are attending the meeting remotely.
- 2.) Pledge of Allegiance
President O'Hanlon led the Pledge of Allegiance.
- 3.) Texas State Flag
President O'Hanlon led the Pledge to the 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, March 17, 2022 at 6:30 p.m. at the Bastrop Convention Center
 - b. Annual Public Road Meeting scheduled for Saturday, March 26, 2022 at 9:00 a.m. at the Bastrop Convention Center

President O'Hanlon stated the next scheduled Board Meeting will be held on Thursday, March 17, 2022 at 6:30 p.m. at the Bastrop Convention Center and the

Annual Public Road Meeting is scheduled for Saturday, March 26, 2022 at 9:00 a.m. also being held at the Bastrop Convention Center.

- 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 January 20, 2022 Regular Meeting of the Board of Directors;
 - b. Approval of monthly financial report for January 2022; and
 - c. Approval of Release of Liens held by District on Real Property.

Alma Rodriguez stated there are no financials in the Board packet for the month of January and reviewed the Release of Liens.

Motion: Sam Kier moved to approve Items A and C under the Consent Agenda.

Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

- 7.) Discussion regarding the following items to be presented in the General Manager's report:

Paul Hightower reported on the following items:

- a. Status of TTHM compliance:

Unit has been constructed and is in the final phase of pressure testing. The unit is on-site, and they are installing all the pipe for the connection. They are pressure testing right now.

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

We have been having intermittent connection issues with our Scada system and it has been seriously outdated still running on a Windows 7 platform. It is a huge security risk for us, and the IT company has found several issues with it being a local, on-site, proprietary type of system. We are looking at upgrading this to cover not only the water plants, but also to cover the sewer lift stations to allow our system to have better automation and controls. With doing this and having the new meter system in place, we will also have better control of our water well flow meters to track water in/out, which will help reduce the water loss figures. More to come in the following months.

Director Kier asked if he was thinking of going with a cloud system for the Cloud.

Paul Hightower stated yes, the newer platforms are cloud based and also adding the lift stations to the SCADA system. The construction crew hit the internet line that connects the office to the maintenance building, so we lost all communication with the SCADA system for several days. We will also go through a phone upgrade as well.

President O'Hanlon stated it looks like we need a SCADA upgrade.

Mr. Hightower stated with the SCADA upgrade we are also going to include the lift stations.

c. W/WW Maintenance & Capital Improvements update:

No major updates. We are currently working with BEFCO to get the two priority groups (compliance & maintenance) lined out.

Neptune Meters project: Scheduling has been worked out and installation will start in the next couple of weeks.

d. Roads maintenance & improvement projects update:

21/22 Roads: We just received the signed/sealed set of documents this week from BEFCO. Some pre-construction events have already started.

e. Employee update:

No updates this month.

7f. General Office Update:

No major updates this month. The remodel is on-task, and we hope to be moving in, sometime in March.

- 8.) Discussion and possible action regarding the Road Committee:
a. Receive Monthly Committee Update

Paul Hightower stated there is no update at this time. We have received the new maps for the meeting next month.

- 9.) Discussion and possible action regarding proposal from Inframark Infrastructure Management Services for District financial bookkeeping services
Paul Hightower stated we only received one proposal from the publications for bookkeeping services and that was from Inframark Infrastructure Management Services. Chris Lane and Bob West had good things to say about Inframark. Tony Corbett has reviewed the proposal and we made some corrections. The proposal was in your packet. The annual cost is \$45,000 for bookkeeping service and accounts payable. This should be a saving of about \$20,000. I would like to see if we can negotiate the contract until the end of December 2023.

Mr. Hightower recommends accepting the proposal from Inframark Infrastructure Management Services then we can move forward with negotiating a contract.

Motion: Ron Whipple moved to accept the proposal from Inframark Infrastructure Management Services.

Director Whipple rescinded his motion.

Motion: Sam Kier moved to appoint Paul Hightower the authority to negotiate and execute a contract up to \$50,000 per year with Inframark Infrastructure Management

Services for bookkeeping services until December 2023. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

- 10.) Discussion and possible action regarding approval of Investment Policy to change District Investment Officers
This item is Tabled until the contract is negotiated with Inframark Infrastructure Management Services

- 11.) Discussion regarding water and wastewater rates, including possible adoption of a Rate Order amending the District’s retail water and sewer rates, fees, and charges
Paul Hightower stated we have been reviewing the rates since November. We went back and looked at the water tap rates and made an adjustment on taps. We can revisit this throughout the year. If approved the new rates will be in effect on April 1, 2022. The rates will be posted and sent to customers.

Mr. Hightower reviewed the rates:

2022 Proposed Residential and Commercial Water & Wastewater Rates & Fee’s Discussion

RESIDENTIAL WATER:

<u>Tiers/Structure</u>	<u>Current</u>	<u>Proposed</u>
0-3,000	\$4.73	\$4.87 per 1,000 gallons
3,001 - 5,000	\$5.53	\$5.70 per 1,000 gallons
5,001 - 10,000	\$6.10	\$6.28 per 1,000 gallons
10,001 - 20,000	\$7.06	\$7.27 per 1,000 gallons
20,001 - 30,000	\$7.53	\$7.76 per 1,000 gallons
30,001 - 40,000	\$7.94	\$8.18 per 1,000 gallons
40,001 & over	\$8.32	DELETE THIS RATE
Water Tap Fee	\$3,000	\$3,500
¾ x 5/8” Res. Rate:	\$34.50	\$35.53
¾” Base:	\$45.00	\$46.35
1” Base:	\$112.50	\$118.13
1.5” Base:	\$225.00	\$236.25
2” Base	\$360.00	\$378.00

RESIDENTIAL WASTEWATER:

Tiers/Structure	Current	Proposed
WW Rate	\$88.00	\$90.00
WW Tap Fee	\$8,500.00	\$9,500.00

RESIDENTIAL & COMMERCIAL W/WW BORE FEE:

Flat Rate	\$850	\$1250
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COMMERCIAL 5/8 x 3/4 WATER: (20 current)

Tiers/Structure	Current	Proposed
0-3,000	\$4.73	\$5.13 per 1,000 gallons
3,001 - 5,000	\$5.53	\$5.88 per 1,000 gallons
5,001 - 10,000	\$6.10	\$6.45 per 1,000 gallons
10,001 - 20,000	\$7.06	\$7.41 per 1,000 gallons
20,001 - 30,000	\$7.53	\$7.88 per 1,000 gallons
30,001 - 40,000	\$7.94	\$8.29 per 1,000 gallons
40,001 & over	\$8.32	DELETE THIS RATE

Water Tap Fee	\$3,000	\$3,500
3/4 x 5/8" Comm. Rate:	\$45.00	\$55.00

COMMERCIAL 1" WATER: (3 current)

Tiers/Structure	Current	Proposed
0-3,000	\$4.73	\$5.13 per 1,000 gallons
3,001 - 5,000	\$5.53	\$5.88 per 1,000 gallons
5,001 - 10,000	\$6.10	\$6.45 per 1,000 gallons
10,001 - 20,000	\$7.06	\$7.41 per 1,000 gallons
20,001 - 30,000	\$7.53	\$7.88 per 1,000 gallons
30,001 - 40,000	\$7.94	\$8.29 per 1,000 gallons
40,001 & over	\$8.32	DELETE THIS RATE

Water Tap Fee	\$2,940	\$3,800
3/4 x 5/8" Comm. Rate:	\$112.50	\$122.50

COMMERCIAL 1.5" WATER: (2 current)

<u>Tiers/Structure</u>	<u>Current</u>	<u>Proposed</u>
0-3,000	\$4.73	\$5.13 per 1,000 gallons
3,001 - 5,000	\$5.53	\$5.88 per 1,000 gallons
5,001 - 10,000	\$6.10	\$6.45 per 1,000 gallons
10,001 - 20,000	\$7.06	\$7.41 per 1,000 gallons
20,001 - 30,000	\$7.53	\$7.88 per 1,000 gallons
30,001 - 40,000	\$7.94	\$8.29 per 1,000 gallons
40,001 & over	\$8.32	DELETE THIS RATE

Water Tap Fee	\$3,450	\$4,650
1.5" Comm. Rate:	\$225.00	\$245.00

COMMERCIAL 2" WATER: (3 current)

<u>Tiers/Structure</u>	<u>Current</u>	<u>Proposed</u>
0-3,000	\$4.73	\$5.13 per 1,000 gallons
3,001 - 5,000	\$5.53	\$5.88 per 1,000 gallons
5,001 - 10,000	\$6.10	\$6.45 per 1,000 gallons
10,001 - 20,000	\$7.06	\$7.41 per 1,000 gallons
20,001 - 30,000	\$7.53	\$7.88 per 1,000 gallons
30,001 - 40,000	\$7.94	\$8.29 per 1,000 gallons
40,001 & over	\$8.32	DELETE THIS RATE

Water Tap Fee	\$4,000	\$4,850
2" Comm. Rate:	\$360.00	\$385.00

COMMERCIAL WASTEWATER: (14 current)

<u>Tiers/Structure</u>	<u>Current</u>	<u>Proposed</u>
WW Rate	\$96.00	\$100.00

WW Tap Fee \$8,500.00 \$9,500.00

General Fee Schedule

<u>Type of Fee</u>	<u>Current</u>	<u>Proposed</u>
Water/Wastewater Bore	\$850	\$1,250
Irrigation Permit	\$30	\$75
Pool Permit	\$55	\$75
Driveway/culvert Permit	\$40	\$75
Returned Check/NSF	\$30	\$30
Service Trip Charges	\$50	\$75
Administration Fee (Disconnects)	\$50	\$75
Cut lock fee	\$40	\$250
Move meter charge	\$500	\$750
Fire Hydrant Installation	\$3,000	\$4,250

Hourly Fee Schedule

<u>Type of Fee</u>	<u>Current</u>	<u>Proposed</u>
W/WW Personnel w/o equipment*	\$0.00	\$75.00 per hour / person
W/WW Personnel w/ equipment*	\$0.00	\$150.00 per hour / person

*Equipment to be defined as backhoe, track loader, roller, excavator, grader or any other large piece of equipment, that has to be driven or trailered to the work site.

Paul Hightower stated staff recommends approval of the rates as presented.

Motion: Butch Carmack moved to approve the water and wastewater rates as presented and new rates will be effective April 1, 2022. Seconded: Ron Whipple. Vote: Four (4) in favor, motion carries.

- 12.) Discussion and possible action regarding District monthly board meetings
 President O'Hanlon stated this item is to make sure we have a quorum on site for the monthly meetings after polling the Board members there will be quorum for the March meeting with President O'Hanlon, Directors Carmack and Whipple attending in person.

- 13.) Discussion and possible action regarding scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee
Paul Hightower stated he reached out to the entities to schedule a meeting.


Director Kier stated he would like to have these meetings starting again because we had some really good discussions. In the past we only had 3 or 4 meetings and the meetings stopped because people in the community felt that decisions were being made in these meetings, but no decisions were made just discussions and if there were items that we felt needed a decision then that entity would take it back to their Board for the proper approval. This group would have two members from each entity.


Mr. Hightower stated he will report back to the Board on this.

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

**Motion: Butch Carmack moved to adjourn the meeting. Seconded: Mary Beth O'Hanlon.
Vote: Four (4) in favor, motion carries.**

MEETING ADJOURNED AT 7:17 P.M.


Board Director


Date