

DATA SHEET
Agenda Item No. 6.

Meeting Date: December 7, 2017

Agenda Item:

Adopt minutes of October 5, 2017 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 October 5, 2017 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 October 5, 2017 Board Meeting.

Enclosures:

Prepared minutes from the October 5, 2017 Board Meeting.

Submitted By: 
Nancy Tam, Assistant to Executive Director

Date: December 1, 2017



MINUTES

UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING

October 5, 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 12:55 P.M. on Thursday, October 5, 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
Del Knowler, Bartonville
Cody Collier, Corinth
Johnny Harris, Denton County
Kristina Clark, DCFWSD #1A
Kenneth Parr, Flower Mound
Gary Calmes, Krum
Alan Guard, Pilot Point
Frank Jaromin, Prosper

Richard Lubke, Vice President, Highland Village
Brian Roberson, Aubrey
James Burnham, Celina
Timothy Fisher, Denton
Jean Campbell, Denton County At-Large
Dick Cook, Double Oak
Virginia Blevins, Justin
Chris Boyd, Mustang SUD
Michael Anderson, Ponder
Mike Brice, Sanger

Absent:

Troy Norton, Argyle *
Mike Fairfield, Secretary, Lake Cities MUA *

Janet Aune, Copper Canyon *
Eric Ferris, Lewisville *

* 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. / Cust Cont & Support Svcs
Lester Harris, Accounts Manager
Kim Probasco, Budget Manager
Kurt Staller, Acting Director of Eng & Constr
Jeremy Sanders, Purchasing Manager

John F. Boyle, Jr., General Counsel
Bill Greenleaf, Director / Business Services
Jody Zabolio, Director/Operations
Don Hill, Manager / Property Services
Jan Morris, Mgr. Personnel & Purchasing
Mark Skaggs, Manager / IT Svcs
Adam McKnight, Project Engineer

Others in Attendance:

Jim Gallovich, Carollo
Alan Tucker, APAI

John Manahan, CPY
Johnny Dyer, DCFWSD #1A

3. Pledge of Allegiance and Invocation:

Pledge of Allegiance: Larry Patterson

Invocation: Richard Lubke

4. Opening Remarks:

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

- Now that the budget processes is over, President Mercer wished all a happy new Fiscal Year! It is always easier going before your Boards and Councils when there is only a minimal water rate increase, or no wastewater increase. Hats off to the team.
- He thanked Frank Jaromin for attending the last Officers Meeting. If anyone is interested in attending the November Officers Meeting, contact Nancy Tam to set up a schedule.

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.

To encourage watershed protection for the region, the District has assisted in preparation of the Greenbelt Plan. Now that the Plan has been accepted by all three agencies (Denton County, Upper Trinity Conservation Trust and Upper Trinity Regional Water District), it is now ready for implementation. Through social media, a reporter from Channel 5 contacted and interviewed Jason Pierce (Manager of Contract /Support Services) and Thomas Muir (Vice President of the District's Conservation Trust, as well as the Mayor of Sanger, Texas) regarding key benefits of the Greenbelt Plan.

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

Staff presented the Channel 5 interview video on the Greenbelt Plan.

5. Visitor Comments Concerning Agenda Topics.

None.

CONSENT AGENDA

President Mercer moved to the Consent Agenda and requested to pull Item #13 for individual consideration. Seconded by Johnny Harris.

Tim Fisher made a motion to approve the remaining Consent Agenda Items 6 - 12. Seconded by Johnny Harris. The votes were 20 Yes, 0 No. Motion passed. Items approved were:

6. Adopt minutes of September 7, 2017 Board Meeting.

7. Accept Monthly Management Report for the period ended August 31, 2017.



8. Authorize the Executive Director to sign engagement letter with Deloitte & Touche LLP to conduct the District's FY 2017 annual financial audit.
9. Authorize the Executive Director to enter into a pricing agreement with Chemtrade Chemicals US LLC for the purchase of Aluminum Sulfate.
10. Authorize advertising for bids for installation of three new pumps with variable frequency drives and associated piping improvements at Harpool Water Treatment Plant.
11. Authorize advertising for bids for phase one pipeline relocations and adjustments related to TxDOT road improvements along FM 720.
12. Authorize the Executive Director to enter into a pricing agreement to provide HVAC/Electrical services, with Concord Commercial Services, Inc. as the primary vendor and Russell Madden, Inc., as the secondary vendor for a period of 12 months, beginning October 15, 2017.

ITEMS FOR INDIVIDUAL CONSIDERATION

13. Adopt proclamation in honor of ***Veterans Day*** on November 11, 2017.

President Mercer read the Proclamation in honor of the upcoming Veterans Day. **Dick Cook made a motion to approve the Proclamation as presented. Seconded by Kristina Clark.** The votes were 20 Yes, 0 No. Motion passed.

14. Consider resolution authorizing acceptance of completed work, final payment and release of retainage for construction contract awarded to Gracon Construction, Inc. for construction of improvements to ultraviolet disinfection system at Peninsula Water Reclamation Plant. **(Weighted Capital Vote)**

This item is a routine acceptance of a completed project; staff recommends approval. **Frank Jaromin made a motion to approve Item #14. Seconded by Kristina Clark.** The votes were 35 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	35	5

15. Consider approval of Task Order No. 6 to existing contract with Carollo Engineers, Inc. related to design, bidding and construction phase services for filter repairs and rehabilitation at the Taylor Regional Water Treatment Plant. (Weighted Capital Vote)

In 2012, the Taylor Plant began experiencing failures of underdrain systems for certain filters; filters 3, 4 and 5 were repaired under plans by Carollo Engineers. This year, three additional filters have failed also. Carollo Engineers, Inc. was again retained to provide engineering services for final design and construction services to rebuild the underdrains and rehab the three failed filters, paint piping in filter gallery and replace four existing hypochlorite storage tanks.

Funding for this Task Order is \$125,296 as approved in the FY18 Capital Budget. Staff recommends approval of proposed Task Order No. 6. **Virginia Blevins made a motion to approve Item # 15. Seconded by Alan Guard.** The *Weighted Capital Vote* proceeded as follows. The votes were 35 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	35	5

16. Authorize the Executive Director to enter into purchase agreements: **(Weighted Capital Vote)**

- A. With Xylem Water Solutions USA, Inc. to ratify emergency purchase of one new replacement pump for the Lantana Lift Station for a total cost of \$74,587.00; and, emergency repair of one existing pump for a total cost of \$33,085.20.

In early August, within a two-week period, the Lantana Lift Station had a series of failures to three of the four pumps. Xylem, the provider of the pumps, was able to locate a suitable rental pump which was installed. Xylem was then able to combine mechanical components from two of the failed pumps to provide one hybrid backup pump. An insurance claim is being prepared in an attempt to recover a portion of these costs associated with the power interruption to the station.

Staff recommends ratification of the emergency purchase orders with Xylem for the purchase of one new Flygt Pump and the repair of an existing pump for the Lantana Lift Station. The total emergency purchase ratification payments to Xylem are \$107,672.20.

- B. With Xylem Water Solutions USA, Inc. for the purchase of one Flygt pump for the Lantana Lift Station for a total cost of \$66,587.

This proposed purchase is part of the plan to restore full and reliable services to the Lantana Lift Station after the station experienced failure of three of the four installed pumps. Staff recommends the purchase of one 110 horsepower Flygt Pump.

- C. With Southwest International Trucks, Inc. in the amount of \$175,832.98 for the purchase of an International 7300 crane truck, with Stellar 12630 crane package.
- D. With Deere & Company and RDO Equipment, Inc. in the amount of \$101,026.70 for the purchase of a 410L John Deere backhoe.
- E. With Palomar Modular Buildings, LLC. in the amount of \$66,644.00 for purchase of a manufactured building to provide needed office space at the Harpool Water Treatment Plant.

The Harpool Plant now serves as the hub for overall water and wastewater management for the northeast area. Additional office space for the larger number of staff is needed. Staff has



determined that a modular building can provide six offices at a cost saving, plus the modular building can be relocated and used for construction offices as needed in the future.

- F. With SEL Engineering Services, Inc. (second low bidder) for Protection Relay Installation and Programming Services, and to withdraw the Board's prior authorization to enter into a similar purchase agreement with GE Grid Solutions (low bidder).

At the July 2017 Board Meeting, the Executive Director was authorized 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. However, due to recent hurricane damage to electrical systems in affected areas, it has become apparent that vendor GE is unable to fulfill their contractual obligations as agreed in the pricing agreement.

Staff recommends the Board withdraw its prior authorization for GE Grid Solutions and that the Executive Director be authorized to enter into an agreement with SEL Engineering, Inc., the 2nd qualified vendor.

Funding for the above items (A-F) is included in the FY2018 Operation Budget. Mercer indicated that these items will be voted as one item, unless someone wished to vote them separately. **Richard Lubke made a motion to approve Item # 16.A-F. Seconded by Virginia Blevins.** The *Weighted Capital Vote* proceeded as follows. The votes were 35 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		
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 – 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	35	5

17. Receive Staff report related to the condition assessment prepared by Garver, LLC of two District facilities (Burl Street Lift Station and Water Intake Pump Station).

To manage District facilities efficiently, staff is moving from reactive maintenance into preventive maintenance and ultimately into data-driven CIP rehab/replacement. In March 2016, the Board authorized Garver, LLC to develop a condition assessment protocol that staff could use ongoing for two District facilities.

After the acceptance of the assessment protocol, staff intends to use the templates and protocols to determine the condition of assets in other District facilities. Staff will perform the majority of the work, supplemented by outside professional assistance as needed. **Kristina Clark made a motion to receive staff report and acceptance of the assessment protocol as a guide for future District Facility Assessments. Seconded by Johnny Harris.** The votes were 20 Yes, 0 No. Motion passed.

A 10-minute break was called. Alan Guard left the meeting.

18. 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 1:49 PM.
 The Board returned to open meeting at 2:10 PM.

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

This property was discussed in Executive Session related to the Lake Ralph Hall Project. **Frank Jaromin made a motion to approve land acquisition of the Burchett property (P-93-LRH) as recommended by staff. Seconded by Kristina Clark.** The votes were 24 Yes, 10 No (DC-At-Large, Flower Mound). Motion passed. The *Weighted Capital Vote* proceeded as follows:

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	24	10	6

20. Approve Resolution deeming necessity and authorizing acquisition of property including exercising the Power of Eminent Domain for construction of water pipeline relocations for TxDOT FM 720 widening project. (Weighted Capital Vote)

This property was discussed in Executive Session. Staff recommends for approval. **Frank Jaromin made a motion to approve land acquisition of property including exercising the Power of Eminent Domain for construction of water pipeline relocation for TxDOT FM 720 widening project. Seconded by Del Knowler.** The votes were 35 Yes, 0 No. Motion passed. The *Weighted Capital Vote* proceeded as follows:

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	34	6

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

None.


22. Visitor Comments Concerning Non-Agenda Topics.

None.

23. Adjournment.

There being no further business, President Mercer adjourned the meeting at 2:14 PM.

Recorded By:


 Nancy T. Tam, Assistant Secretary, Board of Directors

Certified By:

 Mike Fairfield, Secretary, Board of Directors

