



# MINUTES

## UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING

May 5, 2016

### REGULAR SESSION BOARD MEETING

1. Call to Order

The Board of Directors of the Upper Trinity Regional Water District convened, with President Vanzant presiding, at 1:30 P.M. on Thursday, May 5, 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  
Ramiro Lopez, Secretary, Irving  
Brian Roberson, Aubrey  
Janet Aune, Copper Canyon  
Jean Campbell, Denton County At-Large  
Kevin Mercer, DCFWSD #7  
Kenneth Parr, Flower Mound  
Virginia Blevins, Justin  
Lathan Watts, Lewisville  
Richard Huckaby, Ponder  
Mike Brice, Sanger

Gary Calmes, Treasurer, Krum  
Troy Norton, Argyle  
Del Knowler, Bartonville  
Timothy Fisher, Denton  
Kristina Clark, DCFWSD #1A  
Dick Cook, Double Oak  
Richard Lubke, Highland Village  
Mike Fairfield, Lake Cities MUA  
Scott Ingalls, Pilot Point  
Frank Jaromin, Prosper

**Absent:**

Chris Boyd, Vice President, Mustang SUD \*  
Johnny Harris, Denton County \*

Cody Collier, Corinth \*

**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  
Lester Harris, Accounting Manager  
Mark Skaggs, IT Administrator

John F. Boyle, Jr., General Counsel  
Bill Greenleaf, Director / Business Services  
Nancy Tam, Assistant to Executive Director  
Jason Pierce, Mgr/Watershed & Contract Srvc  
Jan Morris, Budget Manager  
Dustin Wright, IT Specialist

**Others in Attendance:**

Jennifer Bland, Mustang SUD

Scott Halff, Carollo Engineers

3. Pledge of Allegiance and Invocation

Pledge of Allegiance: Lance Vanzant

Invocation: Gary Calmes

4. Oath of Office

President Vanzant administered the Oath of Office for Kristina Clark, newly appointed Board Member for Denton County Fresh Water Supply District No. 1A (DCFWSO No. 1A). Ms. Clark will be completing the remainder of Mr. Jerry Benetato's term, which expires May 31, 2019.

5. Opening Remarks:

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

- Johnny Harris is recovering very well from a recent surgery. We hope to see him at the next Board Meeting.
- President Vanzant passed around the District's 2016 Annual Budget. The Government Finance Officers Association notified us that the District has received its 7<sup>th</sup> consecutive Distinguished Budget Presentation Award. This award is the highest form of recognition in governmental budgeting. It represents a significant achievement by our organization. Congratulations to Bill Greenleaf, Jan Morris and their team that put this together.

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.

None.

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**

President Vanzant asked for a motion to approve the items in the Consent Agenda. **Richard Lubke made a motion to approve the Consent Agenda Items. Seconded by Troy Norton.** The votes were all Yes. Corinth Abstained. Motion carried. The approved items were:



7. Adopt minutes of April 7, 2016 Board Meeting.
8. Accept Monthly Management Report for the period ended March 31, 2016.
9. Accept Quarterly Investment Report for the period ended March 31, 2016.
10. Authorize the Executive Director to enter into agreements with:
  - A. Solenis, LLC. for the purchase of polymer (Cationic Polyacrylamide Emulsion) for use in wastewater treatment processes.
  - B. Garland/DBS, Inc. for installation of a new roof on the Lakeview Plant main building.
11. Authorize appointment of Coordinator and other contact personnel for the District's Employee Retirement Plan and Deferred Compensation Plan administered by ICMA Retirement Corporation.

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

12. Consider resolution of congratulations upon the 50<sup>th</sup> anniversary of Mustang Special Utility District.

President Vanzant presented the Resolution of Congratulations to Ms. Jennifer Bland, representative from Mustang SUD. Upper Trinity wishes to extend to its leaders and customers a message of best wishes and congratulations on their 50<sup>th</sup> Anniversary. **Frank Jaromin made a motion to approve Item No. 12. Seconded by Lathan Watts.** The votes were all yes. Motion carried.

13. Consider contract matters related to Lake Ralph Hall: **(Weighted Capital Vote)**
  - A. Authorize Task Order No.10 under existing contract with CPY, Inc. for continued support of planning and permitting.
  - B. Authorize Contract and Task Order No. 1 with CH2M Hill, Inc. for planning and preliminary design services for development of the Lake.

President Vanzant recommends considering both items with one vote.

Item 13 A is Task Order No. 10 with CPY, Inc. to support the development of the Draft Environmental Impact Statement (DEIS). The scope and funding for Task Order No. 10 are intended to support the permit and planning process through completion of the DEIS and public hearing process for the 404 permit. Funding for this effort is included in the FY 2016 budget and currently available by the TWDB SWIFT program loan. Staff recommends approval of Task Order No. 10 with CPY, Inc.

Item 13 B is for approval of Contract and Task Order No. 1 with CH2M Hill Engineers for professional engineering services and project implementation plan and schedule. Cost of this effort is included in the FY 2016 budget with funding provided by TWDB SWIFT program loan. Staff recommends approval of Item No. 13 B with CH2M Engineers, Inc.

**Mike Fairfield made a motion to approve Item No. 13 A & B. Seconded by Virginia Blevins.** The *Weighted Capital Vote* proceeded as follows: The votes were 25 Yes, 9 No. Motion carried.



ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Vanzant	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 – Watts	2	2		
MUSTANG SUD - Boyd	2			2
PILOT POINT - Ingalls	1	1		
PONDER - Huckaby	1			1
PROSPER - Jaromin	1	1		
SANGER – Brice	1	1		
TOTAL	40	25	9	6

14. Consider award of contract to Gracon Construction, Inc. for construction of improvements to ultraviolet disinfection system at Peninsula Water Reclamation Plant. **(Weighted Capital Vote)**

This project is for professional services related to improvements to the ultraviolet disinfection system at the Peninsula Plant. Funding for this project is included in the Capital Budget, and staff recommends award of contract to low and best bidder Gracon Construction, Inc. in the amount of \$592,500 contingent upon the District’s sale of bonds.

**Frank Jaromin made a motion to approve Item No. 14 contingent upon the District’s sale of bonds. Seconded by Tim Fisher.** The *Weighted Capital Vote* proceeded as follows: The votes were 34 Yes, 0 No. Motion carried.



ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Vanzant	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 – Watts	2	2		
MUSTANG SUD - Boyd	2			2
PILOT POINT - Ingalls	1	1		
PONDER - Huckaby	1	1		1
PROSPER - Jaromin	1	1		
SANGER – Brice	1	1		
<b>TOTAL</b>	<b>40</b>	<b>34</b>		<b>6</b>

Huckaby arrived meeting at 2:32 PM

**15. Consider matters related to expansion of Riverbend Water Reclamation Plant: (Weighted Capital Vote)**

- A. Authorize pilot testing at Peninsula Plant, using the BioMag System for enhanced treatment performance and capacity, as part of the project for expansion of Riverbend Plant.

BioMag is a patented system for enhancement to the traditional wastewater treatment process to help settle and remove solids. Staff has visited and investigated a few water reclamation plants that use BioMag. BioMag has proven effective in those plants;



however, it has not been used in Texas and is not yet an approved process by TCEQ. Therefore, a pilot test is required to document the efficacy of the process.

With the support from Customer Advisory Council, staff recommends that the Executive Director, with concurrence of General Counsel, be authorized to enter into an agreement with Evoqua Water Technologies LLC for the BioMag system pilot testing at Peninsula Plant - - in an amount not-to-exceed \$100,000.

**Frank Jaromin made a motion to approve Item No. 15 A. Seconded by Kevin Mercer.** The *Weighted Capital Vote* proceeded as follows: The votes were 35 Yes, 0 No. Motion carried.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Vanzant	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 – Watts	2	2		
MUSTANG SUD - Boyd	2			2
PILOT POINT - Ingalls	1	1		
PONDER - Huckaby	1	1		
PROSPER - Jaromin	1	1		
SANGER – Brice	1	1		
TOTAL	40	35		5



- B. Authorize staff to proceed with Construction Manager at Risk procurement method for assistance in finalizing design and for construction of the project.

Briefing by Tom Snyder and Scott Half, Carollo Engineers. The Board of Directors previously authorized Task Order No. 2 with Carollo for professional services related to design and construction of the Riverbend Expansion. Due to the rapid growth in the plant's service area and tight project schedule, the task order included professional services related to assisting staff in selection of a construction manager at risk (CMAR) firm and to work with the CMAR during design and construction phases of the project.

With support from Customer Advisory Council, staff recommends that the Board to authorize staff to proceed with the next step in the CMAR process to distribute Request for Proposals, select best qualified CMAR Firm, and bring proposed preconstruction contract to Board for consideration.

**Richard Lubke made a motion to approve Item No. 15 B. Seconded by Tim Fisher.** The *Weighted Capital Vote* proceeded as follows: The votes were 34 Yes, 1 No (Prosper). Motion carried.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Vanzant	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 – Watts	2	2		
MUSTANG SUD - Boyd	2			2
PILOT POINT - Ingalls	1	1		



PONDER - Huckaby	1	1		
PROSPER - Jaromin	1		1	
SANGER – Brice	1	1		
TOTAL	40	34	1	5

Ken Parr left meeting at 2:34 PM

16. Consider Contract Amendment with City of Celina to increase its subscribed capacity from 0.6 mgd to 0.665 mgd in the Doe Branch Water Reclamation Plant. **(Weighted Capital Vote)**

The City of Celina, as a Participating Member in the Northeast Region Water Reclamation System (Doe Branch), has requested an increase in their current subscribed capacity in the Plant from 0.6 mgd to 0.665 mgd, to meet its future wastewater needs. This will make the Plant fully subscribed. Regarding its share of the Trunk Main, the City agrees to pay the principal and interest owed over a five-year period beginning October 1<sup>st</sup>. A separate financing agreement will set forth the 5-year amortization and payout.

Staff recommends approval of the amendment, subject to any non-substantive charge as mutually agreed. **Virginia Blevins made a motion to approve Item No. 16. Seconded by Jean Campbell.** The *Weighted Capital Vote* proceeded as follows: The votes were 26 Yes, 0 No. Motion carried.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Vanzant	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 – Watts	2	2	
MUSTANG SUD - Boyd	2		2
PILOT POINT - Ingalls	1	1	
PONDER - Huckaby	1	1	
PROSPER - Jaromin	1	1	
SANGER – Brice	1	1	
TOTAL	40	26	14

17. Executive Session concerning granting or acquisition of easements, rights-of-way and other property for Water Resource Development or for Regional Treated Water System, or leasing of District property 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; 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 2:37 PM.  
 The Board returned to open meeting at 2:53 PM.

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

None.

19. Receive report of Nominating Committee and conduct election of Officers for the year beginning June 1, 2016.

The Nominating Committee (Kevin Mercer, Chair, Mike Fairfield, and Richard Huckaby) designated by President Vanzant, recommended the reappointment of the present serving Officers for an additional year of service.

**Kevin Mercer made a motion to reappoint the current slate of Officers. Seconded by Richard Lubke.** The votes were all Yes. Motion carried. The Officers of the Board for June 1, 2016 through May 31, 2017 year are:

President:	Lance Vanzant
Vice President:	Chris Boyd
Treasurer:	Gary Calmes
Secretary:	Ramiro Lopez

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

None.



21. Visitor Comments Concerning Non-Agenda Topics.

None.

22. Adjournment.

President Vanzant adjourned the meeting at 2:55 P.M.

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

Certified By:   
Ramiro Lopez, Secretary, Board of Directors

