

MINUTES  
BASTROP COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

July 8, 2020

The Board of Directors (the "Board") of Bastrop County Municipal Utility District No. 1 (the "District") met on the 8th day of July, 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 except Director Tullis, thus constituting a quorum.

Also attending the teleconference were Terry Holland of Myrtle Cruz, Inc.; Hal Lanham, Tammy Hargett, and Amanda Rodriguez 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

Ms. Garner 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 June 5, 2020, meeting. The Board concurred to remove the statement from the minutes reflecting that "Director Sevier discussed the map on the website and updating it to include names of all roads in

the District.” Following review and discussion, Director Patterson moved to approve the minutes of the June 5, 2020, meeting as revised. Director Roberts 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. The Board reviewed the monthly tax report for July, 2020, from the Bastrop County Tax Office, a copy of which is attached. After review and discussion, Director Patterson moved to approve the bookkeeper’s report, investment report, and checks presented for payment. Director Roberts seconded the motion, which passed by unanimous vote.

#### OPERATION OF DISTRICT FACILITIES, DISCUSSION REGARDING DELINQUENT ACCOUNTS AND TERMINATIONS

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 13% for the May reporting period and stated that there are 115 active connections in the District.

Mr. Lanham discussed implementation of the electronic meter pilot program. He stated he expects to receive the ten meters for the pilot program in the near future.

Mr. Lanham reviewed a proposal for leak detection testing in the District. The Board tabled action on the proposal.

Mr. Lanham stated there were no delinquent accounts.

Mr. Lanham stated that the air compressor at the water treatment plant was replaced.

Mr. Lanham stated that the backup blower is in service at the wastewater treatment plant (“WWTP”) and will be in operation until new parts arrive to repair the blower that is out of service.

Mr. Lanham reported on AWR’s responses to customer calls on grinder pump issues.

Mr. Lanham reported on the replacement of a gear drive on the clarifier at the WWTP at a cost of \$4,400.00. Director Textor noted he approved the expenditure as an urgent action prior to the Board meeting.

Mr. Lanham stated that AWR has been assembling the costs incurred by the District to repair a 6” water line along ColoVista Parkway between River Forest and Tall Forest which was damaged by Chasco.

After review and discussion, Director Patterson moved to approve the operator's report. Director Roberts seconded the motion, which passed by unanimous vote.

#### CREATION AND MAINTENANCE OF THE DISTRICT WEBSITE

Director Sevier updated the Board on the launching of the District's website. She stated the website is now available to the public. Director Sevier stated AWR has not received any forms available for the submittal of questions from users of the website. She stated she will send AWR a schedule reflecting which Board members will be answering questions that are received by the District.

Director Sevier discussed the current map on the website. The Board authorized Director Sevier to revise the map on the District's website so that the map of the north side of the District is consistent with the map of the south side of the District. The Board discussed sending out a letter with the next water bill to announce the District's website.

After discussion, Director Patterson moved to authorize AWR to send a letter to residents announcing the website with the next water bill. Director Roberts seconded the motion, which passed by unanimous vote.

#### 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 until December 2020 on the project for erosion control on the easement to maintain the road and wastewater line to the WWTP. He stated the estimated cost of the project quoted by a contractor is \$400,000.00. He added that the FEMA contribution for the project is expected to be \$78,300.00. Director Patterson discussed the possibility of relocating the wastewater line to the WWTP to the opposite side of the road and away from the river. Mr. Loehr stated he will prepare a cost estimate for surveying and construction relating to relocation of the wastewater line to the opposite side of the road. Mr. Loehr stated that the District would need to obtain an easement from ColoVista Estates, Inc. for the relocation of the wastewater line. Ms. Garner stated she will contact ColoVista Estates, Inc. to request the easement for the relocation of the wastewater line to the WWTP.

##### 2017 FEMA PROJECT

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

Ms. Garner stated that the common areas at the Townhomes are owned by ColoVista Estates, Inc. She added that the District has requested that ColoVista Estates, Inc., convey the property to the Townhomes Property Owners Association. Mr. Loehr stated that once an easement is conveyed to the District by the Townhomes Property Owners Association and FEMA approval is received, either solicitation or advertisement for bids for the relocation of the 3" waterline will commence.

#### 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. He stated that Parliament Group, Inc., has reviewed the plans and the proposed easement and has determined that the District's culverts are located partially outside of the fifteen foot utility easement. Mr. Loehr discussed the cost associated with the entire removal or reduction in the size of the culverts by five feet.

After review and discussion, Director Patterson moved to (1) approve the engineer's report; (2) authorize ABHR to request the Parliament Group, Inc., to agree to revising the fifteen foot existing utility easement to twenty feet at the location of the District's culverts; and (3) alternatively, authorize the District's engineer to arrange for removal of five feet of the culverts so the culverts will be located wholly within the existing utility easement, in the case the parliament Group, Inc, does not consent to revising the existing easement. Director Roberts seconded the motion, which passed by unanimous vote.

#### REPORT ON COUNTY ROAD WORK AND REQUEST FOR REIMBURSEMENT FOR REPAIR OF BROKEN WATER LINE

Mr. Loehr noted he had assisted AWR with the sewer line breaks and provided recommendations for repairs to lower sewer lines due to installation of new ditches.

Ms. Garner stated that ABHR has notified Bastrop County Commissioner Beckett of the damage caused by its contractor, Chasco, to the District's 6" water line along ColaVista Parkway between River Forest and Tall Forest. She stated ABHR will send notice to Bastrop County regarding the damage to the water line and request that the District be reimbursed \$90,500.00 for the repair. After discussion, Director Patterson moved to authorize ABHR to send notice of a claim to Bastrop County regarding the damage to the 6" water line and reflecting a request that the District be reimbursed \$90,500.00 for the repair. Director Roberts seconded the motion, which passed by unanimous vote.

REPORT ON PARLIAMENT GROUP, INC., DRAINAGE WORK AND REQUEST FOR REIMBURSEMENT FOR REPAIR OF BROKEN SEWER MAIN

Mr. Loehr reported that Parliament Group, Inc., was working on a drainage project between Loon and ColoVista Parkway and broke a sewer main. Mr. Lanham stated AWR repaired the sewer main. After discussion, Director Patterson moved to authorize ABHR to send a demand letter to Parliament Group, Inc., requesting reimbursement for all costs incurred by the District to repair the sewer main. Director Roberts seconded the motion, which passed by unanimous vote.

REPORT ON BASTROP COUNTY FEMA HAZARD MITIGATION ACTION PLAN

Director Textor stated that nothing had occurred regarding the Plan due to the COVID restrictions. He discussed plans for a conference call with Director Sevier, the engineer, and operator to discuss the Plan prior to the next meeting.

RATIFICATION OF EMERGENCY ACTION OR URGENT ACTIONS

Ms. Garner stated that pursuant to the District's Resolution Regarding Delegation of Authority Related to Emergency Action or Urgent Action adopted on October 4, 2019, Director Textor previously approved the repair to the clarifier at the WWTP in the amount of \$4,400.00. After discussion, Director Patterson moved to ratify the urgent action by Director Textor to approve the repair in the amount of \$4,400.00. Director Roberts seconded the motion, which passed by unanimous vote.

REPORT ON DEVELOPMENT IN THE DISTRICT

There was no report on development.

NEXT MEETING DATE

Following discussion, the Board agreed to hold the next meeting on August 7, 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

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