

Minutes of the Regular Board Meeting for  
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, October 17, 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  
Michele Plummer, Secretary  
Ruth Bullock, Treasurer

**BCWCID #2 Staff:**

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

**Absentees**

Scott Ferguson  
Butch Carmack

**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.)

**Mel Hamner stopped by as an end-of-term visit and wished to express his Thanks to the Board and staff. The Board thanked him for his many years of service to the community.**

**No further comments or discussion.**

- 4.) Discussion and possible action regarding scheduling of future meeting dates:
  - a. Regular Board of Director's Meeting scheduled for Thursday, November 21, 2024 at 6:30 p.m.

**Mrs. O'Hanlon stated that the District's next regular Board meeting is Thursday, November 21st at 6:30pm. 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 September 19, 2024 Meeting of the Board of Directors; and
  - b. Approval of monthly financial report for September 2024; and
  - c. Approval of Release of Liens held by District on Real Property.

**The only comment regarding the Board Meeting minutes, was a correction to Joseph Willrich's name.**

**Mr. Culberson presented the District's financial & cash statement. 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: Ruth Bullock moved to approve the Consent Agenda.**

**Seconded: Michele Plummer**

**Vote: Three (3) in favor, (2) absentees, 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 and shared that we have 2 new field employees. Board also discussed the fee that Tyler Tech is charging us for the extraction of our data, for CUSI. Tony Corbett explained that charging a fee is usually standard and sometimes negotiable. He stated that he didn't see any provisions in our agreement.**

**No further comments or discussion.**

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

**No comments or discussion. Waiting on SPI.**

- 8.) Discussion and possible action related to approval of Fiscal Year 2023 Financial Audit Report – Hightower

**Mr. Hightower stated that the auditors were still working on the audit. Paul & Darrel had a progress meeting with them stating that Phase 1 is complete, and Phase 2 is on track.**

**No further comments or discussion.**

- 9.) Discussion and review of the FY2025 Proposed Budget – Hightower / Culberson

**Staff presented the 2nd round of preliminary budget review. Staff stated that everything was tracking as expected and that changes would follow as we come closer to end of the year. MaryBeth encouraged the Board to review the draft for comments at the next meeting.**

**No further comments or discussion.**

- 10.) Discussion and possible action regarding approval of Interlocal Agreement with Bastrop County relating to 2024/2025 road improvement projects – Hightower

**Mr. Hightower presented the 2024/2025 ILA from Bastrop County for next year's roads and stated that Tony Corbett had reviewed and approved.**

**No further comments or discussion.**

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

**Motion: Michele Plummer moved to approve the ILA.**

**Seconded: Ruth Bullock**

**Vote: Three (3) in favor, (2) absentees, motion carries.**

- 11.) Discussion and possible action regarding renewal of District's employee dental, vision and other employee insurance benefits – Hightower

**Mr. Hightower presented the 3 quotes received from the insurance agents regarding the 2025 Health Benefits renewals. Staff recommended retaining Blue Cross at the current plan with proposed rate increase and keeping the rate pass for all other benefits.**

**No further comments or discussion.**

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

**Motion: Ruth Bullock moved to the renewal as presented.**

**Seconded: Michele Plummer**

**Vote: Three (3) in favor, (2) absentees, motion carries.**

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

**Board expressed that they would convene to Executive Session to discuss the General Managers position.**

13.) Executive Session-

**Convene: 7:05 pm**

**Convene: 7:19 pm**

**Board expressed that they would retain the GM moving forward.**

**No further comments or discussion.**

14.) Board suggestions on future agenda items

**No comments or discussion.**

15.) Adjourn 7:23 p.m.

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

**Motion: Michele Plummer moved to adjourn.**

**Seconded Ruth Bullock**

**Vote: Three (3) in favor, (2) absentees, motion carries.**

*Paul Hightower*

Digitally Signed & Certified  
November 22, 2024 @ 0746 hours  
Kofax Power PDF Solutions

Authorized Signature