

**Bastrop County**

**WCID #2**

**Board Packet**

**for**

**August 17, 2023**

**BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2  
MEETING AGENDA**

TO: THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2, BASTROP COUNTY, TEXAS AND TO ALL INTERESTED PARTIES:

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE GOVERNING BODY OF THE ABOVE-NAMED POLITICAL SUBDIVISION WILL BE HELD ON AUGUST 17, 2023 AT 6:30 P.M IN THE BOARD ROOM LOCATED AT 112 CORPORATE DRIVE, BASTROP, TX 78602.**

**MEETING DISCUSSION TOPICS**



- 1.) Call to Order and Establish a Quorum – O’Hanlon
- 2.) Salute to Flags – O’Hanlon
- 3.) 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.)
- 4.) Discussion and possible action regarding scheduling of future meeting dates:
  - a. Regular Board of Director’s Meeting scheduled for Thursday, September 21, 2023 at 6:30 p.m.
- 5.) 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 July 20, 2023 Board Meeting of the Board of Directors;
  - b. Approval of monthly financial report for July 2023; and
  - c. Approval of Release of Liens held by District on Real Property.
- 6.) Discussion regarding the following items to be presented in the General Manager’s report:
  - a. Update on District facilities, water plants and lift stations
  - b. Update on Water/Wastewater Maintenance & Improvement projects
  - c. Update on Roads maintenance & improvement projects
  - d. Employee & Administrative Update
- 7.) Discussion and possible action regarding the request by Bastrop Studios for transfer of the certificated water and sewer service rights for its property from the District to the City of Bastrop – Hightower
- 8.) Discussion and review of 2023 capital improvement projects to be funded with bond proceeds– Hightower

- 9.) Discussion regarding changes or upgrades to District notification system to the public–  
Hightower
- 10.) Consider and take action to adopt Amended Resolution Approving Payment of Directors  
Fees and Reimbursement of Expenses pursuant to House Bill 2815 enacted by the Texas  
Legislature- Corbett
- 11.) Discussion and possible action regarding monthly meetings of the District’s Board of  
Directors – O’Hanlon
- 12.) Board suggestions on future agenda items
- 13.) Adjourn

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Authorized Signature

The Board of Directors may go into Executive Session at any time during the meeting pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the matters set forth on this agenda regardless of whether Executive Session is specifically referenced. No final action, decision or vote will be taken on any subject or matter in Executive Session. The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-321-1688 for further information.

**Agenda**

**Item #5**

**Consent**

**Agenda**

# 5a. Minutes

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 20, 2023, beginning at 6:30 p.m. The meeting was held at the District office, located at 112 Corporate Drive.

**Present BCWCID #2 Board Members:**

Mary Beth O'Hanlon, President  
Scott Ferguson, Vice President  
Ron Whipple, Treasurer  
Michele Plummer, Director  
Butch Carmack, Director

**BCWCID #2 Staff:**

Paul Hightower, General Manager  
Patricia Lujan, Office Supervisor  
Darrel Culberson, Comptroller  
Tyler Walsh, Senior Operations  
Adam Brown, Field Manager

**Absentees**

**Remote Participation**

Tony Corbett, Attorney

- 1.) Call to Order and Establish a Quorum – O'Hanlon

**By: MaryBeth O'Hanlon**

**Time: 6:30PM**

- 2.) Salute to Flags – O'Hanlon

- 3.) 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.)

**No public comments.**

- 4.) Discussion and possible action regarding scheduling of future meeting dates:

- a. Regular Board of Director's Meeting scheduled for Thursday, August 17, 2023 at 6:30 p.m.

**Mrs. O'Hanlon stated that the District's next regular Board meeting is Thursday August 17, 2023 at 6:30pm. All Board Members stated they should be present.**

**No further comments or suggestions.**

- 5.) **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 15, 2023 Board Meeting of the Board of Directors;
  - b. Approval of monthly financial report for June 2023; and
  - c. Approval of monthly financial reports for January – April, received from Inframark; and
  - d. Approval of Release of Liens held by District on Real Property.

**No comments regarding the June 15<sup>th</sup> Board Meeting minutes.**

**Mr. Culberson presented the District’s financial & cash statement as well as quarterly P&L statement. Mr. Culberson stated that all the accounts were healthy and in good standing as well as making sure the P&L was what the Board wanted in general. Scott Ferguson advised that he was happy with what was presented and liked the report. Mr. Hightower advised the Board that Inframark statements had been reviewed for the missing information. Staff recommend the Board to accept the reports with the missing information as-is. Board expressed no issues or concerns.**

**No further questions or comments.**

**Paul Hightower read the Release of Liens as noted in the report.**

**Mrs. O’Hanlon called the question.**

**Motion: Butch Carmack moved to approve the Consent Agenda.**

**Seconded: Ron Whipple.**

**Vote: Five (5) in favor, motion carries.**

- 6.) Discussion regarding the following items to be presented in the General Manager’s report:
- a. Update on District facilities, water plants and lift stations
  - b. Update on Water/Wastewater Maintenance & Improvement projects
  - c. Update on Roads maintenance & improvement projects
  - d. Employee & Administrative Update

**Mr. Hightower read the GM report as posted in the Board packet. No questions or comments**

- 7.) Discussion regarding approval of Resolution Authorizing Application to the Texas Commission on Environmental Quality for Approval for issuance of Revenue Notes - Hightower

**Mr. Hightower stated that Jones Heroy sent over a resolution for the Boards approval regarding the TCEQ application. Staff recommend the Board to accept the reports with the missing information as-is. Board expressed no issues or concerns.**

**No further questions or comments.**

**Mrs. O’Hanlon called the question.**

**Motion: Butch Carmack moved to approve to accept the resolution.**

**Seconded: Michele Plummer.**

**Vote: Five (5) in favor, motion carries**

- 8.) Discussion and possible action regarding the request by Bastrop Studios for transfer of the certificated water and sewer service rights for its property from the District to the City of Bastrop – Hightower

**Mr. Hightower stated that the District met with the City of Bastrop regarding the studio property and also there was some discussion regarding Unit 6. They with the City, shared a file to the District, regarding Unit 6 property and agreements from the past, so that the District had it for their files. Mr Hightower advised that Unit 6 was on the City’s agenda to be accepted and once it was, the property would move into a 90-day feasibility study. From there, we would have discussions regarding the split between the City and the District. Mr. Hightower shared that the property surrounding the potential movie theater property, on Margie’s Way around to the river side back to Lovers Lane, is being discussed as well for ½ to 1-acre lots. The City is looking at annexing that in, to be able to serve the area. We are having Befco assess the value for this area, to set a potential value of loss to our service area. Tony Corbett commented that a value and planning study could be assessed, depending on the actual vs speculative revenues. The Board advised us to have Befco complete its study and bring the information back to the Board.**

- 9.) Discussion regarding Community Center & Park - Carmack

**Mr. Carmack brought up to the Board Members regarding the POA wanting to install a park within the subdivision. Mr. Carmack had the question about the District being able to lease property to the POA for this park, if the Board chose to. Tony Corbett stated that the District has the ability to lease property that it owns, to another entity if it chooses to. Mrs. O’Hanlon reminded the Board that the District still needs to find properties for a standpipe or elevated tower and we do not want to get ahead leasing property before we have a place chosen. No further comments or discussion.**

- 10.) Discussion and possible action regarding monthly meetings of the District’s Board of Directors – O’Hanlon

**Mrs. O’Hanlon asked Board Members about the August Board meeting. All BMs stated they would be available. No further comments or discussion.**

- 11.) Board suggestions on future agenda items

**No comments or discussion**

- 12.) Adjourn

**Mrs. O’Hanlon called the question for adjournment.**

**Motion: Ron Whipple moved to adjourn.**

**Seconded: Scott Ferguson.**

**Vote: Five (5) in favor, motion carries.**

**Meeting ended at 7:31 p.m.**

# **5b. Financials**

**Bastrop County Water Control and Improvement District #2**  
**Cash & Investment Report**  
As of July 31, 2023

Fund	Account Name	Account Number	Bank Name	Yield	Prior Month Balance	Current Balance
<b>Standby Fund</b>						
	Standby Operating Account	2687	Roscoe State Bank	0.00%	\$ 100,014	\$ 100,284
<b>Standby Fund Total</b>					<b>\$ 100,014</b>	<b>\$ 100,284</b>
<b>Roads Fund</b>						
	Roads Construction Account	2709	Roscoe State Bank	0.00%	\$ 77,436	\$ 44,485
	Roads Construction MMA	3131	Roscoe State Bank	1.75%	376,456	300,632
<b>Roads Fund Total</b>					<b>\$ 453,892</b>	<b>\$ 345,117</b>
<b>Debt Service Fund</b>						
	TWDB Reserve Fund - DS	0001	Texpool	3.98%	\$ 358,087	\$ 359,645
	Annual TWDB MMA - DS	4385	First National Bank	0.50%	213,863	213,954
	Wastewater Escro TWDB Loan - DS	1041	Amergy Bank		85,313	85,313
	Debt Service Fund - DS	0004	Texpool	3.98%	302,010	303,324
<b>Debt Service Fund Total</b>					<b>\$ 959,273</b>	<b>\$ 962,236</b>
<b>Capital Fund</b>						
	Water Capital Projects Fund	7780	First National Bank	0.50%	\$ 36,943	\$ 36,943
	Capital Project - Bond Series 2021	0005	Texpool	3.98%	5,265,886	5,029,660
<b>Capital Fund Total</b>					<b>\$ 5,302,829</b>	<b>\$ 5,066,602</b>
<b>Water Fund</b>						
	Water Operating Account	1469	First National Bank	0.50%	\$ 606,829	\$ 635,250
	Wastewater TWDB Checking	3289	First National Bank	0.00%	572	572
<b>Operating Total:</b>					<b>\$ 607,401</b>	<b>\$ 635,822</b>
	Wastewater /Water MMA	0002	Texpool	3.98%	\$ 1,498,193	\$ 1,504,712
	Wastewater /Water Capital	3543	First National Bank	0.50%	470,907	470,986
	Wastewater MMA ( Water)	5076	First National Bank	0.50%	71,671	71,702
<b>Water Fund Total</b>					<b>\$ 2,648,173</b>	<b>\$ 2,683,222</b>
<b>Total Cash &amp; Investments</b>					<b>\$ 9,464,181</b>	<b>\$ 9,157,461</b>

# **5c. Liens Release**

**Lien List Recap for:**

**AUGUST**

**2023**

Total Amount of Liens Released	\$52,497.40
Road Assessments Paid	\$25,493.15
Standby Assessments Paid	\$270.00
Attorney Fees	\$2,244.55
 Total actually collected	 \$28,007.70
 Total Write-Offs	 \$0.00

\*\*\*Note: The reason the amount collected **could** be lower then the amount released is because the report must show a release amount for each lien filed. The accounts were all paid in full.\*\*\*

**Agenda**

**Item #6**

**General  
Manager's  
Report**

**BOARD OF DIRECTORS**  
**BASTROP COUNTY WCID NO. 2**

**General Manager's Update**  
**August 17, 2023**

**6a. Update on District water plants and lift stations:**

The new SCADA system is 99% installed. Final tests and alerting is being tested now. We may have to switch our on-call phone to a Verizon since AT&T has blocked certain features, but we will have to see where it gets on the final test.

We have moved to a Stage 2 water conservation. Usage has been way up and the tanks have gotten critically low several times. We are hoping this will help the recovery time outside of the usage periods.

**6b. W/WW Maintenance & Capital Improvements update:**

No major updates here. We are planning for the next 2-3 projects to take off by years end.

**6c. Roads maintenance & improvement projects update:**

Road crews are still pushing forward on the current year roads. Last years roads have been completed and paved.

County is still in TV paving several areas and should be complete with the first phase by the end of August. They will move to another area to take care of some county roads then be back to hopefully finish this years roads.

**6d. Employee & Administrative update:**

The new employee started for the Utility side and we hope to be interviewing some people to replace the road employee.

# **Agenda**

## **Item #10**

**Discussion regarding  
Amended Resolution  
pursuant to HB 2815**

**A RESOLUTION RELATING TO THE PAYMENT OF FEES TO THE DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2**

WHEREAS, Bastrop County Water Control and Improvement District No. 2 (the "*District*") is a conservation and reclamation district created pursuant to the provisions of Article XVI, Section 59 of the Texas Constitution, and operating under and governed by Chapters 49 and 51, Texas Water Code;

WHEREAS, Section 49.060 of the Texas Water Code provides that a director of a municipal utility district is entitled to receive fees of office for each day the director actually spends performing the duties of a director, and that the board of directors by resolution shall set the fees of office at an amount that is not greater than the amount of the per diem set by the Texas Ethics Commission for members of the legislature under Section 24a, Article III, Texas Constitution. The statute further limits the amount of fees of office which each director may receive per annum to \$7,200. The statute also authorizes the reimbursement of expenses incurred by a director of a water district.

WHEREAS, Section 49.060 of the Texas Water Code further provides that to be entitled to fees of office, a director must engage in the substantive performance of the management or business of the District, including participation in board and committee meetings and other activities involving the substantive deliberation of District business and in pertinent educational programs. The statute provides that a director shall not be entitled to fees of office for routine or ministerial activities such as the execution of documents, self-preparation for meetings, or other activities requiring a minimal amount of time.

WHEREAS, Section 49.060 provides that each district, by resolution of the board, shall set a limit on the fees of office that a director may receive in a year, not to exceed the annual limit of \$7,200; and

WHEREAS, the Board of Directors of the District, in an open, public meeting, proper notice of which has been given as required by law, has given consideration to limiting the amount of fees of office that each director of the District may receive for each day that the director actually spends performing the duties of a director, and further desires to specify what actions constitutes the substantive performance of the management or business of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2 THAT:

Section 1. The District is hereby authorized to pay to fees of office in an amount equal to the per diem set by the Texas Ethics Commission for members of the legislature under Section 24a, Article III, Texas Constitution for each day that a director actually spends performing the duties of a director. The fees of office may not exceed \$7,200 per annum.

Section 2. Each director of the District is authorized to receive reimbursement of actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the District.

Section 3. In order to receive fees of office or to receive reimbursement of expenses, each director must file with the District a verified statement showing the number of days actually spent in the service of the District and a general description of the duties performed for each day of service.

Section 4. The President and Secretary of the Board are hereby authorized and directed to execute this Resolution. After this Resolution is executed, an original Resolution shall be filed in the permanent records of the District.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

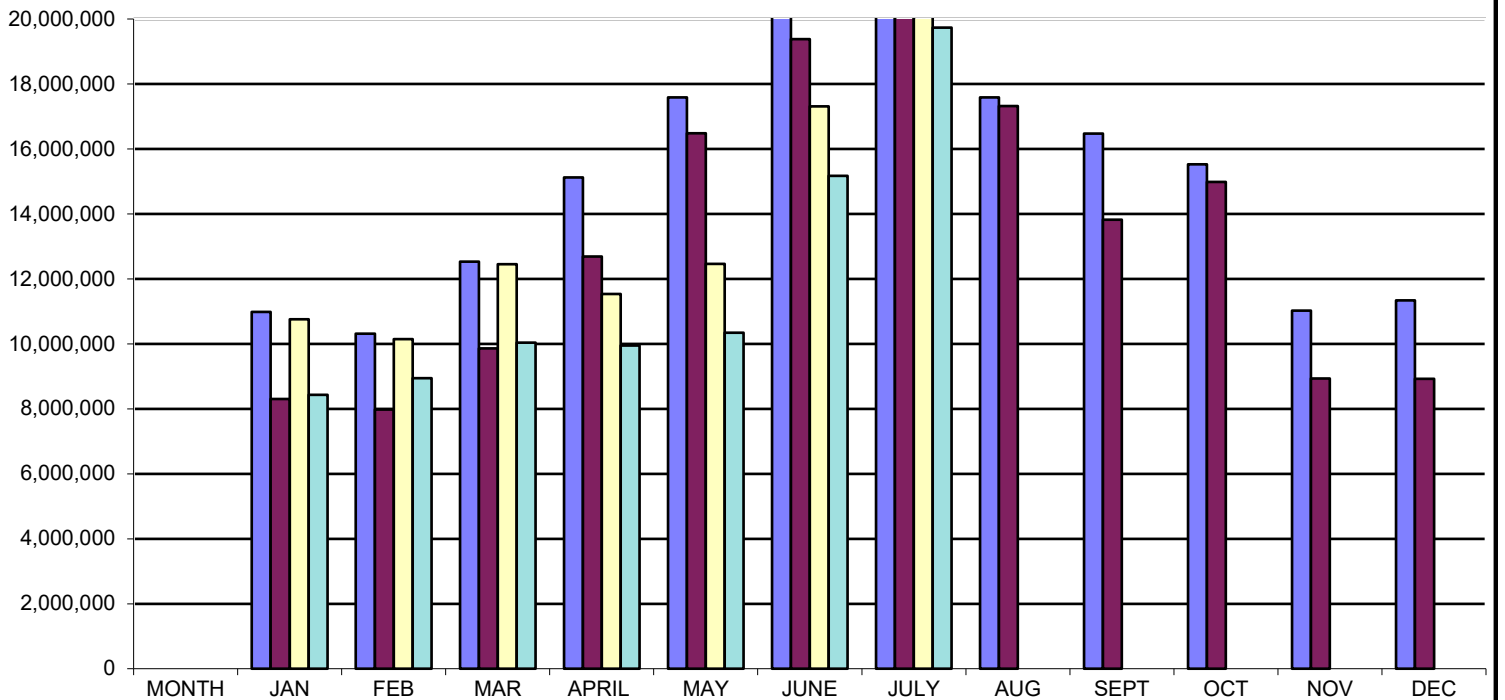
\_\_\_\_\_  
Secretary, Board of Directors

(SEAL)

# **MISC REPORTS**

**BCWCID#2 2023  
CONSUMPTION REPORT**

	2022	2022	2023	2023	2023		
	PUMPED	USAGE	PUMPED	USAGE	PUMPED	ACTIVE	
MONTH	WATER	OF WATER	WATER	OF WATER	UNBILLED	METERS	%
JAN	10980840	8301028	10760239	8426807	1,347,067	2,197	9%
FEB	10311316	7973843	10147969	8939642	757,150	2,202	4%
MAR	12528882	9858949	12454621	10041789	972,620	2,208	12%
APRIL	15127456	12692037	11537934	9950485	987,500	2,211	5%
MAY	17583275	16483711	12462381	10344180	1,295,465	2,201	7%
JUNE	21155965	19383640	17314556	15172654	1,274,400	2,215	5%
JULY	23197965	21413487	23565506	19738094	1,901,800	2,232	8%
AUG	17584984	17316186					#DIV/0!
SEPT	16468129	13817511					#DIV/0!
OCT	15529134	14988616					#DIV/0!
NOV	11026904	8933433					#DIV/0!
DEC	11336403	8925672					#DIV/0!
<b>TOTALS</b>	<b>182,831,253</b>	<b>160,088,113</b>	<b>98,243,206</b>	<b>82,613,651</b>	<b>8,536,002</b>		<b>7%</b>



JOB CODE	----- ISSUED THIS PERIOD -----				----- PRIOR ORDERS -----			TOTAL	TOTAL
	ISSUED	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	VOIDED	OUTSTANDING	COMPLETED	OUTSTANDING
ALARM SEWER ALARM	20	19	1	0	2,351	26	0	2,370	0
BROWN BROWN WATER	0	0	0	0	392	3	0	392	0
CHANG CHANGE SIGN	0	0	0	0	37	0	0	37	0
CULVE CULVERT PERMIT	1	1	0	0	516	11	0	517	0
FLUSH FLUSH WATER LINE	1	1	0	0	886	1	0	887	0
HSWAP METER HEAD SWAP	0	0	0	0	152	15	0	152	0
IRRIG IRRIGATION PERMIT	0	0	0	0	58	2	0	58	0
LEAK CHECK FOR LEAK	7	5	0	1	1,908	25	1	1,913	2
LKMTR LOCK MTR	0	0	0	0	236	64	0	236	0
LNLOC LINE LOCATE	0	0	0	0	266	5	0	266	0
METER MOVE METER CHARGE	0	0	0	0	6	7	0	6	0
MI METER INFORMATION	0	0	0	0	179	11	2	179	2
MISCE MISCELLANEOUS	4	3	0	1	3,454	187	11	3,457	12
MOW MOWING GRASS	2	0	0	0	262	1	2	262	2
OCC OCCUPANT CHANGE	26	26	0	0	4,331	68	0	4,357	0
ODOR SMELLY WATER	1	1	0	0	35	0	0	36	0
OFF TURN OFF SERVICE	19	18	1	0	2,937	293	0	2,955	0
OFFEE TRIP CHARGE TURN OFF	0	0	0	0	22	0	0	22	0
ON TURN ON SERVICE	25	24	1	0	3,936	85	0	3,960	0
ONFEE TRIP CHARGE TURN ON	0	0	0	0	22	2	0	22	0
POOLS POOL/SPA PERMIT	0	0	0	0	55	1	0	55	0
RADIO RADIO READ REPORT	0	0	0	0	154	5	0	154	0
RC READ CHECK	0	0	0	0	438	109	0	438	0
ROAD ROAD REPAIR	3	0	0	1	3,935	26	5	3,935	6
RRMON RADIO READ MONITOR (RENT)	0	0	0	0	0	1	0	0	0
SEWER WASTEWATER MISC SERVICE	1	1	0	0	1,476	32	2	1,477	2
SIGN STREET SIGN	0	0	0	0	77	3	2	77	2
SWAP METER SWAP-OUT	7	5	2	0	1,815	110	0	1,820	0
SWTAP W/W TAP	2	2	0	0	506	26	3	508	3
TMPWT TMP WTR	0	0	0	0	9	5	0	9	0
W/W W/W ESTIMATE	12	11	0	1	1,221	45	0	1,232	1
WMEAS MEASURE FOR WATER TAP	14	12	1	1	1,882	51	0	1,894	1
WPRES LOW WATER PRESSURE	2	2	0	0	403	16	0	405	0
WTRTP WATER TAP	3	2	0	1	342	794	0	344	1
WWMOV W/W ESTIMATE FOR RELOCATE	0	0	0	0	11	6	0	11	0
** GRAND TOTALS **	150	133	6	6	34,310	2,036	28	34,443	34

# JULY 2023

## BCWCID#2

### Re-Cap of Water Tap Applications

#### WATER TAPS:

2023 Pending .....	9	
2023 Complete.....	39	
2022 Complete.....	117	
2021 Complete.....	112	
2020 Complete.....	119	
2019 Complete.....	96	
2018 Complete.....	96	
2017 Complete.....	78	
2016 Complete .....	88	
2015 Complete .....	60	
2014 Complete .....	39	
2013 Complete.....	35	
2012 Complete.....	37	
2011 Complete.....	42	
2010 Complete.....	49	
2009 Complete.....	43	
2008 Complete.....	35	
2007 Complete.....	47	
2006 Pending.....	1	(Sac-N-Pac)
2006 Complete.....	25	
2005 Complete.....	26	
2004 Complete.....	39	
2003 Complete.....	72	
2002 Complete.....	113	

# JULY 2023

## BCWCID#2

### Re-Cap of Wastewater Tap Applications

#### WASTEWATER TAPS:

2023 Pending .....	2
2023 Complete.....	24
2022 Pending .....	1
2022 Complete.....	34
2021 Pending .....	1
2021 Complete.....	33
2020 Complete.....	43
2019 Complete.....	34
2018 Complete.....	52
2017 Complete .....	35
2016 Complete .....	40
2015 Complete .....	32
2014 Complete .....	26

**Active Wastewater Customers: 882**