

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 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

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.)
- 4.) Discussion and possible action regarding scheduling of future meeting dates:
 - a. Regular Board of Director's Meeting scheduled for Thursday, July 20, 2023 at 6:30 p.m.

Mrs. O'Hanlon stated that the District's next regular Board meeting is May 18, 2023 at 6:30pm. 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 March 16, 2023 Regular Meeting of the Board of Directors;
- b. Approval of minutes from the March 25, 2023 Annual Road Meeting; and
- c. Approval of monthly financial report for March 2023; and
- d. Approval of Release of Liens held by District on Real Property.

No comments regarding the March Board Meeting minutes.

No comments regarding the March Road Meeting minutes.

Mr. Hightower stated that we still had not received the full set of financials since January from Inframark. Mr. Hightower explained that all accounts are in good standing then introduced Mr. Culberson as the District's new Comptroller to give the cash statement. Mr. Culberson stated that all the accounts were indeed in good standing and that the District had a good financial basis. Mr. Culberson stated that with total cash and investments, the District is sitting at \$10.2 in all accounts. 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: Scott Ferguson moved to approve the Consent Agenda items, minus the financial reports.

Seconded: Butch Carmack.

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 Update
 - e. District Administrative Office Update

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

- 7.) Discussion and review of 2023 capital improvement projects to be funded with bond proceeds— Hightower

Mr. Hightower stated that Samco had received some information from Inframark and was getting with Jones-Heroy for future steps. No further comments.

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

Mr. Hightower explained that the audit was not completed yet and that Bob suggested we set a special meeting around May 11th and that he should be completed by then. Board agreed to set a special meeting for the audit review. Mary Beth and Ron stated they would both be out that week. Scott, Michele and Butch stated they could attend. No further comments.

- 9.) Discussion and possible action regarding approval of proposal from BEFCO Engineering for Oct 23 – Sept. 24 Road Projects Surveying & Civil Engineering Services – Hightower

Mr. Hightower reviewed the proposal documents as presented in the Board packet from BEFCO. No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Butch Carmack moved to approve.

Seconded: Ron Whipple.

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

- 10.) Discussion and possible action regarding adoption of an amended Investment Policy updating the Investment Officer of the District– Hightower

Mr. Hightower reviewed the amended policy documents as presented in the Board packet. No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Scott Ferguson moved to approve.

Seconded: Butch Carmack.

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

- 11.) Discussion and possible action regarding adoption of updated Bank Signature Cards– Hightower

Mr. Hightower reviewed the bank signature documents as presented in the Board packet. No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Butch Carmack moved to approve.

Seconded: Ron Whipple.

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

12.) Discussion and possible action regarding adoption of an amended Employee Policy that includes revisions relating to part-time employees– Hightower

Mr. Hightower reviewed the amendments to the employee policies as presented in the Board packet. Scott asked if Tony had reviewed the changes and Mr. Hightower stated that he had not. No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Scott Ferguson moved to approve, pending Tony’s review.

Seconded: Ron Whipple.

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

13.) Discussion and possible action regarding adoption of Order declaring certain property to be surplus and authorizing the sale thereof– Hightower

Mr. Hightower reviewed the list of surplus items as presented in the Board packet. No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Scott Ferguson moved to approve.

Seconded: Butch Carmack.

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

14.) Discussion regarding development activities within Tahitian Village Unit 6– Carmack

Butch Carmack has some concerns regarding Unit 6 and its future developments. Mr. Carmack asked if road fees would be collected and if the District or City of Bastrop would

provide water service to the area. Mr. Hightower & Mrs. Lujan explained that we have around 18 customers we currently serve. Mr. Hightower explained that currently Unit 6 does not get billed road fees and that it would have to be a future discussion item if needed. No further comments or discussion.

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

Mrs. O'Hanlon asked Board Members about the May Board Meetings. All BMs stated they would be available. When asked about the May 11th Special meeting, Mary Beth and Ron both stated they would be away but that we would have a quorum with Scott, Michele and Butch. No further comments or discussion.

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

Mr. Hightower explained that he had not reached out with it being a busy month but that it would be taken care of for the next meeting. No further comments or discussion.

- 17.) Board suggestions on future agenda items

No comments or discussion

- 18.) Executive Session-

The Board adjourned to Executive Session at 7:07 pm.

The Board convened from Executive Session at 7:28 pm with no comments or discussion necessary.

- 19.) Adjourn

Mrs. O'Hanlon called the question for adjournment.

Motion: Scott Ferguson moved to adjourn.

Seconded: Butch Carmack.

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

Meeting ended at 7:29 p.m.