

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, July 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  
Michele Plummer, Secretary  
Ron Whipple, Treasurer

**BCWCID #2 Staff/Other Professionals:**

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

**Teleconference**

Tony Corbett, Attorney

**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. 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.)  
George Martinez, President of the ESD2 thanked the Board for their willingness to sell property to the ESD2 for a fire station.

Paul Hightower stated they are very happy to help so we can keep a fire station within the community.

John Creamer asked what the city is going to do with the old fire station.

Mr. Hightower said the city talked about using that building as a training facility.

- 5.) Discussion and possible action regarding scheduling of future meeting dates:
- a. Regular Board of Director's Meeting scheduled for Thursday, August 18, 2022, at 6:30 p.m.

President O'Hanlon announced the next board meeting will be held on Thursday, August 18, 2022, at 6:30 p.m. and asked if all board members would be in attendance.

All members responded they would be at the meeting in August.

- 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 June 16, 2022, Regular Meeting of the Board of Directors;
  - b. Approval of monthly financial report for June 2022; and
  - c. Approval of Release of Liens held by District on Real Property.

Paul Hightower pointed out on the financials there is a negative number, but it is the transfer of funds and the timing of the transfers. We are in good shape financially. The building account is closed out and we transferred the balance of those funds to the water operating account.

Paul Hightower commented that we built the new maintenance building and remodeling the old maintenance building within the budgeted funds from the sale of the old building.

Alma Rodriguez reviewed the Release of Liens.

**Motion: Scott Ferguson moved to approve the Consent Agenda Items as presented. Seconded: Ron Whipple. Vote: Three (3) 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:  
We are 2 months into the operation of the unit. We have had mostly good reports from the system and customers. No reports of odor in the water just slimy water which is typical. We will be doing a testing round shortly and can report back next month the THM's.
- b. Update on District water plants and lift stations:

No major updates but we are getting a lot of complaints from customers on high consumptions because of a more accurate read on these meters.

Tyler Walsh stated these meters are very accurate and Mr. Hightower would like for us to have a comparison over the next 90 days for water loss compared to the Badger Meters. Water conservation is very important.

Paul reviewed the Conservation Plan with the Board.

**Water Conservation:** We are getting ready to enter Stage 1 of our water conservation plan. Usage is ramping up and our wells, during peak time, are running non-stop. We do not currently have any back-up well motors so we are trying to be very careful of our usages, as best as we can although in the end, we do not have very much control over it. Stage 1 is basically a voluntary stage, and I would guess that once the word is out, most people try to abide by it and then some do not...we can tell in our pumping numbers when we run them monthly. I wanted to share the stage details with the Board here:

**Stage 1: Mild Usage Conditions-** When daily demand exceeds 85% of the total production capability for (3) consecutive days OR water demand approaches a reduced delivery capacity for all or part of the system.

**Stage 2: Moderate Usage Conditions-** When daily demand exceeds 90% of the total production capability for (3) consecutive days OR water demand approaches a reduced delivery capacity for all or part of the system AND that response measures required by Stage 1 trigger have been implemented.

**Stage 3- Critical Water Shortage Conditions:** When daily water demand exceeds 95% of total production capability for three (3) consecutive days or water demand approaches a reduced delivery capacity for all or part of the system, and that response measures required by Stage 2 Trigger – Mild Water Shortage Conditions have been implemented.

**Stage 4- Emergency Water Shortage Conditions:** Customers shall be required to comply with the prescribed requirements and restrictions for Stage 4 of this plan when the President of the Board of Directors or his/her designee determines that a water supply emergency exists based on: (1) Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; or (2) Natural or manmade contamination of the water supply source(s); or (3) Daily water demand equals 100% of the total production capability for (3) consecutive days.

**Stage 5- Water Allocation:** Customers shall be required to comply with the water allocation plan prescribed in Article IV of this Plan and comply with the requirements and restrictions for Stage 5 of this Plan when the District has received notice from the county, in accordance with Texas Water Code Section 16.055(g)(2)(B), as amended, that a state of disaster in the county has been declared.

- c. W/WW Maintenance & Capital Improvements update:  
Neptune Meters project: Everything online and working. Neptune is finalizing the app for customers to use now, and we will be testing that hopefully by years end.

We are working on the next steps of water line improvements and hope to bring that to the Board in the next month or two.

- d. Roads maintenance & improvement projects update:  
21/22 Roads: No major updates. Crews are working thru the groups as they can.

22/23 Roads: Surveys have started.

- d. Employee update:  
We are still several positions down. Advertising and interviews are being conducted.

- f. General Office Update:  
No updates. Status of Water Quality (TTHM) testing

- 8.) Discussion and possible action regarding updating Employee Holidays to include Juneteenth

President O'Hanlon stated that last year the President declared Juneteenth as a federal holiday and since the District follows federal holidays she asked if there was a motion to grant this holiday to the employees. The City of Bastrop amended their holiday schedule to include Juneteenth.

**Motion: Michele Plummer approved to update the Employee Holidays to include Juneteenth. Seconded: Scott Ferguson. Vote: Three (3) in favor, motion carries.**

- 9.) Discussion and possible action regarding the District's Road Fee Exemptions  
President O'Hanlon stated that we need to clarify the District's Road Fee Exemption policy. Under the law, no one is exemption from paying road fees but under the law there are two groups of people that are exempt from increases that the District may choose to grant. Those are individuals over sixty-five and disability exemptions. Under our current policy we accept social security and veteran's disabilities. The confusion has been the veteran's administration gives disability in percentages and it has been difficult to get paperwork from them regarding percentages' law does not require that we ask for the percentage, and it has been an administrative nightmare to deal with all the percentages on road accounts. So, staff is recommending that we clarify the policy to state that if an entity for example social security administration or veterans' administration has deemed an individual having a disability, we will accept that for the purposes of road fees we will offer a full exemption on the increase.

Director Whipple stated that will be frozen and do we have any future estimates on what that will cost the District.

President O'Hanlon stated yes, this will freeze their road assessments at that time.

Alma Rodriguez stated currently we have about two hundred customers that are frozen for sixty-five and older and about fifty customers at various ranges on the percentages of disabilities. The percentages are very difficult to keep up with because we have to constantly changes the contracts in the billing system at the beginning of every year.

Director Ferguson asked out of how many customers billed.

Alma Rodriguez stated we bill about 6800 road customers.

**Motion: Ron Whipple approved to offer a freeze for all those considered disabled for Social Security, Veterans Administrational and teachers' retirement without regard to percentage of disability. Seconded: Michele Plummer.**

Tony Corbett stated when he looks at the legislation it seems pretty clear to him that it must be the Social Security Administration or Department of Veterans Affairs, I do not think the Teachers Retirement is an eligible agency for purposes of the exemption. The statue is clearly limited to those two entities.

President O'Hanlon asked if we currently have Teachers Retirement on exemptions.

Alma Rodriguez stated no, we do not accept Teachers Retirement.

President O'Hanlon asked if she could get an amended motion

Director Whipple asked even though the law does not include Teachers Retirement it is not illegal to offer the exemption to teachers.

Mr. Corbett stated the way the legislation is written, the District does not have the authority to grant an exemption to people under teachers Retirement.

**Amended motion: Scott Ferguson made the amended motion to only include Social Security Administration and Veterans Administration under the exceptions for disabilities. Seconded: Michele Plummer. Vote: Three (3) in favor, motion carries.**

- 10.) Discussion and possible action regarding speed bumps on roads in Tahitian Village  
This item will be tabled until Director Carmack is in attendance.
- 11.) Discussion and possible action regarding the Road Committee:
  - a. Receive Monthly Committee Update  
No recent updates.
- 12.) Discussion and possible action regarding monthly meetings of the District's Board of Directors

All Board members stated they will be attending the meeting in August.

- 13.) Update on scheduling joint meetings with the Tahitian Village Property Owners Association and Tahitian Village Architectural Control Committee  
A meeting has not been scheduled yet.
- 14.) Board suggestions on future agenda items  
None.
- 15.) Adjourn

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

MEETING ADJOURNED AT 7:11 P.M.

  
\_\_\_\_\_  
Board Director

  
\_\_\_\_\_  
Date