



# MINUTES

## UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING

October 6, 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 1:00 P.M. on Thursday, October 6, 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  
Del Knowler, Bartonville  
Cody Collier, Corinth  
Jean Campbell, Denton County At-Large  
Kristina Clark, DCFWSD #1A  
Dick Cook, Double Oak  
Richard Lubke, Highland Village  
Lathan Watts, Lewisville  
Michael Anderson, Ponder

Chris Boyd, Vice President, Mustang SUD  
Ramiro Lopez, Secretary, Irving  
Brian Roberson, Aubrey  
Janet Aune, Copper Canyon  
Timothy Fisher, Denton  
Johnny Harris, Denton County  
Kevin Mercer, DCFWSD #7  
Kenneth Parr, Flower Mound  
Virginia Blevins, Justin  
Scott Ingalls, Pilot Point  
Mike Brice, Sanger

**Absent:**

Mike Fairfield, Lake Cities MUA \*

Frank Jaromin, Prosper \*

\* Excused Absent

**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

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

Dustin Wright, IT Specialist  
Rob Collins, Bond Counsel

Blake Alldredge, Water Resources Specialist

**Others in Attendance:**

Alan Tucker, APAI  
Jason Melcher, Halff Associates  
Johnny Dyer, DCFWSD #1A  
Nick Buliach, First Southwest

Tony Almeida, Halff Associates  
Olivia von den Benken, Halff Associates  
Ken Lawrence, IT Nexus

3. Pledge of Allegiance and Invocation

Pledge of Allegiance: Mike Brice

Invocation: Rich Lubke

4. Opening Remarks:

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

- President Vanzant recognized Tim Fisher and congratulated him for his promotion to General Manager of Water Utilities for the City of Denton.
- Mike Fairfield has been absent for the last two Board meetings. Recently Mike's wife has been experiencing a health issue. He is helping in taken care of her. Please keep the Fairfield family in your prayers. The District has sent flowers on behalf of the Board of Directors.

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.

- An article out of the current issue of North Texas Commission - - NTX Magazine was distributed. This current issue focuses on High Tech / Digital: "The Internet of Things." It is about utilities; it has a good section on Upper Trinity and our use of technology in managing/conservation. It is a good story, Taylor encouraged everyone to read the article. He also noted that the adjacent advertisement on water conservation is jointly sponsored with North Texas Municipal Water District.
- Taylor asked all Board Members to hold Thursday, November 3 on their calendars for the November Board Retreat - - a high priority field trip. It is very important that the Board see the challenges that are facing the District in order to complete and carry out its mission. It is hard to get a vision of those challenges sitting in the Board Room. Start time will be around 8:30 AM until approximately 4:30 PM.

The Retreat will include a tour of the new Doe Branch Plant, with the Board Meeting being held at Mustang's Office.

- Regarding Lake Ralph Hall, the District is entering a new phase of planning, preliminary design and permitting. A full scope of the project is beginning to come into focus: Environmental mitigation including streams; design of the Dam and Emergency Spillway; roads and bridges, a major bridge project on Hwy 34. As the



District completes the permitting process, there may be new directions and new instructions coming through the Federal permitting 404 process.

An important aspect is the coordination with City of Irving for transport of water. The pipeline system is being worked on jointly with the City's consulting engineers developing that concept; and, the District and Irving will be meeting soon to review the findings and recommendations.

Rich Lubke inquired about the results of the recent Member Survey. Vanzant commented that it will be presented at the next meeting.

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

Bill Greenleaf announced that the District has received the Government Finance Officers Association (GFOA) Award for the 17<sup>th</sup> time. Congratulations from the Board.

5. Visitor Comments Concerning Agenda Topics.

None.

#### CONSENT AGENDA

President Vanzant asked for a motion to approve items in the Consent Agenda. **Richard Lubke made a motion to approve the Consent Agenda items.** **Seconded by Kevin Mercer.** The votes were all Yes. Motion passed. The approved items were:

6. Adopt minutes of September 1, 2016 Board Meeting.
7. Accept Monthly Management Report for the period ended August 31, 2016.
8. Consider approval of, and authorize the Executive Director to sign, engagement letter with Deloitte & Touche LLP, external auditor, to conduct the District's FY 2016 annual financial audit.
9. Consider approval of Contract and Task Order No. 1 with IT Nexus, Inc. for professional services related to the Operational Data Management Improvement Project.
10. Ratify Emergency Purchase Order for two (2) pumps for the Doe Branch Lift Station.
11. Receive report of construction change orders approved by staff.

#### ITEMS FOR INDIVIDUAL CONSIDERATION

12. Consider approval of 3-year extension to the Letter of Credit Agreement (LOC) with Bank of America, N.A. supporting the District's Commercial Paper Program in the amount of \$50,000,000 for the Regional Treated Water System. **(Weighted Capital Vote)**

Taylor indicated this is the same program the District has now, but because liquidity conditions for the banking industry have improved, the Bank of American offered the District an extension



to the LOC (new expiration date of December 2019), to lower the LOC cost of fees by 13%, which will result in a savings of approximately \$53,700 annually; and, continue the program in a \$50 million package available to the District. Staff recommends approval.

**Gary Calmes made a motion to approve Item No. 12 as recommended by staff. Seconded by Del Knowler.** The *Weighted Capital Vote* proceeded as follows: The vote was 37 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		
DCFWSO #1A – Clark	2	2		
DCFWSO #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 - Anderson	1	1		
PROSPER - Jaromin	1			1
SANGER – Brice	1	1		
<b>TOTAL</b>	<b>40</b>	<b>37</b>		<b>3</b>



13. Receive reports prepared by Halff Associates Engineers, Inc.:

Tom Snyder introduced Jason Melcher, Halff Associates Engineers, Inc. as the engineering firm that performed the work on the following two projects.

A. Relating to limited planning study for District's Northeast Regional Water Reclamation System.

In March 2014, the Board authorized Halff Associates, Inc. to develop a Limited Planning Study for the District's Northeast Regional Water Reclamation System. Carollo Engineers also provided assistance for this project.

Growth in the Northeast Service Area is projected to be rapid and significant over the next 20 years. UTRWD and its customers will face a major challenge to plan and construct infrastructure that accommodates the anticipated growth. The Planning Study provide key recommendations, including both long term goals and short term recommendation to minimize costs for both construction and operation.

B. Relating to impacts to District facilities associated with TxDOT's IH 35 Managed Lanes Project.

In March 2014, the Board approved Task Order No. 1 with Halff Associates, Inc. to evaluate impacts to District facilities associated with TxDOT's IH-35 Managed Lanes Project.

The key recommendation include:

- Utility coordination with AGL Constructors to resolve the conflicts between District's 48-inch water transmission main and the proposed drainage improvements for the KCS Railroad Bridge.
- Swisher Road Force Main Assessment and Improvements
- System-Wide Assessment

Both Study and Report were presented to the CAC for review and discussion. No modifications to the report were recommended. Staff recommends receiving the Study and Report which will be used to guide staff in making the recommended changes and in preparation of proposals for the Board's consideration.

**Tim Fisher made a motion to approve Item Nos. 13. A. & B. as recommended by Staff. Seconded by Dick Cook.** The Roll Call Vote was 21 Yes, 0 No. Motion carried.

14. Consider approval of Task Order No. 3 to existing contract with Alan Plummer Associates, Inc. related to final design, bidding and construction phase services for raw water pipeline from Harpool Plant to planned north storage facility near FM 2931. **(Weighted Capital Vote)**

Tom Snyder provided the briefing. Proposed Task Order 3 will provide design and construction services for the pipeline, connection of the pipeline to existing raw water pipeline and an intake structure at the proposed north storage lake. The total task order amount is \$555,180. Funding is included in the approved Capital Budget. Chris Boyd indicated that he has no problem with this project.



**Scott Ingalls made a motion to approve Item No. 14. Seconded by Ramiro Lopez.** The *Weighted Capital Vote* proceeded as follows: The vote was 37 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 - Anderson	1	1		
PROSPER - Jaromin	1			1
SANGER – Brice	1	1		
TOTAL	40	37		3

15. Consider acceptance of completed work for a new wastewater trunk main and Point of Entry for Mustang Special Utility District into the Riverbend Water Reclamation Plant, enabling wastewater service to the Union Park Development and others. **(Weighted Capital Vote)**

Tom Snyder provided the briefing regarding this project. Staff recommends the Board to accept the completed trunk main and new Point of Entry constructed by Mustang (through the Union Park developer), subject to receipt of the appropriate maintenance bond in the District's name and the related as-built drawings of the project.





**Rich Lubke made a motion to approve Item No. 15. Seconded by Troy Norton. The Weighted Capital Vote proceeded as follows: The vote was 37 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 - Anderson	1	1		
PROSPER - Jaromin	1			1
SANGER – Brice	1	1		
TOTAL	40	37		3

A five-minute break was called.

- Executive Session concerning granting or acquisition of easements, rights-of-way and other property for Water Resource Development or for Regional Treated Water System, 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 1:58 PM.  
 The Board returned to open meeting at 2:59 PM.

Chris Boyd left meeting at 2:58 PM.

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

**Troy Norton made a motion to approve the purchase of Lake Ralph Hall Project property: Remington Mortgage Capital Group, Inc. (P-080-LRH). Seconded by Dick Cook.** The *Weighted Capital Vote* proceeded as follows: The vote was 26 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 - Anderson	1	1		
PROSPER - Jaromin	1			1
SANGER – Brice	1	1		
TOTAL	40	26	9	5





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

None.

19. Visitor Comments Concerning Non-Agenda Topics.

None.

20. Adjournment.

The meeting was adjourned by President Vanzant at 3:00 PM.

Recorded By:

  
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Nancy T. Tam, Assistant Secretary, Board of Directors

Certified By:

  
\_\_\_\_\_  
Ramiro Lopez, Secretary, Board of Directors

