

MINUTES
BASTROP COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

May 1, 2020

The Board of Directors (the “Board”) of Bastrop County Municipal Utility District No. 1 (the “District”) met on the 1st day of May, 2020, in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott’s emergency disaster declaration dated March 13, 2020, and the roll was called of the members of the Board being present by telephone:

Nick Textor	President
Linda Roberts	Vice President
William Tullis	Secretary
Jerry B. Patterson	Assistant Vice President
Jane T. Sevier	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending the teleconference were Winn Fraser and Steve Adamcik, residents of the District; Terry Holland of Myrtle Cruz, Inc.; Brett Lanham of AWR Services, Inc. (“AWR”); Bradley Loehr of Befco Engineering, Inc.; and Kathryn Garner and Janet Swartz of Allen Boone Humphries Robinson LLP (“ABHR”).

Ms. Garner reviewed certain recommended protocols for conducting the District’s meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an “agenda packet” prior to the start of the meeting at <https://www.districtdirectory.org/agendapackets/bastropcmud1>.

PUBLIC COMMENT

Director Textor offered any members of the public attending the meeting by telephone the opportunity to make public comment. There were no comments from the public.

CONSIDER OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19 EPIDEMIC AND RATIFICATION OF ANY EMERGENCY ACTIONS, IF NECESSARY

The Board concurred that there were no COVID-19 epidemic emergency actions for ratification.

MINUTES

The Board considered approving the minutes of the April 3, 2020, meeting. Following review and discussion, Director Tullis moved to approve the minutes of the

April 3, 2020, meeting. Director Patterson seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS AND TAX REPORT

Mr. Holland reviewed the bookkeeper's report, including the bills submitted for approval, transfers, investment report, energy report, and year-to-date budget, a copy of which is attached. He stated he will distribute the monthly tax report for April, 2020, when it is received from the Bastrop County Tax Office. After review and discussion, Director Tullis moved to approve the bookkeeper's report, investment report, and all checks presented for payment. Director Patterson seconded the motion, which passed by unanimous vote.

OPERATION OF DISTRICT FACILITIES, HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS, AND AUTHORIZE TERMINATION OF SERVICE

Mr. Lanham reviewed the operator's report, a copy of which is attached, and reviewed maintenance and repairs at the District's facilities. He reported a water loss of 12% for the March reporting period and stated that there are 116 active connections in the District.

Mr. Lanham stated that a water line in the District was damaged by a contractor working for Bastrop County and needs to be capped by the District in three places. He stated the cost to cap the line in three places is \$7,950.

Mr. Lanham reported on AWR's responses to customers' calls on grinder pumps.

Mr. Lanham reported on the replacement of a check valve on a District sewer line.

Mr. Lanham reported that AWR is working to schedule leak detection testing in the District.

Mr. Lanham stated there were no delinquent accounts.

After review and discussion, Director Tullis moved to (1) approve the operator's report; and (2) authorize AWR to proceed with capping of a water line in the District in three places for a cost of \$7,950. Director Patterson seconded the motion, which passed by unanimous vote.

REVIEW CRITICAL LOAD SPREADSHEET FOR DISTRICT FACILITIES AND AUTHORIZE FILING OF UPDATED INFORMATION, IF APPROPRIATE

Ms Garner reviewed the Critical Load Spreadsheet for the District's facilities. She stated that the District's engineer, bookkeeper, and operator have reviewed the Critical Load Spreadsheet and have no updates. After discussion, Director Tullis moved to accept

the report on the Critical Load Spreadsheet. Director Patterson seconded the motion, which passed by unanimous vote.

APPROVE CONSUMER CONFIDENCE REPORT AND AUTHORIZE OPERATOR TO DELIVER CONSUMER CONFIDENCE REPORT AND FILE CERTIFICATE OF DELIVERY WITH THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Mr. Lanham stated AWR is preparing the Consumer Confidence Report. The Board tabled action on this agenda item.

CREATION AND MAINTENANCE OF THE DISTRICT WEBSITE

Director Sevier updated the Board on the creation of the District's website. She discussed adding a form to the website to enable users to submit contact information and questions. Mr. Lanham stated that AWR can monitor forms submitted to the District.

Mr. Lanham stated that water bills can be paid by using a link on the District's website that leads to a secured payment portal which is not on the District's website. Mr. Lanham stated that the convenience fee is displayed at the point of payment. Director Sevier stated the link will state "pay your water bill online" to make it clear the link is for the payment of District utility bills and not District taxes. After discussion, Director Tullis moved to (1) authorize AWR to monitor any forms submitted by users on the District's website; and (2) approve the addition of an Alert Banner on the home page. Director Patterson seconded the motion, which passed by unanimous vote.

Director Sevier stated she will monitor the website regularly and discuss updates with the Board. Director Textor recommended that the agendas and minutes for the next six meetings be posted on the website and after that the last six months of agendas and minutes remain posted. The Board discussed other information that can be posted on the District's website, including water conservation tips and a link to the Attorney General's Public Information Request Form and this information will be coordinated with the Texas Network.

Director Textor requested AWR prepare a letter to District customers addressing the following subjects: (1) the emergency disaster declaration by the Board; (2) an explanation of the District's and AWR's operations during the declared emergency; (3) contact information for AWR, who is deemed a contractor conducting essential services during the declared emergency; (4) information on telephonic Board meetings; (5) agendas and the agenda packet for telephonic Board meetings can be located at <https://www.districtdirectory.org/agendapackets/bastropcmud1>; (6) AWR's contact information for customers who are unable to pay water bills; and (7) agendas are posted at the designated posting place of the mailboxes located at ColoVista Parkway and ColoVista Ranch Road and at the mailboxes in the Valley. He also requested AWR send the letter to ABHR and Director Textor for review and then distribute the letter in the mail to District customers and on the IRIS email system.

ENGINEERING MATTERS

Mr. Loehr reviewed an engineer's report submitted by Befco Engineering, Inc., a copy of which is attached.

2016 FEMA PROJECT

Mr. Loehr stated that he filed an extension with FEMA on the project for erosion control on the easement to maintain the road and wastewater line to the WWTP.

2017 FEMA PROJECT

Mr. Loehr stated he filed an extension with FEMA related to the 2017 FEMA project for erosion control, repairs, and relocation of the 3" water line located near the Townhomes.

Mr. Loehr reported that Befco Engineering, Inc.'s is working on easements in connection with (1) erosion control, repairs, and relocation of 3" water line located near the Townhomes; and (2) relocation of a 4" sewer line and 6" water line located near the Townhomes.

RELOCATION OF 4" SEWER LINE AND 6" WATER LINE

Mr. Loehr updated the Board on the design for the relocation of a 4" sewer line and 6" water line located near the Townhomes.

REPORT ON BASTROP COUNTY ROAD WORK AND BROKEN WATER LINE

Mr. Loehr stated that Chasco, a contractor for Bastrop County, in connection with its road project, broke a 6" water line in the District along ColoVista Drive between River Forest and Tall Forest. He stated that AWR located the line and provided the location information to Bastrop County prior to construction. He added that the District repaired the line in order to restore service to a customer on Tall Forest. Mr. Loehr stated that he has coordinated with Director Textor and AWR to have a District contractor bypass the existing 6" line and install a temporary above ground line and temporary meter from Aqua WSC. He added the temporary bypass will allow Chasco to continue to work on the Bastrop County road project.

Mr. Loehr discussed a meeting with representatives of Chasco to discuss the broken water line. He stated that the District's water line needs to be relocated in connection with the County's road project. Mr. Loehr stated that three bids were solicited for the relocation of the 6" water line along ColoVista Drive between River Forest and Tall Forest. He recommended that the Board award the contract to Herschap Backhoe & Ditching, Inc. ("Herschap"), in a total amount not to exceed \$70,000. The Board concurred that, in its judgment, Herschap was a responsible bidder who would be most advantageous to the District and would result in the best and most economical

completion of the project. Following review and discussion, Director Tullis moved to award the contract for the relocation of the 6" water line to Herschap, in an amount not to exceed \$70,000, based upon the engineer's recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Patterson seconded the motion, which passed by unanimous vote.

Director Textor discussed notifying Bastrop County of the damage caused by its contractor, Chasco, that was notified of the line locations and request reimbursement for the District's costs to repair the damage to its water line. He added he will contact Bastrop County. Ms. Garner stated ABHR will communicate with Chasco and Bastrop County regarding the damage to the water line and a request that the District be reimbursed for the repair.

ORDER ADOPTING ELECTRONIC SIGNATURE RULES FOR CONSTRUCTION CONTRACTS AND ORDER ADOPTING SECTION 49.2731 ELECTRONIC BIDDING RULES

The Board tabled action on these agenda items.

FEMA UPDATE, INCLUDING 2017 FEMA CLAIM AND FUNDING AND SCOPE OF WORK FOR 2017 REPAIR PROJECT

Updates to the Board on the FEMA claim were included in the engineer's report.

REPORT ON BASTROP COUNTY FEMA HAZARD MITIGATION ACTION PLAN

There was no discussion on this agenda item.

RATIFICATION OF EMERGENCY ACTION OR URGENT ACTIONS

Ms. Garner stated that pursuant to the District's Resolution Regarding Delegation of Authority Due to an Emergency Action or Urgent Action adopted on October 4, 2019, Director Textor previously (1) authorized the District engineer to solicit bids for the relocation of the 6" water line; and (2) authorized AWR to have a District contractor bypass the 6" line and install a temporary above ground line and temporary meter from Aqua WSC. After discussion, Director Tullis moved to ratify the urgent actions taken by Director Textor regarding the 6" water line due to the emergency. Director Patterson seconded the motion, which passed by unanimous vote.

2020 DIRECTORS ELECTION, INCLUDING NOTICE OF POSTPONEMENT OF DIRECTORS ELECTION

Ms. Garner discussed procedures related to the 2020 Directors Election. She reported that, in response to the COVID-19 epidemic, on March 18, 2020, the Governor of Texas issued a proclamation (the "Proclamation") authorizing political subdivisions, including the District, to postpone general and special elections to the next uniform

election date on November 3, 2020. She stated that the Texas Secretary of State's Office has recommended that political subdivisions postpone their May 2, 2020, elections as authorized by the Proclamation, and issued Election Advisory No. 2020-12 (the "Advisory") to provide the required procedures for such postponement.

Ms. Garner stated that the Board previously adopted an Order Postponing Directors Election, providing for the postponement of the District's May 2, 2020, Directors Election to November 3, 2020, as authorized by the Proclamation. She added that a Notice of Postponement of Directors Election was included in the Agenda Packet which was posted at <https://www.districtdirectory.org/agendapackets/bastropcmud1>.

REPORT ON DEVELOPMENT IN THE DISTRICT

There was no report on development.

Director Textor discussed the purchase of lockboxes for agendas for use at the District's posting location at the mailboxes on ColoVista Parkway and ColoVista Ranch Road and at the entrance to ColoVista. He added that he is attempting to obtain approval to install the lockbox at the entrance to ColoVista. After discussion, the Board concurred to authorize Director Textor to obtain two lockboxes for the posting of the District's agendas to be installed at the mailboxes on ColoVista Parkway and ColoVista Ranch Road and the entrance to ColoVista.

NEXT MEETING DATE

Following discussion, the Board agreed to hold the next meeting on June 5, 2020, at 10:00 a.m. by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020.

/s/ William Tullis
Secretary, Board of Directors

(SEAL)



ATTACHMENTS TO THE MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Operator's report.....	2
Engineer's report.....	4