



# MINUTES

## UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING

February 4, 2016

### REGULAR SESSION BOARD MEETING

1. Call to Order

The Board of Directors of the Upper Trinity Regional Water District convened, with President Lance Vanzant presiding, at 1:08 P.M. on Thursday, February 4, 2016, 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:**

Lance Vanzant, President, Celina  
Gary Calmes, Treasurer, Krum  
Troy Norton, Argyle  
Janet Aune, Copper Canyon  
Timothy Fisher, Denton  
Jean Campbell, Denton County At-Large  
Dick Cook, Double Oak  
Richard Lubke, Highland Village  
Mike Fairfield, Lake Cities MUA  
Scott Ingalls, Pilot Point  
Frank Jaromin, Prosper

Chris Boyd, Vice President, Mustang SUD  
Ramiro Lopez, Secretary, Irving  
Del Knowler, Bartonville  
Cody Collier, Corinth  
Johnny Harris, Denton County  
Kevin Mercer, DCFWSD #7  
Kenneth Parr, Flower Mound  
Virginia Blevins, Justin  
Lathan Watts, Lewisville  
Richard Huckaby, Ponder

**Absent:**

Mike Brice, Sanger

**Vacant:**

Aubrey

DCFWS #1A

**Staff & Advisors in Attendance:**

Thomas E. Taylor, Executive Director  
Larry Patterson, Deputy Executive Director  
Tom Snyder, Ass't Director / Eng & Const  
Jody Zabolio, Ass't Director / Operations  
Don Hill, Mgr / Property Services  
Jan Morris, Budget Manager  
Dustin Wright, IT Specialist

John F. Boyle, Jr., General Counsel  
Bill Greenleaf, Director / Business Services  
Nancy Tam, Assistant to Executive Director  
Jason Pierce, Mgr/Watershed & Contract Srvc  
Lester Harris, Accounting Manager  
Mark Skaggs, IT Administrator  
David Medanich, Financial Advisor

**Others in Attendance:**

Alan Tucker, Alan Plummer and Associates  
Brian Robertson, Town of Providence Village

Drew Corn, Town of Northlake

3. Pledge of Allegiance and Invocation

Pledge of Allegiance: Dick Cook

Invocation: Gary Calmes

4. Opening Remarks:

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

- President Vanzant welcomed all Members back after the holiday break. In addition, we are glad that Rich Lubke is back into action after a mishap during the holidays.
- Jerry Benetado, Board Representative for DCFWSD #1A, submitted his resignation on January 31. He will be working for the City of Coppell. The Board Member position for the City of Aubrey is vacant, also. Hopefully, within the next few months both of these positions will be filled.
- Regarding the Work Program Guidelines (Agenda Item 15), an item added by the Officers to conduct a survey of member entities to evaluate adequacy and quality of service provided by the District.

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.

- Recently there were news articles related to lead contamination in Flint, Michigan. Taylor provided an overview regarding a standard protocol for water systems. The District routinely adjusts the pH level of the water before it leaves the plant to protect pipes and to keep contamination such as lead from leaching into the water.
- The District is serious about wellness and preventing illness. The District has organized a committee of volunteers to step up the pace of our Wellness Program. Mr. Taylor introduced the Wellness Committee:

Ronna Hartt, Engineering  
Jeremy Sander, Purchasing  
Brian Kelm, Lakeview Plant  
Nancy Tam, Administration

Jan Morris, Budgeting  
Kurt Staller, Engineering  
Kelli Boyd, Human Resource

The committee is issuing a challenge to employees, to as many as want to participate, to walk, run or exercise 1,000 miles this year. The committee also dares to extend this challenge to the Board of Directors. There will be prizes along the way, and the Committee would like to make "wellness" fun as well as beneficial.



- The Texas Water Conference will be held in Fort Worth this year, April 19 – 22. This is the largest regional water conference in the Country - - they can challenge and inspire you to do the best. If Board Members would like to attend for one or more days, please contact Larry Patterson.
- Greenbelt Master Plan - - the District, the Water Conservation Trust and Denton County are sponsoring this project. The District is taking the lead, with plans being in the advanced stage of development. Soon the District will send out a draft plan for review and comments by all Members, especially Towns and Cities. Plan will eventually conveyed to the County for their administration of the program.
- The District has a priority project coming up with the expansion of the Riverbend Plant. An internal loan has been set up to cover interim costs until the final funding is delivered. The District has a commitment by the TWDB for permanent funding with draw-down by November 15. The project is very urgent; therefore, the related engineering design is schedule to start next week.
- Upper Trinity is becoming a credible and a respected partner in education. We are helping educate students from middle school, high school and college levels about water technology, water conservation and water quality issues. Over the next few weeks, we have student groups coming in from various schools for tours of the Nancy Tam Water-Wise Garden and the Taylor Regional Water Plant. Thanks to Nancy Tam, Jason Pierce and Blake Alldredge for their work in this program.
- Jody Zabolio informed the Board that Tarrant County College has started an operator development program for wastewater treatment, an operator certification program. Brian Kelm and Jody are on the Steering Committee for the program, and they are ready to kick-off their first group of internships. If anyone associated with a wastewater facility would like to work with the college to offer internships for operators, please let Jody know and he will put you in touch with the appropriate people.

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

None.

5. Visitor Comments Concerning Agenda Topics.

None.

**CONSENT AGENDA**

President Vanzant asked for a motion to approve the items in the Consent Agenda. **Rich Lubke made a motion to approve the Consent Agenda items. Seconded by Dick Cook.** The votes were all Yes. Motion carried. The approved items were:



6. Adopt minutes of December 3, 2015 Board Meeting.
7. Accept Monthly Management Report for the period ended December 31, 2015.
8. Accept Quarterly Investment Report for the period ended December 31, 2015.
9. Consider Resolution for appointment of a Financing Team to prepare for possible issuance of Upper Trinity Regional Treated Water System Revenue Refunding Bonds; authorize presentations to credit rating agencies and preparation of the bond documents and a preliminary official statement.
10. Consider resolution approving, for limited purposes, a cost-sharing agreement between the City of Aubrey and Highway 380 Municipal Management District (Union Park) for the design and construction of certain wastewater interceptors and associated appurtenances.
11. Consider authorizing the Executive Director to enter into the following agreements:
  - A. With Infinity Lawn & Landscape for mowing and grounds maintenance services.
  - B. With Garland/DBS, Inc. for replacement of the Administration Annex roof and repair of the Administration Building roof.

#### **ITEMS FOR INDIVIDUAL CONSIDERATION**

12. Receive Staff update about U.S. Army Corps of Engineers plans to improve the dam for Lewisville Lake.

Larry Patterson provided a briefing regarding the status of activities related to the Lewisville Lake Dam.

The U.S. Army Corps of Engineers is conducting a study on the condition of the Lewisville Lake Dam. In November 2015, a public hearing reported repairs and improvements needed, and some are considered urgent. The Corps has since been conducting meetings with stakeholders -- Dallas, Denton, Lewisville, Upper Trinity and Texas New Mexico Power. They are trying to give the stakeholders a heads up and updates about potential impacts that programed repairs may have on stakeholders.

Currently, the District has a pipeline below the dam in an easement (granted by the Corps), which may require the District to modify or relocate.

13. Receive Staff briefing concerning possible oversize of water pipeline by Town of Northlake for the District, and take appropriate action.

The Town of Northlake is planning for a new development with a new pipeline to extend north from FM407 generally along Florence Rd., about two miles to the north side of the Town near the common boundary with Town of Ponder.

The Mayor of Northlake recently inquired if District was interested in participating in oversizing the new pipeline. He suggested it could be an interim strategy to serve Ponder, another member of the District. The Mayor of Ponder was notified and recognized the potential merit.



He sent a letter expressing support for the oversize idea and advising that Ponder is expected to need additional water in about five years.

Based on staff estimates, a proposed agreement for oversizing the new pipeline to serve Ponder could help defer the total cost for a permanent line. Staff is proposing the Board authorize them to express interest to the Town of Northlake and let Staff negotiate an agreement with the Town to bring back to the Board for confirmation.

There were some questions about possible cost participation by Ponder.

Krum left the meeting.

President Vanzant entertained a motion. Any final contract will be brought back to the Board for approval. **Rich Lubke made a motion to approve Item No. 13. Seconded by Ken Parr.** The votes were all Yes, 0 No. Motion carried.

Krum returned to meeting.

14. Receive Staff briefing related to modifications and relocation of District pipelines in advance of FM 2181 Phase II roadway improvements by TxDOT, and take appropriate action.

Tom Snyder provided the briefing to the Board. TxDOT is moving forward with Phase II of FM 2181 widening project from the west end of the current project near FM 2499 to the signal light at Lillian Miller Parkway in Denton. We have both water and wastewater involvement.

Staff recommended Option 2 to proceed with coordination and design, generally as follows:

- Install new 20-inch pipeline in new easements where TxDOT R.O.W. overlaps existing easements, and
- Install new 20-inch pipeline in existing easements that are not overlapped by TxDOT R.O.W.

**Tim Fisher made a motion to approve Item No. 14 with Staff's recommendation to pursue Option 2. Seconded by Virginia Blevins.** The votes were all Yes, 0 No. Motion carried.

Richard Huckaby arrived at meeting.

15. Consider approval of proposed Work Program Guidelines for the year 2016 as recommended by Officers and Staff.

President Vanzant indicated he had covered the first item regarding a survey of Member entities and evaluate adequacy and quality of services provided by the District.

Taylor had no further comments, other than emphasize the enriched training program, continuing with security improvements, and moving forward with Riverbend - - these are key items.

**Ramiro Lopez made a motion to approve Item No. 15, the Work Program Guidelines for 2016. Seconded by Gary Calmes.** The votes were all yes, 0 No. Motion carried.



Ken Parr left meeting.

16. Executive Session concerning granting or acquisition of easements, rights-of-way and other property for Water Resource Development or for Regional Treated Water System, pursuant to Texas Government Code, Section 551.072, according to location maps of the projects available in the District Office; and regarding water rights and related permits; for discussion of security matters pursuant to Texas Government Code, Section 551.076; and concerning personnel matters, including the performance and compensation of executive director pursuant to Texas Government Code, Section 55.1074; 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.

The Board of Directors went into Executive Session at 2.44 PM.  
The Board returned to open meeting at 3:29 PM.

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

None.

18. Consider action on personnel and compensation matters discussed in Executive Session.

The Board had discussed this item in Executive Session. **Frank Jaromin made a motion to approve a 3% salary increase for the Executive Director for this year. Seconded by Rich Lubke.** The votes were all Yes, 0 No. Motion carried unanimously.

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

President Vanzant indicated an agenda item on succession planning will be added to the next Board agenda.


20. Visitor Comments Concerning Non-Agenda Topics.

None.

21. Adjournment.

President Vanzant adjourned the meeting at 3:37 P.M.

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

Certified By:   
Ramiro Lopez, Secretary, Board of Directors

