

MINUTES
BASTROP COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

March 5, 2021

The Board of Directors (the “Board”) of Bastrop County Municipal Utility District No. 1 (the “District”) met on the 5th day of March, 2021, in regular session by Zoom videoconference and teleconference, 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 videoconference or telephone:

Steve Adamcik	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 videoconference or teleconference were Mark Huff, Becky Minardi, Winn Frazier, and Jackie Kemp, residents of the District; Brett Lanham of Lanham Consulting; Terry Holland of Myrtle Cruz, Inc.; Bradley Loehr of Befco Engineering, Inc.; Hal Lanham and Tammy Hargett of AWR Services, Inc. (“AWR”); and Kathryn Garner, Janet Swartz, and John Martinez of Allen Boone Humphries Robinson LLP (“ABHR”).

Ms. Garner reviewed certain recommended protocols for conducting the District’s meeting via teleconference and 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 videoconference or telephone the opportunity to make public comment. There were no comments from the public.

RATIFICATION OF EMERGENCY OR URGENT ACTIONS, IF ANY, AND
RATIFICATION OF COVID-19 EPIDEMIC RELATED EMERGENCY ACTIONS, IF
NECESSARY

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

MINUTES

The Board considered approving the minutes of the February 5, 2021, regular meeting. Following review and discussion, Director Roberts moved to approve the minutes of the February 5, 2021, regular meeting. Director Sevier 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 February, 2021, from the Bastrop County Tax Office, a copy of which is attached. After review and discussion, Director Roberts moved to approve the bookkeeper's report, investment report, and checks presented for payment. Director Sevier seconded the motion, which passed by unanimous vote.

REPORT FROM TAX ADVISOR

There was no report from the tax advisor.

ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

Ms. Garner reviewed the District's procedures for continuing disclosure compliance. She stated that no changes are recommended at this time. After discussion, Director Roberts moved to approve the annual review of procedures for continuing disclosure compliance. Director Patterson seconded the motion, which passed by unanimous vote.

WINTER STORM RECOVERY MATTERS

Mr. Hal Lanham discussed the winter storm and operations at the District's facilities during the storm. Director Adamcik requested that AWR ask customers for updated contact information for the IRIS System. Mr. Hal Lanham stated that AWR will send a notice to customers in the mail requesting updated contact information. He added that AWR is also researching potential improvements to the use of an answering service during emergencies.

RESOLUTION ADOPTING POLICY AND PROCEDURES FOR FEBRUARY 2021
FREEZE EVENT LEAK ADJUSTMENT CREDITS

Ms. Garner reviewed a Resolution Adopting Policy and Procedures for February 2021 Freeze Event Leak Adjustment Credits (“Resolution”) with the Board. The Board tabled adoption of the Resolution. Mr. Hal Lanham discussed contacting Aqua Water to request an adjustment to the charges for water to the District during the winter storm. He stated that he will prepare a request to Aqua Water for review at the next meeting.

OPERATION OF DISTRICT FACILITIES AND DISCUSSION REGARDING
DELINQUENT ACCOUNTS AND TERMINATIONS

Mr. Brett Lanham discussed the possibility of increased leaks in the District due to the winter storm and an increase in water loss. He stated he can provide the District with a proposal for a leak detection program and an electronic meter program.

Mr. Hal Lanham reviewed the operator’s report, a copy of which is attached, and reviewed maintenance and repairs at the District’s facilities. He stated that there are 113 active connections in the District.

The operator’s report did not reflect any delinquent accounts.

Mr. Hal Lanham stated that the single-door lockbox to be utilized only by the District for posting of agendas in the Valley area has been ordered.

In response to a request from Director Adamcik, Mr. Hal Lanham stated that AWR can prepare a spreadsheet reflecting the customer calls for grinder pump repairs. He added that AWR sends out a letter annually to residents on items prohibited in the District’s sewer system. Mr. Hal Lanham discussed the District’s fees to customers and the District’s cost to maintain grinder pumps. He added that AWR will provide additional information to the Board on the District’s fees and costs to maintain grinder pumps.

Mr. Hal Lanham updated the Board on AWR’s COVID-19 response plan.

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

CONDUCT ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

Ms. Garner reported that the District is required to review the District’s Drought Contingency Plan annually. The Board reviewed the District’s Drought Contingency Plan and determined that no changes are necessary.

APPROVE AND AUTHORIZE OPERATOR TO FILE WATER LOSS AUDIT

Ms. Hargett stated that the next scheduled water loss audit for the District is due to be submitted by May 1, 2021, to the Texas Water Development Board. She stated that AWR will present the water loss audit to the Board at the next meeting.

ENGINEERING MATTERS

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

2017 FEMA PROJECT: EROSION CONTROL, REPAIRS AND RELOCATION OF 3" WATER LINE LOCATED NEAR TOWNHOMES

Mr. Loehr discussed plans for the relocation of the 3" water line and a meeting with residents in the District to discuss the project.

RELOCATION OF 4" SEWER LINE AND 6" WATER LINE

Mr. Loehr stated he did not have an update on the relocation of a 4" sewer line and 6" water line located near the Townhomes.

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

CONSIDER REQUEST BY OAK COURT HOMEOWNER

Director Adamcik stated that a homeowner on Oak Court has requested the District's consent for the combination of his two lots into one lot for utility purposes of his homesite. Director Adamcik stated he is working with the District's consultants on this matter. The Board took no action on this agenda item.

REPORT ON COUNTY ROAD WORK AND REQUEST FOR REIMBURSEMENT FOR REPAIRS AND REPLACEMENT OF AIR RELIEF VALVE AND RELATED SERVICES

Ms. Garner discussed the demand letter that was sent to the County requesting reimbursement in the amount of \$6,238.25 and rejected by the County. She stated that the insurance company for the County is reviewing the District's request for reimbursement.

REPORT ON COUNTY FEMA HAZARD MITIGATION ACTION PLAN

Director Sevier discussed contacting the County on the progress of the FEMA Hazard Mitigation Plan.

MAINTENANCE OF THE DISTRICT WEBSITE

Director Sevier requested that AWR add emergency information alerts to the District's website.

AGREEMENT FOR VOLUNTEER SERVICES WITH FORMER DIRECTOR

Ms. Garner stated that the Board cannot consider an agreement for volunteer services with a former director until such director has been out of office for at least one year. The Board took no action on this agenda item.

CYBERSECURITY TRAINING REMINDER

Ms. Garner reviewed a memorandum to the Board regarding Chapter 2054, Texas Government Code, annual cybersecurity training requirements for certain local government employees and elected officials, a copy of which is attached. She reminded the Board members that they must select a training program that is certified by the Texas Department of Information Resources. Ms. Garner added that according to the Texas Department of Information Resources, the training should be completed by June 14th of each year.

REPORTS REGARDING DISTRICT WATER QUALITY AND FINANCIAL CONCERNS

There was no report or discussion on this agenda item.

REPORT ON CURRENT AND FUTURE DEVELOPMENT IN THE DISTRICT

Director Adamcik discussed home sales and the valuation of lots on the District's tax roll. He distributed and discussed budget information.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS PENDING OR CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

The Board did not convene in Executive Session.

NEXT MEETING DATE

Following discussion, the Board agreed to hold the next meeting on April 9, 2021, at 10:00 a.m. by videoconference and teleconference, with access by videoconference and 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.

After discussion, Director Patterson moved to adjourn the meeting. Director Roberts seconded the motion, which passed by unanimous vote.



/s/ Williams Tullis
Secretary, Board of Directors

ATTACHMENTS TO THE MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Tax report	2
Operator's report.....	3
Engineer's report.....	4
Memorandum regarding annual cybersecurity training requirements.....	5