

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, January 18, 2024, 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
Michele Plummer, Secretary

BCWCID #2 Staff:

Paul Hightower, General Manager
Patricia Lujan, Office Supervisor
Darrel Culberson, Comptroller

Absentees

Ron Whipple, Treasurer
Butch Carmack, Director

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, February 15, 2024 at 6:30 p.m.

Mrs. O'Hanlon stated that the District's next regular Board meeting is Thursday February 15, 2024 at 6:30pm. All Directors they should be present.

Mr. Hightower stated that the Annual Road meeting was left off the agenda but it was scheduled for March 23, 2024 at 9am. All Directors 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 November 7, 2023 Special Meeting of the Board of Directors; and
 - b. Approval of minutes from the November 16, 2023 Board Meeting of the Board of Directors; and
 - c. Approval of monthly financial report for November 2023; and
 - d. Approval of monthly financial report for December 2023; and
 - e. Approval of Release of Liens held by District on Real Property.

No comments regarding the November 7th Special Meeting or 16th 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: Michele Plummer

Vote: Three (3) in favor, motion carries. Two (2) Absentees

- 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 capital improvement projects to be funded with bond proceeds– Hightower

The Board also wishes to see a demand letter sent to Befco for updates to the Capital plan.

No further comments or discussion. Item tabled.

8. Discussion and review of Proposals for Engineering Services - Hightower

Board chose 3 firms from the submittals received. The Board directed Mr. Hightower to seek the rate sheet from the chosen 3 firms.

No further comments or discussion. Item tabled.

9. Discussion and review of 2024 Annual Road Meeting presentation – Hightower

Mr. Hightower presented the first showing of the updated Road plan & Presentation for the Annual Road meeting. Mr. Hightower stated that the plan was very preliminary and that updates were being made to put roads into the 5th year of the plan. Mr. Hightower stated that he will be showing a more comprehensive updated plan at the February Board meeting.

No further comments or discussion.

10. Election Matters-

- a. Consider and take action regarding Adoption of Order Calling Director Election for May 7, 2024;
Considerar la adopción de una Orden de Elección de Directores a celebrarse el 7 de mayo de 2024 y actuar al respecto;
- b. Approve Appointment of Election Agent;
Aprobar la designación del Agente Electoral;
- c. Consider and take action regarding Approval of Election Services Contract and Joint Election Agreement with Bastrop County; and
Considerar la aprobación del Contrato de Servicios Electorales y del Convenio de Elecciones Conjuntas con el Condado de Bastrop y actuar al respecto; y
- d. Authorize such other action as may be necessary or convenient to proceed with Director Election.
Autorizar toda otra medida que sea necesaria o conveniente para proceder con la Elección de Directores.

Mr. Hightower read the Elections contract as noted in the report.

No questions or comments.

Mrs. O’Hanlon called the question.

Motion: Michele Plummer moved to approve the Items A-D and nominated Paul Hightower as Election Agent for Item 10b.

Seconded: Scott Ferguson

Vote: Three (3) in favor, motion carries. Two (2) Absentees

11. Board suggestions on future agenda items

Mrs. O’Hanlon brought up speaking to the Board about remote access. It was explained from Attorney Tony Corbett, that a Board member can listen remotely but no comments or decisions are allowed with this. If the Board conducts the meeting via video teleconference where all parties are visible, decisions and comments can be allowed.

No further comments or discussion.

12. Adjourn

1.) **TIME: 7:31 P.M.**

Mrs. O'Hanlon called the question for adjournment.

Motion: Scott Ferguson moved to adjourn.

Seconded: Michele Plummer.

Vote: Three (3) in favor, motion carries. Two (2) Absentees.

SIGNED: Paul Hightower Digitally Signed & Certified
February 15, 2024 @ 10:59 hours
Hightower PDF Solutions Date: