



MINUTES

UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS

April 3, 2025

REGULAR SESSION BOARD MEETING

1. Call to Order

The Board of Directors of the Upper Trinity Regional Water District (UTRWD) convened in Regular Session Board Meeting with President Clay Riggs presiding at 12:45 p.m. on Thursday, April 3, 2025, at 900 N. Kealy Avenue, 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:

Clay M. Riggs, President | Flower Mound
Greg Scott, Treasurer | Justin
Bobby Johnston | Argyle
Del Knowler | Bartonville
Mark Pape | Copper Canyon
Kevin Mercer | DCFWSD #7
Richard Lubke | Highland Village
Nate Winchester | Krum
Chris Boyd | Mustang SUD
Michael Anderson | Ponder
Jim Bolz | Sanger

Lyle Dresher, VP | Denton County At Large
Allen L. McCracken, II, Secretary | Pilot Point
Brian Roberson | Aubrey
Kimberly Brawner | Celina
Glenn Barker | Corinth
Dave Nelson | Double Oak
Orlando Sanchez | Irving
Aaron Russell, Lewisville
Drew Corn | Northlake
George Dupont | Prosper

Absent:

* Excused Absent

Stephen Gay | Denton*
Mike Fairfield | Lake Cities MUA*

Jody Gonzalez | Denton County*

Staff and Advisors in Attendance:

Larry N. Patterson, Executive Director
Nancy Tam, Assistant to Executive Director
Jason Pierce, Director of Gov Affairs
Lester Harris, Chief Financial Officer
Kurt Staller, District Engineer
Adam McKnight, Director of Eng & Const
Nick Bulaich, Financial Advisor
Melanie Hanna, Controller
Todd Williams, Mgr of Budget & Financial
Rhonda Himley, Exe Admin Assistant

Matthew Boyle, General Counsel
Ed Motley, LRH Program Manager
Ronna Hartt, Director of Water Resources
Dustin Wright, Mgr of IT Services
Marcos Zepeda, Network Systems Administrator
Jan Morris, Chief Administrative Officer
Ben Hodges, Director of Operations
Mary Dockery, Former Controller
Stephanie Noel, Sr. Financial Analyst
Rhyse Vanatta, Accountant II

Others in Attendance:

Roger Cooley, Wade Trim
Andre McBarnette, CDM Smith
Anthony Samarripas, Kimley-Horn
Blake Rogers, Deloitte
Taylor Duckworth, Deloitte
Sam Irrinki, Weston Solutions, Inc.

André Garces, Plummer Associates
George Marshall, Walter P. Moore
Bryant Caswell, BGE
Kara Britt, BGE
Charley Mock, Freese & Nichols

3. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Lyle Dresher. Invocation was delivered by Rich Lubke.

4. Opening Remarks:

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

President Riggs thanked all for attending the meeting early today. Regarding the Audit, he is glad that it is complete and that the District is financially stable and well-positioned for the future.

- B. Executive Director's Status Report about legislation and regulatory matters, 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.

- Nancy Tam introduced Rhonda Himley, the new Administrative Team Member. Rhonda and her family moved to Texas from California two years ago. She had worked with a water district for many years. We are glad that she brings over the work experience and glad to have her on our Team.
- The Water Demand is trending up. The storage is near normal for this time of the year.
- District receives AWWA Awards for Communications Programs/External Campaigns: Pledge 2 Water Less Ya'll Campaign.
- Kaylee Waldo, Engineering Project Manager received the **Society of Sanitary Sludge Shoveler's Award** for her service to the **Water Environment Association of Texas.**
- In partnership with the Town of Flower Mound, the District received a Watermark Award for Multi-Media: Cycle & Soak Video.
- **89th Legislative Session:** Staff is keeping an eye on numerous pending House/Senate Bills before the Texas Legislature that could affect water service providers.

- 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

Rich Lubke made the motion to approve the Consent Agenda Items 6 - 10 as presented. Seconded by Brian Roberson. The *Roll Call Vote* was 20 Yes, 0 No, 3 Absent (Gay, Gonzalez, Fairfield). Motion carried. The approved Consent Agenda items were:

6. Adopt Minutes of March 6, 2025 Board Meeting.
7. Accept Monthly Management Report for the period ended February 29, 2025.
8. Accept Annual Comprehensive Financial Report and Audit Report, prepared by Deloitte & Touche, Independent Auditors, and related documents (including the Governance Letter to Management) for fiscal year ended September 30, 2024.
9. Consider amending Personnel Policies related to:
 - A. Increased Vacation Accrual for an Employee with Over 20 Years of Service
 - B. New Hires to Take Vacation After Three Months of Employment
 - C. Add Holiday (Christmas Eve)
 - D. Increase Service Incentive Pay for Years of Service
10. Receive report of construction change orders approved by staff.

ITEMS FOR INDIVIDUAL CONSIDERATION

11. Consider adoption of a Resolution to approve proposed Mid-Year Budget Amendments.

Each fiscal year, the Board considers necessary mid-year modifications to the Operating and Capital Budgets upon completion of the annual audit. Staff recommended that the Board authorize the proposed FY 2025 Mid-Year Budget Amendments to the Operating, Capital, and Project Development Fund Budgets. **Lyle Dresher made the motion to approve Agenda Item 11 as presented. Seconded by Drew Corn.** The *Roll Call Vote* was 20 Yes, 0 No, 3 Absent (Gay, Gonzalez, Fairfield). Motion carried.

12. Ratify Emergency Purchase Order with Russell Madden, Inc. for the purchase and installation of two (2) HVAC systems for the Electrical Building at the Thomas E. Taylor Water Treatment Plant. (Weighted Capital Vote)

During annual preventative maintenance inspections, it was discovered that the compressor at the Taylor Plant Electrical Building needed to be replaced. Lead time for these 30-ton units is running 12-15 weeks. Expected installation during the month of May.

Staff recommended that the Board ratify Emergency Purchase Order in the amount of \$161,081.76 with Russell Madden, Inc. for the purchase and installation of two (2) HVAC systems for the Electrical Building at the Taylor Plant. **Drew Corn made the motion to approve Item 12**



as presented. Seconded by Greg Scott. The *Weighted Capital Vote* was 46 Yes, 0 No, 4 Absent (Gay, Fairfield). Motion carried.

Entity	Eligible Weighted Votes	Yes	No	Abstain	Absent
ARGYLE – Johnston	1	1			
AUBREY – Roberson	1	1			
BARTONVILLE – Knowler	1	1			
CELINA – Brawner	4	4			
CORINTH – Barker	3	3			
DENTON (city) – Gay	2				2
DENTON COUNTY AT LARGE – Dresher	1	1			
DCFWD #7 – Mercer	2	2			
DOUBLE OAK – Nelson	1	1			
FLOWER MOUND – Riggs	9	9			
HIGHLAND VILLAGE – Lubke	2	2			
IRVING – Sanchez	2	2			
JUSTIN – Scott	1	1			
KRUM – Winchester	1	1			
LAKE CITIES MUA – Fairfield	2				2
LEWISVILLE – Russell	3	3			
MUSTANG SUD – Boyd	6	6			
NORTHLAKE – Corn	3	3			
PILOT POINT – McCracken	1	1			
PONDER – Anderson	1	1			
PROSPER – Dupont	2	2			
SANGER – Bolz	1	1			
TOTAL:	50	46	0	0	4

13. Authorize the Executive Director to enter into a purchasing agreement with True Grit Works for roadwork associated with Lake Ralph Hall. (**Weighted Capital Vote**)

As part of the construction of the Lake Ralph Hall Project, it is necessary to close some of the roads. Staff recommended that the Board approve a Purchasing Agreement with True Grit Works in the amount of \$129,210 for construction of a cul-de-sac on FM 2990. **Rich Lubke made the motion to approve Item 13 as presented. Seconded by Kevin Mercer.** The *Weighted Capital Vote* was 46 Yes, 0 No, 4 Absent (Gay, Fairfield). Motion carried.

Entity	Eligible Weighted Votes	Yes	No	Abstain	Absent
ARGYLE – Johnston	1	1			
AUBREY – Roberson	1	1			
BARTONVILLE – Knowler	1	1			
CELINA – Brawner	4	4			
CORINTH – Barker	3	3			
DENTON (city) – Gay	2				2
DENTON COUNTY AT LARGE – Dresher	1	1			

DCFWSO #7 – Mercer	2	2			
DOUBLE OAK – Nelson	1	1			
FLOWER MOUND – Riggs	9	9			
HIGHLAND VILLAGE – Lubke	2	2			
IRVING – Sanchez	2	2			
JUSTIN – Scott	1	1			
KRUM – Winchester	1	1			
LAKE CITIES MUA – Fairfield	2				2
LEWISVILLE – Russell	3	3			
MUSTANG SUD – Boyd	6	6			
NORTHLAKE – Corn	3	3			
PILOT POINT – McCracken	1	1			
PONDER – Anderson	1	1			
PROSPER – Dupont	2	2			
SANGER – Bolz	1	1			
TOTAL:	50	46	0	0	4

14. Consider approval of Contract and Task Order No. 1 with BGE, Inc. for engineering services related to staff augmentation for in-house project management services on water and wastewater projects. (Weighted Capital Vote)

District's service area is experiencing rapid growth that is expected to continue for several more years. To meet the growth, District has over fifty projects programmed into the five-year Capital Improvement Program (CIP). To effectively manage the increasing CIP and meet project schedules, additional Staff is required.

Staff recommended the Board authorize Contract and Task Order No. 1 with BGE, Inc. for engineering services related to Resident Engineer / Project Management services for 1-year, for a fee not to exceed \$322,000.00. **Lyle Dresher made the motion to approve Item 14 as presented. Seconded by Jim Bolz.** The *Weighted Capital Vote* was 46 Yes, 0 No, 4 Absent (Gay, Fairfield). Motion carried.

Entity	Eligible Weighted Votes	Yes	No	Abstain	Absent
ARGYLE – Johnston	1	1			
AUBREY – Roberson	1	1			
BARTONVILLE – Knowler	1	1			
CELINA – Brawner	4	4			
CORINTH – Barker	3	3			
DENTON (city) – Gay	2				2
DENTON COUNTY AT LARGE – Dresher	1	1			
DCFWSO #7 – Mercer	2	2			
DOUBLE OAK – Nelson	1	1			
FLOWER MOUND – Riggs	9	9			
HIGHLAND VILLAGE – Lubke	2	2			
IRVING – Sanchez	2	2			
JUSTIN – Scott	1	1			
KRUM – Winchester	1	1			

LAKE CITIES MUA – Fairfield	2				2
LEWISVILLE – Russell	3	3			
MUSTANG SUD – Boyd	6	6			
NORTHLAKE – Corn	3	3			
PILOT POINT – McCracken	1	1			
PONDER – Anderson	1	1			
PROSPER – Dupont	2	2			
SANGER – Bolz	1	1			
TOTAL:	50	46	0	0	4

15. Consider approval of Amendment No. 2 to an existing Construction Manager at Risk (CMAR) Agreement with McCarthy Building Companies, Inc. to establish a Progressive Guaranteed Maximum Price No. 2 – Early Work Package No. 2 – Long Lead Valves. **(Weighted Capital Vote)**

Amendment No. 2 includes Guaranteed Maximum Price (GMP) of “Early-Out” bid package for butterfly valves. Staff recommended that the Board approval of Amendment No. 2 to McCarthy Building Companies, Inc. Construction Manager at Risk Contract for Harpool Regional Water Treatment Plant Phase 2 Expansion Project for a not to exceed amount of \$783,617.78.

Dave Nelson made the motion to approve Item 15 as presented. Seconded by Allen McCracken. The *Weighted Capital Vote* was 46 Yes, 0 No, 4 Absent (Gay, Fairfield). Motion carried.

Entity	Eligible Weighted Votes	Yes	No	Abstain	Absent
ARGYLE – Johnston	1	1			
AUBREY – Roberson	1	1			
BARTONVILLE – Knowler	1	1			
CELINA – Brawner	4	4			
CORINTH – Barker	3	3			
DENTON (city) – Gay	2				2
DENTON COUNTY AT LARGE – Dresher	1	1			
DCFWSO #7 – Mercer	2	2			
DOUBLE OAK – Nelson	1	1			
FLOWER MOUND – Riggs	9	9			
HIGHLAND VILLAGE – Lubke	2	2			
IRVING – Sanchez	2	2			
JUSTIN – Scott	1	1			
KRUM – Winchester	1	1			
LAKE CITIES MUA – Fairfield	2				2
LEWISVILLE – Russell	3	3			
MUSTANG SUD – Boyd	6	6			
NORTHLAKE – Corn	3	3			
PILOT POINT – McCracken	1	1			
PONDER – Anderson	1	1			
PROSPER – Dupont	2	2			
SANGER – Bolz	1	1			
TOTAL:	50	46	0	0	4

16. Executive Session concerning granting or acquisition of easements, rights-of-way and other property including leases for Water Resource Development or for Regional Treated Water System, 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; for discussion of security matters pursuant to Texas Government Code, Section 551.076, and, regarding General Counsel and Executive Director's review of legal implications for the relocation of a District water pipeline; and, regarding potential lawsuit related to construction projects; 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 including but not limited to construction contracts and projects related to Lake Ralph Hall.

The Executive Session began at 1:44 P.M.

The Board returned to open meeting at 2:35 P.M.

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

None.

18. Consider action for engineering services related to updating District's existing Emergency Response Plan, some of which may have been discussed in Executive Session. (Weighted Capital Vote)

Kevin Mercer made the motion to approve Task Order No. 1 with Weston Solutions consistent with the Board's discussions in Executive Session. Seconded by Brian Roberson.

19. Consider participation in Groundwater Feasibility Study, some of which may have been discussed in Executive Session.

Drew Corn made the motion to approve District's participation in the Groundwater Feasibility Study consistently with the Board's discussion in Executive Session and authorize the Executive Director to take all necessary action. Seconded by Kimberly Brawner. The *Weighted Capital Vote* was 46 Yes, 0 No, 4 Absent (Gay, Fairfield). Motion carried.

Entity	Eligible Weighted Votes	Yes	No	Abstain	Absent
ARGYLE – Johnston	1	1			
AUBREY – Roberson	1	1			
BARTONVILLE – Knowler	1	1			
CELINA – Brawner	4	4			
CORINTH – Barker	3	3			
DENTON (city) – Gay	2				2
DENTON COUNTY AT LARGE – Drescher	1	1			
DCFWSO #7 – Mercer	2	2			
DOUBLE OAK – Nelson	1	1			
FLOWER MOUND – Riggs	9	9			
HIGHLAND VILLAGE – Lubke	2	2			

IRVING – Sanchez	2	2			
JUSTIN – Scott	1	1			
KRUM – Winchester	1	1			
LAKE CITIES MUA – Fairfield	2				2
LEWISVILLE – Russell	3	3			
MUSTANG SUD – Boyd	6	6			
NORTHLAKE – Corn	3	3			
PILOT POINT – McCracken	1	1			
PONDER – Anderson	1	1			
PROSPER – Dupont	2	2			
SANGER – Bolz	1	1			
TOTAL:	50	46	0	0	4

20. Consider action on Lake Ralph Hall construction change orders, some of which may have been discussed in Executive Session. (Weighted Capital Vote)

None.

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

Planning for the Election of Officers at the May 1, 2025 Board Meeting, President Riggs appointed the following to serve as Members of the Nominating Committee and to bring back a recommendation of Directors to be elected as Officers:

Brian Roberson (Chair), Aubrey
Mike Fairfield, Lake Cities MUA
Allen McCracken, Pilot Point

Orlando Sanchez, Irving
Drew Corn, Northlake

22. Visitor Comments Concerning Non-Agenda Topics.

None.

23. Adjournment.

There being no further business, President Riggs adjourned the meeting at 2:39 P.M.

Recorded by:


Nancy T. Tam, Assistant Secretary, Board of Directors

Certified by:


Allen L. McCracken, II, Secretary, Board of Directors

