



MINUTES

UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING

July 6, 2017

REGULAR SESSION BOARD MEETING

1. Call to Order

The Board of Directors of the Upper Trinity Regional Water District convened, with President Kevin Mercer presiding, at 1:11 P.M. on Thursday, July 6, 2017, 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
Del Knowler, Bartonville
Janet Aune, Copper Canyon
Timothy Fisher, Denton
Campbell, Denton County At-Large
Dick Cook, Double Oak
Virginia Blevins, Justin
Eric Ferris, Lewisville
Alan Guard, Pilot Point
Mike Brice, Sanger

Richard Lubke, Vice President, Highland Village
Mike Fairfield, Secretary, Lake Cities MUA
Brian Roberson, Aubrey
James Burnham, Celina
Cody Collier, Corinth
Johnny Harris, Denton County Jean
Kristina Clark, DCFWSD #1A
Kenneth Parr, Flower Mound
Gary Calmes, Krum
Chris Boyd, Mustang SUD
Frank Jaromin, Prosper

Absent:

Michael Anderson, Ponder *

* Excused Absence

Staff & Advisors in Attendance:

Thomas E. Taylor, Executive Director
Larry Patterson, Deputy Executive Director
Nancy Tam, Assistant to Executive Director
Jason Pierce, Mgr / Watershed & Contract Svcs
Don Hill, Manager / Property Services
Kurt Staller, Sr. Professional Engineer

Matthew Boyle, Representing General Counsel
Bill Greenleaf, Director / Business Services
Jody Zabolio, Director of Operations
Kim Probasco, Budget Manager
Mark Skaggs, IT Administrator

Others in Attendance:

Alan Tucker, APAI
Gary Oradat, Jacobs

TL Cox, Springsted Inc.
John Thompson, Johnston Technical Services

3. Pledge of Allegiance and Invocation:

Pledge of Allegiance: Chris Boyd

Invocation: Richard Lubke

4. Oath of Office:

President Mercer administered the Oath of Office for James Burnham, newly appointed Board Member for City of Celina.

5. Opening Remarks:

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

- A draft Committee Assignments was included in the Board packets for review. New Board Members will not be assigned to a committee at this time, giving you adequate time to acclimate to the Board.
- The Officers are implementing an open door policy -- Board Members are welcome to attend the Officers meeting. However, due to quorum compliance, only 2-3 people can participate at one time. If you are available to attend, please notify Nancy Tam.

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.

- We are planning a field trip to the Lake Ralph Hall site on Wednesday, August 9. If you would like to attend, especially for those Board Members who have not yet had a chance to tour the Lake site. The field trip will take most of the day - - if you are available to attend, please contact Nancy Tam.
- City of Corinth Council Meeting - - Staff (Taylor and Patterson) and Cody Collier were invited to participate in a Council Work Session this evening regarding rates and water supply.

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

None.

6. Visitor Comments Concerning Agenda Topics.

None.

CONSENT AGENDA

Tim Fisher requested Agenda Item No. 9 be pulled for individual consideration. Mercer then asked for a motion to approve the remaining Consent Agenda items 7, 8, 10 and 11. **Virginia Blevins made the motion to approve the remaining Consent Agenda as presented. Seconded by Johnny Harris.** The votes were all Yes. Motion passed. The approved items were:

7. Adopt minutes of June 1, 2017 Board Meeting.



8. Accept Monthly Management Report for the period ended May 31, 2017.
10. Authorize the Executive Director to enter into agreement with:
 - A. Garland / DBS, Inc. for installation of exterior metal wall panels on the upper and lower levels of Raw Water Intake Pump Station.
 - B. Garland / DBS, Inc. for installation of new roof on the Tom Harpool membrane building.
11. Authorize Executive Director to enter into a pricing agreement with GE Grid Solutions, LLC to provide protection relay installation and programming services at various locations throughout the District.
9. Authorize the Executive Director to enter into an agreement with Hach Company for annual service plans for Hach process control instrumentation and lab equipment at each District Plant.

Tim Fisher inquired about the need of a service plans. Staff clarified that the agreement with Hach Company is a professional service plan which is required by the manufacture for preventive maintenance, testing, and calibration of their process control instrumentation and lab equipment. It is necessary to ensure compliance with the manufacture warranty provisions. These functions are outside of routine maintenance performed by staff. **Tim Fisher made a motion to approve Item No. 9. Seconded by Dick Cook.** The votes were all Yes. Motion passed.

ITEMS FOR INDIVIDUAL CONSIDERATION

12. Accept Report from Springsted, Inc. for implementation concerning Job Classification and Employee Compensation Study of staff positions.

At the February 2017 Board Meeting, a professional services contract was authorized for Springsted, Inc. to perform a comprehensive Job Classification and Compensation Plan. TL Cox, Vice President of Springsted, Inc. provided the briefing to the Board. He indicated that we have a fantastic culture here at UTRWD. The employees are dedicated, and excited about their roles and contributions to the mission of the District.

The study confirmed that the District management has done a good job of maintaining competitive salary ranges with periodic in-house studies that have been completed over the past 20 years. The results of this study identified 16 positions that fall below the minimum salary range for their position, with half of those being new hires at entry-level positions. Funding for adjusting pay for these positions will be provided for in the FY 2018 budget (approx. \$60,000). The overall conclusion about market competitiveness of employee benefits is that the District ranks well when compared to other entities surveyed.

Regarding a question on salary range of "5% above market," Cox indicated that it is for establishing the competitive salary structures only. It does not mean that each employee's salary is set at 5% above market. District's management team had made it very clear that this is a performance and merit based organization.

Cox confirmed that after all comparisons were made, UTRWD pay scales are slightly (about 1%) below market. With 19 years since the last study, the fact that we were as close to market as we are, it really is indicative that the current system has been maintained effectively. However, Lubke commented that in the future, we need to resurvey every 5 to 7 years to make sure we stay on track. **Rich Lubke made**



a motion to accept the Springsted Study for implementation. Seconded by Kristina Clark. The votes were all Yes. Motion passed.

13. Receive Staff report regarding projections of growth and increased wastewater flows in the Doe Branch service area and authorize staff to begin planning the necessary steps for a project to expand capacity at the Doe Branch Water Reclamation Plant.

According to Jody Zabolio, Director of Operations, the District's northeast service area is experiencing rapid growth, and that it is expected to continue for many more years. Staff has met with the participants of the Doe Branch drainage area, and has been compiling growth projections. Based on the available data and what we know from experience, staff is convinced of the need to get ready to move forward.

Tim Fisher made a motion to authorize staff to begin preparing for an expansion for Doe Branch Plant from current 2.0 mgd to the appropriate next phase; including recommendation for selection of design consultant. Seconded by Virginia Blevins. The votes were all Yes. Motion passed.

14. Consider approval of contract matters related to modifications and relocation of District facilities affected by TxDOT highway improvements on FM 720 from approximately Martop Road north to US 380. (Weighted Capital Vote)

- A. Accept proposed change order and close existing contract with JQ Infrastructure, LLC for professional services related to design and construction of necessary improvements to District pipelines.

At the June Board Meeting, JQ Infrastructures was tasked to determine possible conflicts between the upcoming TxDOT roadway improvements and District pipelines/easements along FM 720 between Martop Road and US 380. Based on the results of this study, an engineer identified only minor conflicts, and a scope for professional services and Task Order No. 1 was developed. However, upon more extensive review, staff has identified significant portions of additional work; it was also confirmed by TxDOT. Due to the magnitude of the change in scope, JQI would not be able to complete the additional work necessary to complete this job. Staff recommended, and JQI has submitted, a proposal to revise the scope of Task Order No. 1, by mutual agreement, to the actual work completed to date, a total of \$5,360, and to close the contract.

- B. Task Order No. 4 to existing contract with Huitt-Zollars, Inc. for professional services related to investigation, design and construction of District water pipelines, and including an appropriate Budget Amendment.

According to Kurt Staller, Senior Engineer that Task Order No. 4 will provide professional services to investigate and identify any remaining conflicts between TxDOT project and District facilities; to provide general oversight, surveying and coordination related to acquisition of new or additional right-of-way easements, including to provide assistance with TxDOT reimbursement package submittals for construction and easement taking. Staff expects that most of the costs will be reimbursable by TxDOT upon completion of the project.

Staff recommends that the Board authorize proposed Task Order 4 with Huitt-Zollars, Inc. in the amount of \$298,870 and related Budget Amendment in the amount of \$100,000.

Virginia Blevins made a motion to approve Item No. 14.A. and 14.B. as recommended by staff. Seconded by Rich Lubke. The *Weighted Capital Vote* proceeded as follows: 39 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 – Brice	1	1		
TOTAL	40	39		1

- Consider approval of Purchase Order to Johnston Technical Services, Inc. (JTS) for installation of microwave radio equipment, tower construction / erection, and antennae connection and alignment to provide a secondary communications path for strategic District facilities in the event of failure of primary (fiber optics) communications. **(Weighted Capital Vote)**

Mark Skaggs, Manager of IT Services provided the briefing to the Board. The District uses SCADA (Supervisory Control and Data Acquisition) system that allows Operators to monitor and control water and wastewater plant processes and equipment, both on-site and remotely. In addition, the District uses microwave as backup communication. However, recent incidents of fiber damaged or cut resulted in loss of communications to key facilities, which resulted in unplanned extended hours of operations for staff and increased cost.



In response to these strategic needs, staff proposed upgrade /expansion on the Microwave system which allows improvement in communication system to connect all treatment plants and the Stonehill Pump Station. It insures full redundancy to existing Fiber communication network. It provides capability to add future plants and/or facilities to system. Increased bandwidth expands capabilities for network services (telephone, intrusion alarms and access control, etc.) to District facilities.

The total cost of this project is \$552,166.07. Funding is included in the approved FY 2017 Capital Budget. **Del Knowler made a motion to approve the Purchase Order to Johnston Technical Services, Inc. as recommended by staff. Seconded by Richard Lubke. The Weighted Capital Vote** proceeded as follows: 39 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		
DCFWSD #1A – Clark	2	2		
DCFWSD #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 – Brice	1	1		
TOTAL	40	39		1

Johnny Harris left meeting at 2:50 P.M.



16. 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.

The Board of Directors went into Executive Session at 2:50 PM.
 The Board returned to open meeting at 3:15 PM.

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

One property was discussed in Executive Session. **Motion by Kristina Clark to approve a not-to-exceed offer (if not condemnation) to acquire a utility easement from McDonald’s Corporation (Parcel 3 - FM 2181) for the TxDOT FM 2181 Water Pipeline Relocation Project. Seconded by Tim Fisher.** The *Weighted Capital Vote* proceeded as follows: 39 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 – Brice	1	1	
TOTAL	40	39	1

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


None.

19. Visitor Comments Concerning Non-Agenda Topics.

None.

20. Adjournment.

There being no further business, President Mercer adjourned the meeting at 3:24 P.M.

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

Certified By: 
Mike Fairfield, Secretary, Board of Directors

