

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, November 16, 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, Secretary
Butch Carmack, Director

BCWCID #2 Staff:

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

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 comments or discussion.

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

- a. Regular Board of Director's Meeting scheduled for Thursday, January 18, 2024 at 6:30 p.m.

Mrs. O'Hanlon stated that the District's next regular Board meeting is Thursday January 18, 2024 at 6:30pm. All Directors 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 October 19, 2023 Board Meeting of the Board of Directors;
 - b. Approval of monthly financial report for October 2023; and
 - c. Approval of Release of Liens held by District on Real Property.

No comments regarding the October 19th Board Meeting minutes.

Mr. Culberson presented the District's financial & cash statement and stated that all the accounts were healthy and in good standing. Board expressed no issues or concerns.

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

No further questions or comments.

Mrs. O'Hanlon called the question.

Motion: Scott Ferguson moved to approve the Consent Agenda.

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 & Administrative 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

No comments or discussion. Item tabled.

- 8.) Discussion and possible action regarding adoption of Resolution Approving Budget for Fiscal Year 2024 – Hightower

Mr. Hightower presented the proposed budget noting minor adjustments and changes. Mr. Hightower & Mr. Culberson noted that the budget was in great shape and they expected a solid year for the District. Mr. Hightower & Mr. Culberson also presented a prospective change to the budget categories, combining the RC & RM budgets, into one labeled Road Fund with separate line items that are needed to maintain separation of certain RC & RM functions. Mr. Hightower explained that this would greatly simplify the budget and remove some of the issues that cause the most errors between the budgets with allocations. Mr. Hightower explained that there was no legal or legislative requirement, to have both funds but that we must specify to spend the necessary 15% of RC income, to RM. Mr. Culberson stated that he could build a running calculator into the budget form to monitor the 15% requirement, which would make sure our budgets stayed inline like they are supposed too. We will get a final answer from the Auditor, once they come on-board, to make sure it's not specified or required anywhere else. Board agreed with this decision, if we are able too.

No further comments or discussion.

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the budget as presented and to proceed with the combining of RC & Rm budgets, if we are able too.

Seconded: Ron Whipple

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

- 9.) Discussion and possible action regarding annual review and approval of the District Investment Policy and Investment Strategies– Hightower

Mr. Hightower presented the resolution for the Districts Investment Policy.

No further comments or discussion.

Mrs. O'Hanlon called the question.

Motion: Ron Whipple moved to approve the resolution as presented.

Seconded: Michele Plummer

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

- 10.) Discussion and possible action regarding engagement of auditor for the District's 2023 Fiscal Year Audit Report - Hightower

Mr. Hightower stated that Bob West declined to take on the Audit for our 2023 financials and that Chris Lane was helping us to find a replacement. After contacting several auditors, Robert Belt with Belt Harris Pechacek, presented a proposal to the District for their services. The Board accepted the proposal to move forward.

No further comments or discussion.

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the proposal as presented.

Seconded: Ron Whipple

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

- 11.) Discussion and possible action regarding approving contract for information and technology (IT) Services - Hightower

Mr. Hightower presented the proposals from the RFP that was posted for IT services. Mr. Hightower stated that we currently had services with Visual Edge IT and that the employees was happy with the services. Staff recommended to stay with Visual Edge.

No further comments or discussion.

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the resolution as presented.

Seconded: Ron Whipple

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

12. Discussion and possible action regarding approval of Interlocal Agreement with Bastrop County relating to 2023/2024 road improvement projects – Hightower

Mr. Hightower presented the Interlocal Agreement as shown in the packet.

No further comments or discussion.

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the resolution as presented.

Seconded: Michele Plummer

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

13. Discussion and possible action regarding adoption of Order Setting Road Fees for 2024 – Hightower

Mr. Hightower presented the resolution as shown in the packet.

No further comments or discussion.

Mrs. O'Hanlon called the question.

Motion: Butch Carmack moved to approve the resolution as presented.

Seconded: Ron Whipple

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

14. Discussion and possible action regarding adoption of Resolution Approving 2024 Road Fee Exemptions – Hightower

Mr. Hightower presented the resolution as shown in the packet.

No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Butch Carmack moved to approve the resolution as presented.

Seconded: Ron Whipple

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

15. Discussion and possible action regarding filing liens on all delinquent road fee accounts as of January 20, 2024 – Hightower

Mr. Hightower presented the resolution as shown in the packet.

No further comments or discussion.

Mrs. O’Hanlon called the question.

Motion: Scott Ferguson moved to approve the resolution as presented.

Seconded: Butch Carmack

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

16. Discussion regarding changes or upgrades to District notification system to the public– Hightower

Mr. Hightower stated that the ipad was up and running in the foyer. This has been enabled for customers to sign up for notifications from the District. They can choose emergency or basic alerts. Mr. Hightower also stated that Patricia Lujan had been testing the alerts system thru Incode and was happy to report that it was up & running. Email and text notifications had been testing and were working. This will open up a lot of new notification options for the District that we will be using in the future.

17. Discussion regarding Annual Performance Review for General Manager – O’Hanlon

Mrs. O’Hanlon stated that the Board would convene into Executive Session to discuss the GM’s annual review.

18. Executive Session-

Board convened to Executive Session at 7:20 P.M.

Board returned from Executive Session at 7:34 P.M.

ACTIONS: Mrs. O’Hanlon stated that they voted to retain Mr. Hightower as General Manager.

19. Board suggestions on future agenda items

No comments or discussion.

20. Adjourn

1.) **TIME: 7:36 P.M.**

Mrs. O’Hanlon called the question for adjournment.

Motion: Ron Whipple moved to adjourn.

Seconded: Michele Plummer.

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

SIGNED: *Paul Hightower* Digitally Signed & Certified
January 19, 2024 @ 0645 hours
Kofax Power PDF Solutions Date: _____