

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, May 26, 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
Michele Plummer, Secretary
Butch Carmack, Director

BCWCID #2 Staff/Other Professionals:

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

Teleconference

Tony Corbett, Attorney

Absent:

Ron Whipple, Treasurer

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 via telephone.
- 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, June 16, 2022 at 6:30 p.m.

President O'Hanlon announced the date for the next Board 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 April 21, 2022 Regular Meeting of the Board of Directors;
 - b. Approval of minutes from May 17, 2022 Special Meeting of the Board of Directors;
 - c. Approval of Release of Liens held by District on Real Property.

Alma Rodriguez reviewed the Release of Liens with the Board.

Motion: Butch Carmack moved to accept the Consent Agenda Items as presented. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 7.) Approve Issuance of Certificate of Election, Oath of Office, Statement of Officer, Director Bond, and such other action as may be necessary for newly elected director to qualify for office
Alma Rodriguez administered the Oath of Office and approved the Statements of Elected Officers for Place 1, 2 and 3.

Ms. Rodriguez stated she has started the process for the Directors bonds.

- 8.) Elections of Officers
President O'Hanlon stated that since we have a new member on the Board, we will need to elect officers.

Motion: Butch Carmack moved to nominate Mary Beth O'Hanlon as President.

Mary Beth O'Hanlon accepted.

Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

Motion: Butch Carmack moved to nominate Scott Ferguson as Vice President.

Scott Ferguson accepted.

Seconded: Mary Beth O'Hanlon. Vote: Three (3) in favor, motion carries.

Motion: Butch Carmack moved to nominate Ron Whipple as Treasurer.

Mary Beth O'Hanlon stated she spoke with Mr. Whipple, and he would be happy to serve as Treasurer.

Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

Motion: Butch Carmack moved to nominate Michele Plummer as Secretary.

Michele Plummer accepted.

Seconded: Mary Beth O'Hanlon. Vote: Three (3) in favor, motion carries.

- 9.) Discussion and possible actions regarding adoption of Resolution Designating the Authorized Signatories for all District Financial Transactions with Authorized Banks

Alma Rodriguez stated since we have a new Board, we have to delete Sam Kier from the signature cards and add Michele Plummer so this Resolution will need to be turned in to the banks to start the process.

Motion: Scott Ferguson moved to accept the Resolution Designating the Authorized Signatories for all District Financial Transactions with Authorized Banks. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.

- 10.) 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:

Carbon was delivered and installed this past Tuesday the 24th. Training & start-up is set to take place on Thursday May 26th. After this, it will officially be put online and running.

b. Update on District water plants and lift stations:

No major updates. We have now narrowed down to 3 SCADA companies and are having meetings with them for final workups.

c. W/WW Maintenance & Capital Improvements update:

Neptune Meters project: Installation is about complete. They are in the 95% completion area and expect to be done by months end for installations. The systems are catching up between Incode and installs, so a few errors needed to be are fixed, we hope to be fully online in June sometime with the Neptune system.

d. Road's maintenance & improvement projects update:

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

22/23 Roads: Survey crews are ready and BEFCO has a proposal below for our review & approval.

e. Employee update:

We had two more employees turn in resignations this month. One went back to work for a previous employer and the other left for health reasons. We have all positions advertised and have conducted a couple of interviews so far.

f. General Office Update:

No major updates this month.

Addendum Item to mention: We have spoken in the past about our properties and how we could possibly help the ESD Fire District, to get a station more in the Tahitian area. I know that Butch, Mary Beth, and I have loosely discussed it, but it is time to make it official. The Proposition passed with the ESD recently and they need to build a station out here somewhere. They were looking at buying the building next to us but found out recently that the city is not going to sale them the building, nor are they going to fill it. So, at some point in the near future, we will not have any active fire coverage other then waiting for them to drive here. I have looked at sites with Josh Gill, the ESD chief and it is looking like there is plenty of room at our McAllister station to make this happen. It is also a convenient site for access to 71 and Tahitian for them, which will also help reduce property taxes by reducing response time since it will be a 24/7 manned station. So, we can make this an item next month for discussion. I can also invite Josh to speak to the Board next month.

- 11.) Discussion and possible action regarding the financial reports for January, February, March, and April 2022
Michael Luft with Inframark reviewed the financials with the Board and stated if there was a different format the Board wanted, they are very flexible.

President O'Hanlon stated she like the format of the financials and they were extremely easy to read.

Motion: Butch Carmack moved to accept the financials as presented. Seconded: Michele Plummer. Vote: Three (3)in favor, motion carries.

- 12.) Discussion and possible action regarding adoption of Resolution Approving an amended Annual Budget for Fiscal Year 2022
Paul Hightower asked the Board to approve the Resolution for an amended budget for the water Capital Reserve Fee in the amount of \$205,000 for water. This amount was left off the spreadsheet.

Motion: Butch Carmack moved to adoption of Resolution Approving an amended Annual Budget for Fiscal Year 2022 for the Capital Reserve Fee in the amount of \$205,000. Seconded: Michele Plummer. Vote: Three (3)in favor, motion carries.

- 13.) Discussion and possible action regarding adoption of Order approving the collection of fees for service to lots where prior service connections were destroyed by fire and new construction is required.
Paul Hightower stated this was discussed in the past, but we need to finalize it with an Order. This is in reference to the fires in 2011, we were not charging additional fees to connect services that were destroyed in the fire, and it has been over 10 years so with the aging system we need to start collecting for connections.

Mr. Hightower stated staff recommends approval of the Order approving the collection of fees for service to lots where prior service connections were destroyed by fire and new construction is required.

Motion: Scott Ferguson moved to approve Order approving the collection of fees for service to lots where prior service connections were destroyed by fire and new construction is required with the effective date of July 1, 2022. Seconded: Butch Carmack. Vote: Three (3) in favor, motion carries.

- 14.) Discussion and possible action regarding approval of 2022/2023 Road Survey proposals from BEFCO Engineering
Paul Hightower reviewed the proposal from BEFCO Engineering for scope of serviced and engineering service for road improvements for the October 2022 – September 2023 Road Projects.

The list of roads is:

Koolua Drive	Haleakala Drive
Taro Court	Waihi Court
Lau Court	Kikipua Lane (East and West)
Waipahoe Drive	Mokuleia Circle
Nene Lane	Mokolea Lane

Task #1 for Topographic Survey is \$92,000. Task #2 Design Plans and Specifications \$72,000 and Contract Book and Bid Process if requested \$10,000. Other tasks will be at an hourly rate as requested.

Mr. Hightower stated staff recommends approving the proposal from BEFCO Engineering.

Motion: Butch Carmack moved to accept proposal from BEFCO Engineering for engineering services for road improvements for the October 2022 – September 2023 Road Projects. Seconded: Michele Plummer. Vote: Three (3) in favor, motion carries.

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

Paul Hightower stated the Road Committee has not had a meeting.

- 16.) Discussion and possible action regarding monthly meetings of the District's Board of Directors
President O'Hanlon asked if all Board members present tonight would be at the June meeting.

Director Ferguson, Director Carmack and Director Plummer stated they would all be in attendance.

- 17.) Update on scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee

Paul Hightower stated they had a very good meeting and will be meeting on a quarterly basis. The first meeting was about gathering topics for discussion.

- 18.) Board suggestions on future agenda items
Paul Hightower stated we will have an item on the agenda regarding the ESD2 Fire Station.

Director Carmack stated we need to talk about speed bumps in the subdivision.

- 19.) Adjourn

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

MEETING ADJOURNED AT 7:43 P.M.

Mary Beth O'Hanlon
Board Director

June 16, 2022
Date