



DATA SHEET
Agenda Item No. 7.

Meeting Date: August 2, 2018

Agenda Item:

Adopt minutes of June 7, 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 June 7, 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 June 7, 2018 Board Meeting.

Enclosures:

Prepared minutes from the June 7, 2018 Board Meeting.

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

Date: July 27, 2018



MINUTES

UPPER TRINITY REGIONAL WATER DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 7, 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 1:24 P.M. on Thursday, June 7, 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
Timothy Fisher, Denton
Jean Campbell, Denton County At-Large
Dick Cook, Double Oak
Virginia Blevins, Justin
Chris Boyd, Mustang SUD
Michael Anderson, Ponder
Alina Ciocan, Sanger

Richard Lubke, Vice President, Highland Village
Mike Fairfield, Secretary, Lake Cities MUA
Brian Roberson, Aubrey
James Burnham, Celina
Johnny Harris, Denton County
Kristina Clark, DCFWSD #1A
Clay Riggs, Flower Mound
Gary Calmes, Krum
Alan Guard, Pilot Point
Frank Jaromin, Prosper

Absent:

Bob Hart, Corinth *

Eric Ferris, Lewisville *

* Excused Absence

Vacant: Copper Canyon

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
Kurt Staller, Asst. Director, Const. & Eng.
Ronna Hartt, Mgr. / Water Resources

John F. Boyle, Jr., General Counsel
Nancy Tam, Assistant to Executive Director
Tom Snyder, Director Const. & Eng.
Jason Pierce, Mgr. / Cust Cont & Support Svcs
Kim Probasco, Budget Manager
Elizabeth Boddicker, Graduate Engineer
Mark Skaggs, Manager / IT Services

Others in Attendance:

Alan Tucker, APAI
Terrace Stewart, LAN

Drew Corn, Northlake

3. Pledge of Allegiance and Invocation

Pledge: Tim Fisher

Invocation: Johnny Harris

4. Opening Remarks:

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

- Congrats to NTMWD for a Ground Breaking Ceremony at the site of the dam for their new North Texas Municipal Lake. On behalf of the Board, President Mercer and District Staff attended the ceremony. It was a great event, well attended.
- To encourage water conservation, Upper Trinity is still promoting the **Water My Yard** program. Anyone desiring more information, contact Jason Pierce.
- So far this year, we already have three Household Waste Collection Events. These events really help keep hazardous household waste products out of our watershed. To protect water quality and to keep a cleaner watershed, please help promote this program.
- Congratulations to Alina Ciocan – recently promoted to City Manager, City of Sanger.
- A video for the new Greenbelt Program was presented. If any Board Member is interested in presenting this to their councils/boards, do let staff know and they can send you an electronic copy.

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.

- Congratulations to the District, especially to the Budget Team/Business Services Group. We received notice from the Government Finance Officers Association that our current budget presentation was awarded the Distinguished Budget Presentation Award. The District have been awarded this honor for the last 9 years. Thanks to Kim Probasco and Bill Greenleaf for the hard work of the team.
- Given time to settle in - - a minor reorganization within the District's structure is being made to make sure the work plan is properly assigned and managed. Three people have been promoted to new positions due to vacancies and minor adjustments:
 - Sean Simas, new Operations Superintendent for the Lakeview and Peninsula Plants. Sean is well qualified to assume this new position.
 - Ronna Hartt, new Manager of Water Resources Program. She will be responsible for all planning, permitting, regulatory compliance reports, overseeing of Lake Ralph Hall.



- Kurt Staller, new Assistant Director of Engineering / Construction. Kurt assumed duties while Tom Snyder, Director, has been out. He will be responsible for the engineering team and coordinating activities of the construction division and property management group.
 - District water supplies / reservoirs are in good shape for the summer. With the increased growth in this area and early hot temperatures, we expect increased demand for available supplies.
 - The Riverbend North Interceptor and Lift Station that is under construction, is nearing completion. The Winn Ridge and Union Park developments will be connecting in and bringing wastewater flows to Riverbend.
- 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 moved to the Consent Agenda entertaining a motion for approval. **Kristina Clark made a motion to approve the Consent Agenda Item Nos. 6-9. Seconded by Dick Cook.** The votes were all Yes, 0 No. Motion carried.

6. Adopt minutes of May 3, 2018 Board Meeting.
7. Accept Monthly Management Report for the period ended April 30, 2018.
8. Authorize staff to forward preliminary estimates of fees and charges for next fiscal year (FY 2019) to Members and Customers.
9. Authorize the Executive Director to enter into pricing agreements with Brenntag Southwest, Inc. for Liquid Sodium Hydroxide 50%; and, with FSTI, Inc. for Liquid Sodium Hydroxide 25% and Sodium Chloride.

ITEMS FOR INDIVIDUAL CONSIDERATION

10. Consider Approval of Member Contract with Town of Northlake for Participation in Regional Treated Water System. (Weighted Capital Vote)

President Mercer reminded all that the Board is only weighing the merits of the proposed contract with the Town of Northlake and not the Membership.

On February 1, 2018, the Board approved the Town of Northlake's request for Membership in the District, subject to Northlake paying catch-up dues and executing a Member Contract for Northlake's participation in the RTWS. On May 10, Northlake's Town Council approved and executed the Participating Member Contract. In addition, the payment for the required catch-up dues has been paid.



Jean Campbell made a motion to approve the proposed Member Contract with the Town of Northlake as presented. Seconded by Troy Norton. The Weighted Capital Vote proceeded as follow. The vote was 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 – Burnham	1	1		
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		
PILOT POINT - Guard	1	1		
PONDER - Anderson	1	1		
PROSPER - Jaromin	1	1		
SANGER – Ciocan	1	1		
TOTAL	40	35		5

11. Consider Bond Resolution calling certain outstanding Northeast Regional Water Reclamation System Revenue Bonds for redemption and defeasance; authorizing the deposit of the funds with the Paying Agent/Registrar; and resolving other matters thereto. (Weighted Capital Vote)

The approval of the Bond Resolution will enable the District to redeem approximately \$1.830 million. The redemption will allow for future interest expense savings of approximately \$905,000. Staff recommends that the Board approve the Bond Resolution that allows for redemption and defeasance of the proposed Revenue Bonds in the Northeast Regional Water Reclamation System.



Del Knowler made a motion to approve Item No.11 as recommended by staff. Seconded by Alan Guard. The Weighted Capital Vote proceeded as follow. The vote was 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 – Burnham	1	1		
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		
PILOT POINT - Guard	1	1		
PONDER - Anderson	1	1		
PROSPER - Jaromin	1	1		
SANGER – Ciocan	1	1		
TOTAL	40	35		5

12. Capital Projects for Regional Treated Water System: (Weighted Capital Vote)

- A. Consider approval of Contract and Task Order No. 1 with CP&Y, Inc. related to Program Surveying Services for Lake Ralph Hall.

CP&Y's past and continual work on the LRH project including the original survey, aerial data collection, surveying of the dam centerline and geotechnical boring locations, parcel boundary surveys and developing a Geographic Information System (GIS) base map. The LRH project continues to move forward into the preliminary design phase requiring additional surveying support. Based on CP&Y's LRH project experience and their highly



qualified surveying capabilities they have been selected as the surveyor for the LRH program.

Staff recommends approval of Contract and Task Order No. 1 with CPY for Program Surveying Services for the LRH project, not-to-exceed \$391,000. Funding for the LRH project is included in the Regional Treated Water System FY2018 Capital Budget with project number 5RH. This funding was received on December 2015 from the Texas Water Development Board through the SWIFT deferred payment program.

Tim Fisher made a motion to approve the Contract and Task Order No. 1 as recommended by staff. Seconded by Dick Cook. The Weighted Capital Vote proceeded as follow. The vote was 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 – Burnham	1	1		
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		
PILOT POINT - Guard	1	1		
PONDER - Anderson	1	1		
PROSPER - Jaromin	1	1		
SANGER – Ciocan	1	1		
TOTAL	40	35		5



- B. Consider approval of Contract and Task Order No. 1 with Alan Plummer Associates, Inc. for Design of the Parallel Pipeline from Taylor Water Treatment Plant to Stone Hill Pump Station.

Due to continued growth in the District's service area, the 48-inch pipeline now in use is reaching its capacity. The proposed parallel pipeline from the Taylor RWTP to the Stone Hill PS is needed to meet the increased demand, and provide redundancy and operational flexibility. Following the proposal process for professional services related to design and construction of the pipeline, and based on their qualifications, staff selected APAI to provide these needed professional services.

Virginia Blevins made a motion to authorize the proposed Contract and Task Order 1 with Alan Plummer Associates in the not-to-exceed amount of \$900,097 as recommended by Staff. Seconded by Kristina Clark. The Weighted Capital Vote proceeded as follow. The vote was 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 – Burnham	1	1		
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		
PILOT POINT - Guard	1	1		
PONDER - Anderson	1	1		
PROSPER - Jaromln	1	1		
SANGER – Ciocan	1	1		



TOTAL	40	35		5
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13. Consider Resolutions for Interim Financing of the Doe Branch Water Reclamation Plant Expansion: (Weighted Capital Vote)

- A. Resolution authorizing use of current funds via a loan from the Regional Treated Water System Non-Bond Capital Reserve to provide preliminary funding for the Doe Branch Plant expansion project.
- B. Resolution to enable reimbursement of funds from future bond proceeds for the Doe Branch Plant expansion project.

Because of the tremendous growth in the northeast service area, expansion is needed at the Doe Branch Plant. Bill Greenleaf explained the financing process for the expansion and the purpose of each Resolution.

To provide the funding, Staff recommended the Board adopt a Resolution authorizing an interim loan from the RTWS Non-Bond Capital Reserves in the amount of \$800,000 until bonds can be sold or other financing arranged to reimburse the funds.

To provide for reimbursement from future bond proceeds, a reimbursement resolution is necessary to express clear intent of the Board to make such reimbursements when project financing is complete.

Frank Jaromin made a motion to approve Items 13 A & B as recommended by staff. Seconded by Del Knowler. The *Weighted Capital Vote* proceeded as follow. The vote was 35 Yes, 0 No. Motion carries.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	1	1		
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	
PILOT POINT - Guard	1	1	
PONDER - Anderson	1	1	
PROSPER - Jaromin	1	1	
SANGER – Clocan	1	1	
TOTAL	40	35	5

14. Expansion of Doe Branch Water Reclamation Plant: **(Weighted Capital Vote)**

Larry Patterson declared that his daughter works for Freese and Nichols, Inc. and excused himself from the meeting due to the potential conflict.

- A. Accept the planning phase report by Freese and Nichols, Inc. concerning the proposed expansion.

The Northeast Regional Water Reclamation System service area experiencing rapid growth. Wastewater flows are increasing at the Doe Branch Water Reclamation Plant. In December 2017, the Board authorized a contract and task order with Freese and Nichols, Inc. to perform a preliminary analysis of population growth and resultant flows to determine the size and timing of the next plant expansion. After evaluation, FNI recommends moving forward with a 2.0 MGD expansion bringing the plant to a 4.0 MGD capacity.

- B. Consider approval of Task Order No. 2 with Freese and Nichols, Inc. for design and construction phase services for the proposed expansion to 4.0 mgd, including a budget amendment.

District staff met with participants to consider options for the next Doe Branch Water Reclamation Plant expansion. Participants concurred with the recommended expansion.

To move forward with the expansion project, Staff recommended the following: (1) To accept the planning Technical Memo from Task Order No. 1. (2) To authorize Task Order No. 2 with FNI for professional services related to design and construction of Doe Branch Plant Expansion in the not-to-exceed amount of \$2,386,319. (3) To approve \$800,000 budget amendment which is required to cover expenses through the fiscal year.

Rich Lubke made a motion to approve Item No. 14 A and B as recommended by staff. Seconded by Frank Jaromin. The Weighted Capital Vote proceeded as follow. The vote was 35 Yes, 0 No. Motion carried.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
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ARGYLE – Norton	1	1	
AUBREY - Roberson	1	1	
BARTONVILLE – Knowler	1	1	
CELINA – Burnham	1	1	
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	
PILOT POINT - Guard	1	1	
PONDER - Anderson	1	1	
PROSPER - Jaromin	1	1	
SANGER – Ciocan	1	1	
TOTAL	40	35	5

15. Authorize the Executive Director to enter into a pricing agreement with Diamond Fiberglass for the purchase and installation of a fiberglass reinforced plastic (FRP) chemical storage tank at the Tom Harpool Water Treatment Plant. **(Weighted Capital Vote)**

The Tom Harpool Treatment Plant utilizes a FRP tank for storage of a disinfectant in the water treatment process. Due to the corrosive nature of the solution, the lifespan of these tanks is approximately ten years. The existing tank was installed in 2007 and has reached the end of its expected service life.

The District received 5 bids which were evaluated based upon conformity to specifications and price; staff recommends entering into a pricing agreement in the amount of \$61,793.00 with Diamond Fiberglass for the purchase and installation of one (1) 12,500 chemical storage tank.



Alina Ciocan made a motion to approve Item No.15 as recommended by staff. Seconded by Kristina Clark. The Weighted Capital Vote proceeded as follow. The vote was 35 Yes, 0 No. Motion carries.

ENTITY	ELIGIBLE WEIGHTED VOTE	YES	NO	ABSENT
ARGYLE – Norton	1	1		
AUBREY - Roberson	1	1		
BARTONVILLE – Knowler	1	1		
CELINA – Burnham	1	1		
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		
PILOT POINT - Guard	1	1		
PONDER - Anderson	1	1		
PROSPER - Jaromin	1	1		
SANGER – Ciocan	1	1		
TOTAL	40	35		5

A 5-minute Break was called.

- 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 2:30 PM.
The Board returned to open meeting at 2:55 PM.

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

None.

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

- Tim Fisher made a request to review the District's internal loan policy.
- Due to a light agenda, we may not need a July Board Meeting.

19. Visitor Comments Concerning Non-Agenda Topics.

None.

20. Adjournment.

There being no further business, President Mercer adjourned the meeting at 2:56 P.M.

Recorded By:



Nancy T. Tam, Assistant Secretary, Board of Directors

Certified By:

Mike Fairfield, Secretary, Board of Directors

