

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 21, 2022, beginning at 6:30 p.m. The meeting was held at the District offices.

Present BCWCID #2 Board Members:

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

BCWCID #2 Staff/Other Professionals:

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

Videoconference

Tony Corbett, Attorney

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. The District's attorney Tony Corbett is 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.)
Russ Fallon asked if the District was going to build something like a lift station, would the residents in the area notified.

Paul Hightower stated not unless it is on your property most of the work will be in the right of way.
- 5.) Discussion and possible action regarding scheduling of future meeting dates:
 - a. Regular Board of Director's Meeting scheduled for Thursday, May 19, 2022, at 6:30 p.m.

President O'Hanlon announced the date for the next Board meeting.

Alma Rodriguez stated we will need to schedule a Special meeting for canvassing the election for Tuesday, May 17th and suggested a meeting time of 4:00 p.m.

President O'Hanlon, Director Ferguson and Director Carmack will be able to attend the 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 March 17, 2022, Regular Meeting of the Board of Directors;
 - b. Approval of minutes from the March 26, 2022, Annual Road Meeting;
 - c. Review of accounts balances for March 2022; and
 - d. Approval of Release of Liens held by District on Real Property.

Motion: Sam Kier moved to accept the Consent Agenda Items as presented. Seconded: Scott Ferguson. Vote: Four (4) in favor, motion carries.

President O'Hanlon stated the Board will now move to Item #8 regarding the District's Audit.

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

7a. Status of TTHM compliance:
Currently waiting for the carbon to be delivered and installed. The delivery time has been extended twice so we are hoping to have online late April to early May.

7b. Update on District water plants and lift stations:
No major updates. We have narrowed down 4 SCADA companies and are working with them to get specs and bids lined out.

7c. W/WW Maintenance & Capital Improvements update:
Neptune Meters project: Installation has started and as of publishing, they are about 70% completed on installs and we are about the 45% mark for having them transferred over to Incode. The girls are updating the batch files about as soon as they receive them and have to wait for Incode to catch up.

Alma Rodriguez stated we had a one-day delay in billing since we had to manually input the readings. Hopefully, it will be much smoother next month.

Paul Hightower stated they had a discussion with the engineer yesterday regarding the elevated storage tank or standpipes and have narrowed it down to three places but the District does not own that property so we would have to purchase it. There is a lot of items to discuss on the elevated storage tank and standpipes and the

engineer will be at the meeting next month to give a report for the Board. We will not ask the Board for another 4 to 6 months.

7d. Roads maintenance & improvement projects update:

21/22 Roads: No updates currently. Crews have started on several groups.

7e. Employee update:

We have had two employees leave us this month. One was on military leave and has decided not to come back, once his duty is over with and the other has resigned to go back to work for himself, due to family issues. We are currently advertising both for replacements.

7f. General Office Update:

The remodel has been completed and we have relocated the office facilities to the new location. The old portable building has been disconnected and picked up.

8.) Discussion and possible action regarding the approval of the 2021 Annual Fiscal Year Audit Report

President O'Hanlon introduced Bob West from West, Davis, and Company. Mr. West completed the District's 2021 Annual Audit Report and will inform us of his findings.

Bob West stated he has completed the 2021 Annual Audit and issued a clean opinion on the financials. Mr. West reviewed the audit and audit letters with the Board. Once the audit is approved the President will sign the Annual Filing Affidavit then the reports can be sent to TCEQ for the annual filing. There is a section in the Audit Report that keeps the Board in compliance with the legal obligations under the state statute.

The Board thanked Mr. West for the thorough report.

Motion: Sam Kier moved to accept the 2021 Annual Fiscal Year Audit Report as presented. Seconded: Scott Ferguson. Vote: Four (4) in favor, motion carries.

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

a. Receive Monthly Committee Update

Paul Hightower stated there are no meeting updates.

10.) Discussion and possible action regarding approval of BCWCID #2 Amended Leak Adjustment Policy

Paul Hightower stated we have been reviewing some of our policies, lately we have had several customers that do not qualify for the leak adjustment policy because the policy states you have to be a customer for 12 months billing period, so this policy now includes all customers. The customers will still have to submit documents requested. We worked with the attorney to outline a policy that applies to all customers.

Motion: Scott Ferguson moved to accept the Amended Leak Adjustment Policy. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- 11.) Discussion and possible action regarding approval of BCWCID #2 Policy regarding billing, payment, service disconnection and reconnection
 - A. Paul Hightower stated this is relating to the billing service specially Items C and D which states the following:

Late fees on delinquent bills for retail service. Bills not paid by the due date shall be assessed a late fee of five dollars (\$5) or 10 percent (10%) of the total past due balance, whichever is greater. If, after receiving a bill including a late fee, a customer pays the bill in full except for the late fee, the bill may be considered delinquent and subject to termination after proper notice under Section II- Termination of Service, B- Disconnection with Notice (relating to Discontinuance of Service). An additional late fee may not be applied to a subsequent bill for failure to pay the prior late fee. The late fee on delinquent bills may not be applied to any balance to which the late fee was applied in a previous billing. Late fees shall not be charged on any payment received by 4:30 p.m. on the due date at the District's office or authorized payment agency.

Late Fee Waiver or Adjustment. A customer can submit a written request to have a late fee adjusted or waived not more than once per every 12 months of consecutive billing periods. The approval of all waivers or adjustments shall be made in the sole discretion of the General Manager based on all relevant circumstances. Such requests generally shall not be approved if the customer is responsible for the failure to provide timely payment. Any decision of the General Manager may be appealed to the Board of Directors.

Mr. Hightower stated the District's attorney did advise on this policy as well and staff recommends the approval of this policy.

Motion: Scott Ferguson moved to accept the Policy regarding Billing, Payment, Service Disconnection and Reconnection Policy as presented. Seconded: Butch Carmack. Vote: Four (4) in favor, motion carries.

- 12.) Discussion and possible action regarding Change in District's Authorized Representatives for TexPool accounts
 - Alma Rodriguez stated that since we changed the bookkeeping firm, we will need to update the authorized representative on the TexPool accounts. We will need to add Michael Luft, Priscilla Lenzen and Paul Hightower.

Motion: Scott Ferguson moved to approve the Resolution Amending Authorized Representatives for TexPool by adding Michael Luft, Priscilla Lenzen and Paul Hightower. Seconded: Sam Kier. Vote: Four (4) in favor, motion carries.

- 13.) Discussion and possible action regarding monthly meetings of the District's Board of Directors
President O'Hanlon asked what board members would be in attendance at the meeting next month.

Director Carmack and Director Ferguson will be in attendance at the meeting next month.

- 14.) Update on scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee
Paul Hightower stated he has been talking to Jan Schwindt and Greg Stigall about meeting topics and will schedule a meeting soon.

- 15.) Discussion and possible action regarding All-Terrain vehicle activities in Pine Forest Unit 6
Director Carmack stated that last week there was about one hundred people hanging out on a lot in Pine Forest and what is concerning is the campfires they had going.

Paul Hightower commented that he did talk to the fire chief, and they stated to call the City of Bastrop Police Department and they will issue citations but there is nothing that the District can do.

- 16.) Board suggestions on future agenda items
None

- 17.) Adjourn

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

MEETING ADJOURNED AT 8:02 P.M.


Board Director


Date