



DATA SHEET
Agenda Item No. 6.

Meeting Date: December 6, 2018

Agenda Item:

Adopt minutes of November 1, 2018 Board Meeting.

Placement:	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Individual Consideration	<input type="checkbox"/> Executive Session
Vote:	<input checked="" type="checkbox"/> Non-Weighted	<input type="checkbox"/> Weighted Capital	
Recommending Department: Administration			

Background:

The enclosed minutes from the November 1, 2018 Board Meeting were prepared by Nancy T. Tam, Assistant Secretary to the Board.

Financial:

None.

Recommendation:

Recommend that the Board adopt the enclosed minutes for the November 1, 2018 Board Meeting.

Enclosures:

Prepared minutes from the November 1, 2018 Board Meeting.

Submitted By: Nancy Tam
Nancy Tam, Assistant to Executive Director

Date: November 30, 2018



MINUTES

UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING NOVEMBER 1, 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 1:25 P.M. on Thursday, November 1, 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
Del Knowler, Bartonville
Bob Hart, Corinth
Jean Campbell, Denton County At-Large
Kristina Clark, DCFWSD #1A
Clay Riggs, Flower Mound
Gary Calmes, Krum
Lyle Drescher, Northlake
Michael Anderson, Ponder

Richard Lubke, Vice President, Highland Village
Mike Fairfield, Secretary, Lake Cities MUA
Brian Roberson, Aubrey
James Burnham, Celina
Timothy Fisher, Denton
Johnny Harris, Denton County
Dick Cook, Double Oak
Virginia Blevins, Justin
Chris Boyd, Mustang SUD
Alan Guard, Pilot Point

Absent:

Mark Pape, Copper Canyon *
Frank Jaromin, Prosper *

Eric Ferris, Lewisville *
Alina Ciocan, Sanger *

* Excused Absence

Staff & Advisors in Attendance:

Larry N. Patterson, Executive Director
Bill Greenleaf, Director / Business Services
Thomas E. Taylor, Former Exec Director
Jody Zabolio, Director/Operations
Lester Harris, Accounting Manager
Kim Probasco, Budget Manager
Mark Skaggs, Manager / IT Svcs.
Ronna Hartt, Manager of Water Resources
Doug Janeway, Manager of Property Svcs

John F. Boyle, Jr., General Counsel
Nancy Tam, Assistant to Executive Director
Tom Snyder, Director Const. & Eng.
Jason Pierce, Mgr. / Cust Cont & Support Svcs
Jan Morris, Mgr, Personnel / Purchasing
Kurt Staller, Asst. Dir, Const. & Eng.
Adam McKnight, Project Engineer
Michelle Carte, Tech Svcs Spec

Others in Attendance:

Alan Tucker, APAI

Drew Corn, Northlake

Pete Anaya, Prosper

3. Pledge of Allegiance and Invocation

Pledge: Mike Anderson

Invocation: Thomas E. Taylor

4. Opening Remarks:

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

- President Mercer recognized and welcomed the following guests:
 - Drew Corn, Town Administrator, Town of Northlake
 - Pete Anaya, Deputy Director of Engineering Services, Town of Prosper
- Mercer thanked Mike Fairfield and Mike Anderson for going beyond the call of duty in a recent event. While attending the 404 Hearing (October 25th) in City of Ladonia, they learned from the Mayor that the City was having problem with their water system. They investigated and found a couple of fire hydrants open which were draining their well. With their assistance, the hydrants were shut-off and the City's water service returned to normal.

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.

- Patterson congratulated the Business Services team. The District had been recognized by the Government Finance Officers Association (GFOA) for excellence in financial reporting for FY 2017.
- Congratulations to Mustang SUD; Standard and Poor's issued an upgrade on their bonds from –AA to AA.
- Recently, a contract was executed for the purchase of electricity for the Taylor and Lakeview Plants with a new company.
- Regarding policies on internal loans and on purchasing signature, review is coming soon.

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

None.

5. Visitor Comments Concerning Agenda Topics.

None.



CONSENT AGENDA

President Mercer asked for a motion to approve the Consent Agenda. Tim Fisher requested Item No. 9 for individual consideration. Kristina Clark made a motion to approve Agenda Items 6, 7, 8, 10 and 11. Seconded by Bob Hart. The vote was all Yes. Motion carried.

6. Adopt minutes of October 4, 2018 Board Meeting.
7. Accept "Annual Review" of the District's Investment Policy.
8. Approve request for assignment of Contract for Transportation and Landfill Disposal of District's Water Reclamation Plant Bio-Solids from Waste Management of Texas, Inc. to Allied Waste Systems, Inc.
10. Authorize the Executive Director to enter into a purchasing agreement with SEL Engineering Services, Inc. under a previously authorized pricing agreement to provide replacement of Electrical Protection Relays.
11. Authorize the Executive Director to enter into a pricing agreement with Prime Controls, LP for the purchase of SCADA System Maintenance and Repair Services.

ITEMS FOR INDIVIDUAL CONSIDERATION

9. Authorize Executive Director to enter into a contract with Wells-Fargo Bank for Bank Depository Services for the District.

Tim Fisher inquired about the business practices of this bank. Mercer commented that it was discussed, and the direction from the Board was to put out a Request for Proposals (RFP). This has been done by staff.

Lester Harris provided the briefing to the Board. During FY 2017, the Board authorized Staff to solicit Request for Proposals (RFP) for bank depository services. Three banks provided an RFP: Bank of America, JP Morgan, and Wells-Fargo Bank (District's current depository).

After a thorough analysis of the RFPs and much deliberation, Staff presented the results to the Finance and Investment Committee (FIC). Wells-Fargo Bank (Wells-Fargo) provided a far superior response to the RFP than their competitors by providing the most comprehensive number of services at the lowest cost. In addition, Wells-Fargo provided the best means to avoid bank fees completely; and, they have recommitted to provide the District with the customer service that they gave before.

Staff recommends the authorization for the Executive Director to enter this contract with Wells-Fargo Bank for banking and depository services for the District. Ramiro Lopez made a motion to approve Item No. 9 as recommended by staff. Seconded by Rich Lubke. The vote was all Yes. Motion carried.

12. Adopt proclamation in honor of **Veterans Day** on November 11, 2018.

Veterans Day is for those that are serving, have served, and those that made the ultimate sacrifice. This year marks the 100th Anniversary of the end of World War I. Larry Patterson indicated that this Day means a lot to him; not only that his father fought in WWII, his grandfather also fought in WWI.



Patterson read the Proclamation and recommended that the Proclamation be adopted. Jean Campbell made a motion to adopt the Proclamation as recommended (includes a minor correction of the date). **Seconded by Johnny Harris.** The vote was all Yes; motion carried.

13. Consider approval of Task Order No. 3 to existing contract with Alan Plummer & Associates for services related to design, bidding and construction of side-stream ozone rehabilitation at the Taylor Water Treatment Plant. **(Weighted Capital Vote)**

Kurt Staller provided the briefing to the Board. The current side-stream ozone treatment system (installed 2001) for the recycled flows at the Taylor WTP pond is past its useful service life.

As part of the Taylor WTP solids removal study, Alan Plummer Associates, Inc. (APAI) evaluated the existing ozone system and recommended replacing the nonfunctioning unit. The proposed Task Order No. 3 will provide the following primary services to analyze water samples from recycle pond; determine ozone dosing rates; design building for side-stream unit, including bid and construction phase services. Virginia Blevins made a motion to approve Task Order No. 3 with Alan Plummer Associates, Inc. in the amount of \$96,700. **Seconded by Kristina Clark.** The *Weighted Capital Vote* proceeded as follow. The vote was all Yes. Motion carried.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	2	2		
CORINTH – Hart	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 – Riggs	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		
NORTHLAKE - Dresher	1	1		
PILOT POINT - Guard	1	1		
PONDER - Anderson	1	1		



PROSPER - Jaromin	1		1
SANGER – Ciocan	1		1
TOTAL	42	38	4

14. Consider approval of Change Order No. 1 to existing construction contract with Crescent Constructors, Inc. for pumping improvements to Harpool Water Treatment Plant. **(Weighted Capital Vote)**

Adam McKnight provided the briefing to the Board. In December 2017, the Board awarded a construction contract to Crescent Constructors, Inc. for installation of three new pumps with variable frequency drives (VFD) and associated piping improvements at the Harpool pump station. However, since award of the construction project, due to rapid growth in the northeast service area and increase customer subscriptions, this has resulted in the need to purchase and install a 500 HP Pump and Motor, variable frequency drive (VFD), associated piping, valves and hydraulic controls. Time extension of 103 days for manufacturing and installation.

Staff recommends approval of Change Order No. 1 to existing contract with Crescent Constructors, Inc. for pumping improvements at the Harpool Water Treatment Plant in the amount of \$802,350.00. **Kristina Clark made a motion to approve Item No. 14. Seconded by Bob Hart.** The *Weighted Capital Vote* proceeded as follow. The vote was all Yes. Motion carried.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	2	2		
CORINTH – Hart	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 – Riggs	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		



NORTHLAKE - Dresher	1	1	
PILOT POINT - Guard	1	1	
PONDER - Anderson	1	1	
PROSPER - Jaromin	1		1
SANGER – Ciocan	1		1
TOTAL	42	38	4

15. Consider approval of Task Order No. 2 to existing contract with CP&Y, Inc. for services related to surveying and mapping for Lake Ralph Hall. **(Weighted Capital Vote)**

Ronna Hartt provided the briefing to the Board. In June, the District authorized a contract and Task Order No. 1 with CP&Y, Inc. (CPY) for \$391,000. This included surveying and mapping in support of design activities; Geographic Information System (GIS) Base map (on-going) and Surveys for Land Acquisition (on-going).

However, as the LRH project continues to move forward, additional mapping and surveying support is required for design of the dam/spillway, bridge/roads and mitigation areas; along with the land acquisition program. Accordingly, the District staff has negotiated Task Order No. 2 with CPY for additional survey activities for a not-to-exceed amount of \$1,808,520.00. **Bob Hart made a motion to approve Item No. 15 as recommended by staff. Seconded by Virginia Blevins. The Weighted Capital Vote proceeded as follow. The vote was all Yes. Motion carried.**

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	2	2		
CORINTH – Hart	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 – Riggs	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	
NORTHLAKE - Dresher	1	1	
PILOT POINT - Guard	1	1	
PONDER - Anderson	1	1	
PROSPER - Jaromin	1		1
SANGER – Ciocan	1		1
TOTAL	42	38	4

A 5-minute break was called prior to Executive Session.

- Executive Session concerning acquisition (or exchange) 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 2:15 PM.
 The Board returned to open meeting at 2:28 PM.

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

None.

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

None.

- Visitor Comments Concerning Non-Agenda Topics.

None.

- Adjournment.

There being no further business, President Mercer adjourned the meeting at 2:29 P.M.

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

Certified By: _____
 Mike Fairfield, Secretary, Board of Directors

