



MINUTES

UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING April 5, 2018

REGULAR SESSION BOARD MEETING

1. Call to Order

The Board of Directors of the Upper Trinity Regional Water District convened, with President Mercer presiding, at 1:13 P.M. on Thursday, April 5, 2018, at the UTRWD Board Meeting Room, 900 N. Kealy, Lewisville, TX 75057.

2. Roll Call and confirm Quorum

The attendance of the Board of Directors was taken. A quorum was present for the meeting.

Board Members in Attendance:

Kevin Mercer, President, DCFWSD #7
Ramiro Lopez, Treasurer, Irving
Troy Norton, Argyle
James Burnham, Celina
Timothy Fisher, Denton
Jean Campbell, Denton County At-Large
Dick Cook, Double Oak
Virginia Blevins, Justin
Michael Anderson, Ponder
Alina Ciocan, Sanger

Richard Lubke, Vice President, Highland Village
Mike Fairfield, Secretary, Lake Cities MUA
Del Knowler, Bartonville
Janet Aune, Copper Canyon
Johnny Harris, Denton County
Kristina Clark, DCFWSD #1A
Kenneth Parr, Flower Mound
Eric Ferris, Lewisville
Frank Jaromin, Prosper

Absent:

Brian Roberson, Aubrey *
Gary Calmes, Krum *
Alan Guard, Pilot Point *

Cody Collier, Corinth *
Chris Boyd, Mustang SUD *

* Excused Absence

Staff & Advisors in Attendance:

Larry N. Patterson, Executive Director
Thomas E. Taylor, Executive Director (former)
Nancy Tam, Assistant to Executive Director
Jody Zabolio, Director/Operations
Lester Harris, Accounting Manager
Mark Skaggs, Manager / IT Srvs
Ronna Hartt, Project Engineer
Tim Brazile, Water Operations Superintendent
Mary Dockery, Sr. Accountant

John F. Boyle, Jr., General Counsel
Bill Greenleaf, Director / Business Services
Tom Snyder, Director Const. & Eng.
Jason Pierce, Mgr. / Cust Cont & Support Srvs
Kim Probasco, Budget Manager
Kurt Staller, Acting Director Const. & Eng.
Adam McKnight, Project Engineer
Michelle Carte, Technical Services Specialist

Others in Attendance:

Gordon Wells, FNI
Ed Motley, CH2M
Tim Noack, APAI
Randy Bush, CP&Y
Ignacio Cadena, B&V
Andy Dettmer, Pure Technologies
Reem Samra, Deloitte & Touche, LLP

John Rutledge, FNI
Alan Tucker, APAI
Jason Voight, APAI
Robert Wachal, BNV
Lance Klement, Garver
Kelly Chamberlin, Deloitte & Touche LLP
Clayton Riggs, Town of Flower Mound

3. Pledge of Allegiance and Invocation:

Pledge of Allegiance: Kenneth Parr

Invocation: Johnny Harris

4. Opening Remarks:

A. President's Remarks concerning current events, conduct of the meeting, posted agenda items, committee assignments, and related matters.

- President Mercer announced that the Committee Roster has been updated to include the following new assignments:
 - Alina Ciocan, Sanger – Watershed Protection
 - Alan Guard, Pilot Point – Watershed Protection
 - Eric Ferris, Lewisville – Change from Finance Committee to Audit Committee
- Ken Parr, Board Representative for the Town of Flower Mound, announced his retirement after 17 years of service with the Town. Ken is also resigning as the Town's representative on the Board. On behalf of the Board of Directors, Mercer expressed his appreciation for Ken's service and congrats for his retirement.

Ken introduced Clay Riggs, who is expected to be appointed to serve the remainder of Mr. Parr's term. Mr. Riggs is a member of the Engineering / CIP team for the Town.
- Regarding the recently renewed energy agreement, Mercer congratulated the staff for the new lower rate.

B. Executive Director's Status Report about legislation and regulatory matters, about budgets, current projects and on-going programs of the District, including: the Regional Water System, Water Resource Development, Regional Water Reclamation Systems, Watershed Protection and Water Conservation.

Larry Patterson, Executive Director:

- Jody Zabolio distributed a copy of the Consumer Confidence Report to the Board. This report is required by federal law, to indicate the District's compliance regarding water quality. It is used by Members and Customers of the District to supplement their annual reports. It indicates the District does meet or exceed all state and federal requirements on test samples the District conducts throughout the year.
- The Denton County Greenbelt Plan now appears on Facebook, Twitter and the District's website. As to recent awards, Blake Alldredge, Water Resource Specialist, assisted in submitting the application. As the result, the District has won two awards: a national award and a regional award.



- Patterson reported that the Intake Structure which is owned by both the City of Lewisville and Upper Trinity, was recently in need of repair, with some leaks in this 20-year old facility. The District worked with the City on this project to take care of these problems - - each sharing their part of the cost.

C. Presentations about awards, recognitions, achievements, etc. of the District, Board Members, Member Entities and Staff.

Jody Zabolio indicated for the third time in 10-years, the District has been recognized for the "Best Tasting Water in the State of Texas." Jody recognized Tim Brazile, Superintendent of Water Operations for Taylor Plant. Tim came to work for the District in 2007, and 9 months after he joined the Team, we started to win The Best Tasting Water awards. Jody presented Tim the official award from the Texas Water Utilities Association.

5. Visitor Comments Concerning Agenda Topics.

None.

CONSENT AGENDA

President Mercer moved to the Consent Agenda. **Rich Lubke made a motion to approve the Consent Agenda. Seconded by Alina Ciocan.** The votes were all Yes. Motion carried. The approved items were:

6. Adopt minutes of March 1, 2018 Board Meeting.
7. Accept Monthly Management Report for the period ended February 28, 2018.
8. Consider Adoption of a Resolution to Approve Mid-Year Budget Amendments.
9. Accept Comprehensive Annual Financial Report (CAFR) and related documents for Fiscal Year Ended September 30, 2017, including:
 - A. Audit Report prepared by Deloitte & Touche, Independent Auditors.
 - B. Auditors Report to Management (the Management Letter).
10. Approval of Resolution to authorize certain updates required by IRS and renewal of the ICMA-RC 457 Agreement for Governmental Deferred Compensation Retirement Plan Adoption to incorporate certain legislative and regulatory amendments.
11. Authorize the Executive Director to enter into an Interlocal Agreement to join the TIPS Purchasing Cooperative Program for the purchase of various commodities and services.
12. Authorize the Executive Director to enter into a Pricing Agreement with Ion Wave Technologies for the purchase of a software subscription to provide a centralized system for bidding process and management of purchasing contracts.
13. Authorize Agreement with City of Aubrey for participation in program for collection of Household Hazardous Waste.
14. Authorize Executive Director to enter into a price agreement with Audience Group for media advertising related to the District's Water Conservation and Watershed Protection education and outreach programs.



ITEMS FOR INDIVIDUAL CONSIDERATION

15. Consider approval of agreements for professional services for Lake Ralph Hall: **(Weighted Capital Vote)**

- A. Contract and Task Order No. 1 with Freese and Nichols, Inc. related to design of the Dam & Spillway for Lake Ralph Hall.

Larry Patterson, Executive Director noted that he plans to excuse himself from discussion on this item. His daughter is employed by Freese and Nichols, Inc., therefore, to avoid conflict of interest, Bill Greenleaf and the engineering team will provide the briefing to the Board.

According to Greenleaf, the funding for the Lake Ralph Hall project is included in the Regional Treated Water System FY 2018 Capital Budget. Funding was received in December 2015 from the Texas Water Development Board through the SWIFT deferred payment program.

The proposed Contract and Task Order No. 1 with FNI is to perform the following tasks:

- Geotechnical field investigation and soil data report
- Hydraulic design of spillways and report for TCEQ
- Physical model of spillway and outlet works
- Embankment and Downstream channel design
- Coordination with District’s Mitigation design team and regulatory agencies
- Development of a 30% Preliminary Design Package

Mike Fairfield made a motion to approve Agenda Item 15.A. as recommended by staff for a not-to-exceed amount of \$2,047,795.00. Seconded by Tim Fisher. The Weighted Capital Vote proceeded as follow. The vote was 32 Yes, 0 No. Motion passed.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1			1
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	1	1		
CORINTH – Collier	3			3
DENTON (CITY) – Fisher	2	2		
DC AT-LARGE - Campbell	1	1		
DCFWS #1A – Clark	2	2		
DCFWS #7 – Mercer	2	2		
DOUBLE OAK – Cook	1	1		
FLOWER MOUND – Parr	9	9		
HIGHLAND VILLAGE – Lubke	2	2		
IRVING – Lopez	2	2		
JUSTIN – Blevins	1	1		



KRUM - Calmes	1		1
LAKE CITIES MUA – Fairfield	2	2	
LEWISVILLE – Ferris	2	2	
MUSTANG SUD - Boyd	2		2
PILOT POINT - Guard	1		1
PONDER - Anderson	1	1	
PROSPER - Jaromin	1	1	
SANGER – Clocan	1	1	
TOTAL	40	32	8

B. Contract and Task Order No. 1 with Alan Plummer Associates, Inc. related to design of proposed Mitigation for Lake Ralph Hall.

In order to receive a U.S. Army Corps of Engineers (USACE) Section 404 (construction) permit for the Lake Ralph Hall (LRH) project, impacts to aquatic resources and terrestrial habitats must be mitigated. USACE reported that additional environmental field work, stream data collection and more defined design concepts will be required.

Staff recommends approval of the proposed Contract and Task Order No. 1 with Alan Plummer Associates, Inc. for additional work required to further develop and refine the District’s proposed Mitigation Plan.

Virginia Blevins made a motion to approve Agenda Item No. 15.B. as recommended by staff for the not-to-exceed amount of \$939,217.00. Seconded by Kristina Clark. The Weighted Capital Vote proceeded as follow. The vote was 32 Yes, 0 No. Motion passed.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1			1
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	1	1		
CORINTH – Collier	3			3
DENTON (CITY) – Fisher	2	2		
DC AT-LARGE - Campbell	1	1		
DCFWS #1A – Clark	2	2		
DCFWS #7 – Mercer	2	2		
DOUBLE OAK – Cook	1	1		
FLOWER MOUND – Parr	9	9		
HIGHLAND VILLAGE – Lubke	2	2		



IRVING – Lopez	2	2	
JUSTIN – Blevins	1	1	
KRUM - Calmes	1		1
LAKE CITIES MUA – Fairfield	2	2	
LEWISVILLE – Ferris	2	2	
MUSTANG SUD - Boyd	2		2
PILOT POINT - Guard	1		1
PONDER - Anderson	1	1	
PROSPER - Jaromin	1	1	
SANGER – Ciocan	1	1	
TOTAL	40	32	8

16. Authorize Executive Director to enter into a Purchasing Agreement with Pure Technologies U.S., Inc., using their proprietary technology for inspection and analysis of fittings, appurtenances, leaks and air pockets on Lakeview Water Reclamation System force mains and connections near Swisher Road and IH35E. **(Weighted Capital Vote)**

The proposed purchase order with Pure Technologies U.S. Inc. will utilize proprietary leak detection technology to identify and locate potential leaks, gas pockets and metallic fittings, which may be causing deterioration to force mains that deliver wastewater to the Lakeview Regional Water Reclamation Plant.

Funding for the project is available in the Lakeview System FY 2018 Capital Budget with project number 539. Staff recommends that the Board authorize the Executive Director to execute a purchase order with Pure Technologies U.S., Inc. for a total of \$271,992.80.

Mike Fairfield made a motion to approve Item No. 16 as recommended by staff. Seconded by Kristina Clark. The *Weighted Capital Vote* proceeded as follow. The vote was 32 Yes, 0 No. Motion passed.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1			1
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	1	1		
CORINTH – Collier	3			3
DENTON (CITY) – Fisher	2	2		
DC AT-LARGE - Campbell	1	1		
DCFWS #1A – Clark	2	2		
DCFWS #7 – Mercer	2	2		
DOUBLE OAK – Cook	1	1		



FLOWER MOUND – Parr	9	9	
HIGHLAND VILLAGE – Lubke	2	2	
IRVING – Lopez	2	2	
JUSTIN – Blevins	1	1	
KRUM - Calmes	1		1
LAKE CITIES MUA – Fairfield	2	2	
LEWISVILLE – Ferris	2	2	
MUSTANG SUD - Boyd	2		2
PILOT POINT - Guard	1		1
PONDER - Anderson	1	1	
PROSPER - Jaromin	1	1	
SANGER – Ciocan	1	1	
TOTAL	40	32	8

17. Consider approval of Contract and Task Order No. 1 with Garver, LLC. related to design, bidding and construction phase services for the Regional Treated Water System - - for certain Meter, Valve, Tank and Pipeline Improvements. **(Weighted Capital Vote)**

Certain District facilities are aging - - specifically meter vaults and valves. Through our proactive maintenance program, we have identified certain assets that need to be evaluated for repair or replacement.

Funding for the project is available in the Regional Treated Water System FY 2018 Capital Budget with project number 5SR. Staff recommends the Board to authorize the proposed Contract and Task Order No. 1 with Garver, LLC for professional services related to certain meter, valve, tank and pipeline improvements, not-to-exceed amount of \$158,990.00.

Tim Fisher made a motion to approve Item No. 17 as recommended by staff. Seconded by Ramiro Lopez. The *Weighted Capital Vote* proceeded as follow. The vote was 32 Yes, 0 No. Motion passed.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1			1
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	1	1		
CORINTH – Collier	3			3
DENTON (CITY) – Fisher	2	2		
DC AT-LARGE - Campbell	1	1		
DCFWS #1A – Clark	2	2		
DCFWS #7 – Mercer	2	2		



DOUBLE OAK – Cook	1	1	
FLOWER MOUND – Parr	9	9	
HIGHLAND VILLAGE – Lubke	2	2	
IRVING – Lopez	2	2	
JUSTIN – Blevins	1	1	
KRUM - Calmes	1		1
LAKE CITIES MUA – Fairfield	2	2	
LEWISVILLE – Ferris	2	2	
MUSTANG SUD - Boyd	2		2
PILOT POINT - Guard	1		1
PONDER - Anderson	1	1	
PROSPER - Jaromin	1	1	
SANGER – Ciocan	1	1	
TOTAL	40	32	8

18. Executive Session concerning granting or acquisition of easements, rights-of-way and other property for Water Resource Development, for Regional Treated Water System or for Regional Water Reclamation Systems according to location maps of the projects available in the District Office, and regarding water rights and related permits pursuant to Texas Government Code, Section 551.072; and, meeting with legal counsel pursuant to Texas Government Code, Section 551.071 relative to a matter in which the attorney is required under the Texas Disciplinary Rules of Professional Conduct to convey advice in Executive Session.

President Mercer announced that there is no need for an Executive Session.

19. Consider action on property matters, some of which may have been discussed in Executive Session. (Weighted Capital Vote)

None.

20. Review potential agenda items, activities and announcements for future Board meetings.

Regarding Election of Officers in May, President Mercer announced appointment of a Nominating Committee. The Committee members are:

Troy Norton, Argyle
 Kristina Clark, DCFWSD #1A
 Eric Ferris, Lewisville (Chair)

Del Knowler, Bartonville
 Virginia Blevins, Justin

The Committee will bring a recommendation back to the May meeting. Any one serving on this Committee is not ruled out from being nominated as an Officer.

21. Visitor Comments Concerning Non-Agenda Topics.

None.



22. Adjournment.

There being no further business, President Mercer adjourned the meeting at 1:59 P.M.

Recorded By: Nancy T. Tam
Nancy T. Tam, Assistant Secretary, Board of Directors

Certified By: Rich Lubke Rich Lubke
for Mike Fairfield, Secretary, Board of Directors Vice President

