

**BEXAR COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. TEN**  
8601 MIDCROWN  
SAN ANTONIO, TEXAS 78239-2445

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**REGULAR BOARD MEETING MINUTES  
DECEMBER 10, 2020**

- I. CALL REGULAR BOARD MEETING TO ORDER AND TAKE ATTENDANCE AND PLEDGE OF ALLEGIANCE: The Regular Board Meeting of December 10, 2020, was called to order at 6:00 p.m. by the President of the Board, Ms. Alexander, at the City of Windcrest's Council Chambers, 8601 Midcrown Drive, Windcrest, Texas, for the purpose of considering the following agenda. The Board's President determined that a quorum was present. Board members present were Ms. Alexander, Ms. Snead, Mr. Richards, Mr. Guerrero, and Ms. Tuttle. Also, in attendance were Ruben Barrera, Attorney, Leonard Young, Engineer, David Wallace, General Manager.

The Board President requested a moment of silence for Ed Chevalier who passed away.

- II. **ANNOUNCEMENTS:** THE BOARD OF DIRECTORS OF THE BEXAR COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 10 WILL, DURING THE MEETING, CLOSE THE MEETING AND HOLD AN EXECUTIVE SESSION PURSUANT TO AND IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS OPEN MEETINGS ACT. THE BOARD OF DIRECTORS MAY, AT ANY TIME DURING THE MEETING, CLOSE THE MEETING AND HOLD AN EXECUTIVE SESSION FOR CONSULTATION WITH ITS ATTORNEYS CONCERNING ANY OF THE MATTERS TO BE CONSIDERED DURING THE MEETING PURSUANT TO CHAPTER 441 OF THE TEXAS OPEN MEETINGS ACT.

- III. READ, CORRECT/AMEND, AND APPROVE THE REGULAR BOARD MEETING MINUTES OF NOVEMBER 19, 2020. Mr. Guerrero made a motion to approve the minutes as written. This was seconded by Mr. Richards. Motion Passes.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

- IV. READ, CORRECT/AMEND, AND APPROVE THE REGULAR BOARD MEETING MINUTES OF NOVEMBER 30, 2020. Ms. Tuttle made a motion to approve the minutes as written. This was seconded by Ms. Snead. Motion Passes.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

- V. ACCEPT VISITOR COMMENTS (STRICT 5 MINUTE TIME LIMIT PER VISITOR). VISITORS THAT WISH TO SPEAK MUST SIGN IN ON THE SIGN-UP SHEET LOCATED AT THE DOORWAY. VISITORS MUST SIGN IN BEFORE THE MEETING BEGINS. VISITOR COMMENTS WILL NOT BE ALLOWED / ACCEPTED AFTER THIS TIME. No public comments.

**PUBLIC COMMENT STANDARD STATEMENT**

***The Board will now open the floor to members of the public for public comment. Individuals will be called in the order they registered on the sign-in sheet prior to the beginning of the meeting. While the Board welcomes comments and participation from the public, please be advised of the following guidelines:***

- 1. Comments may relate to general matters involving the District or a specific item(s) on the Board's agenda.***
- 2. Comments shall be limited to five (5) minutes per individual.***
- 3. Comments relating to general matters involving the District shall be presented during the Public Comment Session at the beginning of the meeting.***

4. **Comments relating to a specific item(s) on the Board's agenda may be presented either (a) during the Public Comment Session at the beginning of the meeting; or (b) during consideration of the specific agenda item(s).**
5. **An individual shall register (by including name and address) on the sign-in sheet prior to the beginning of the meeting his/her choice to either comment (a) during the Public Comment Session at the beginning of the meeting or (b) during consideration of each specific agenda item(s).**
6. **At the Board's discretion, if five (5) or more individuals desire to comment on a specific item, such comments shall be limited to two (2) minutes per individual.**
7. **No individual shall transfer his/her allotted time to comment to another individual.**
8. **If (a) an individual needs a translator to translate his/her public comments, and (b) the Board is not providing translation equipment that allows the Board to hear translated public comments simultaneously, the comments of an individual using a translator shall be limited to ten (10) minutes per individual.**
9. **Comments should be directed to the entire Board and not to one individual member of the Board.**
10. **The Board strives to maintain open, courteous, and respectful communications with the public. Please extend the same courtesy to the Board when addressing your comments.**
11. **While individuals are free to express their opinions, whether positive or critical of any act, omission, policy, procedure, program, or service of the District and/or the Board, the Board does expect that all individuals shall exercise decorum during the conduct of the meeting. Any individual engaging in disruptive behavior, including shouting, the use of vulgar language or gestures, or derogatory comments and statements intended to incite a breach of the peace, and/or preventing, interfering, or otherwise obstructing a lawfully called meeting, may be asked to leave the meeting.**

**Pursuant to Section 551.042 of the Texas Open Meetings Act, the Board may not deliberate or decide on any inquiry or concern raised by a member of the public or member of the Board that has not been posted on the agenda. The Board may, however, consider a proposal to place the subject on the agenda for a future meeting, or respond to a question presented to the Board if the response is limited to either a statement of specific factual information or a recitation of existing policy.**

VI. CONSENT ITEMS:

A. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION RATIFYING THE GENERAL MANAGER'S PAYMENT TO FERGUSON WATERWORKS IN THE AMOUNT OF \$3,477.50 FOR THE PURCHASE OF WATER MAIN VALVE REPLACEMENT PARTS FOR THE DISTRICT WHICH IS INCLUDED IN THE DISTRICT'S 2019-2020 CAPITAL IMPROVEMENTS PLAN. (BCWCID10 CIP)

B. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION RATIFYING THE GENERAL MANAGER'S PAYMENT TO R.L. JONES, LP IN THE AMOUNT OF \$57,655.35 FOR ITS SIXTH PAYMENT FOR WORK ON THE DISTRICT'S PHASE II WINFIELD BOULEVARD TO RICHFIELD DRIVE WATER IMPROVEMENT PROJECT WHICH IS INCLUDED IN THE DISTRICT'S 2019-2020 CAPITAL IMPROVEMENTS PLAN. (REVENUE NOTE CIP)

C. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION RATIFYING THE GENERAL MANAGER'S PAYMENT TO R.L. JONES, LP IN THE AMOUNT OF \$88,045.20 FOR ITS SEVENTH PAYMENT FOR WORK ON THE DISTRICT'S PHASE II WINFIELD BOULEVARD TO RICHFIELD DRIVE WATER IMPROVEMENT PROJECT WHICH IS

INCLUDED IN THE DISTRICT'S 2019-2020 CAPITAL IMPROVEMENTS PLAN. (REVENUE NOTE CIP)

D. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION RATIFYING THE GENERAL MANAGER'S PAYMENT TO B&S CONTRACTING SERVICES, LLC IN THE AMOUNT OF \$3,240.00 FOR CONCRETE REPAIRS FOR THE DRIVEWAY AT 637 ROCKLYN DRIVE WHICH IS INCLUDED IN THE DISTRICT'S 2019-2020 CAPITAL IMPROVEMENTS PLAN. (REVENUE NOTE CIP)

E. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION RATIFYING THE GENERAL MANAGER'S PAYMENT TO QRO MEX CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$82,704.20 FOR ITS THIRD PAYMENT FOR WORK ON THE DISTRICT'S PHASE II EAGLECREST BOULEVARD CROSSINGS WATER IMPROVEMENT PROJECT WHICH IS INCLUDED IN THE DISTRICT'S 2019-2020 CAPITAL IMPROVEMENTS PLAN. (REVENUE NOTE CIP)

F. THE BOARD WILL DELIBERATE AND MAY TAKE ACTION ON A RESOLUTION RATIFYING THE GENERAL MANAGER'S PAYMENT TO FUQUAY, INC. IN THE AMOUNT OF \$4,500.00 FOR INSTALLATION OF FLOWABLE FILL FOR TWO (2) NEW FIRE HYDRANTS FOR THE DISTRICT AT FENWICK DRIVE & MIDCROWN DRIVE AND CANDLEGLO DRIVE & MIDCROWN DRIVE WHICH IS INCLUDED IN THE DISTRICT'S 2019-2020 CAPITAL IMPROVEMENTS PLAN. (REVENUE NOTE CIP)

Ms. Tuttle made a motion to approve the Consent Agenda Items. This was seconded by Ms. Snead. Motion Approved.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

VII. ITEMS FOR INDIVIDUAL CONSIDERATION:

A. A PRESENTATION BY THE GENERAL MANAGER AND THE DISTRICT'S ENGINEER REGARDING THE DISTRICT'S 2019 AND 2020 CAPITAL IMPROVEMENTS PLAN; AND BOARD DELIBERATION REGARDING THE DISTRICT'S 2019 AND 2020 CAPITAL IMPROVEMENTS PLAN.

B. THE BOARD WILL DISCUSS AND MAY TAKE ACTION ON A RESOLUTION TO APPROVE CHANGING THE VESTING PERIOD BEGINNING IN 2021 IN THE DISTRICT'S EMPLOYEE RETIREMENT PLAN MANAGED AND OPERATED BY THE TEXAS COUNTY DISTRICT RETIREMENT SYSTEM. Ms. Snead made a motion to approve this Resolution and to set the Vesting period for the District's employees to 8 years. This was seconded by Mr. Richards. Motion Passes

5 YES 0 ABSTAIN 0 NO 0 ABSENT

C. THE BOARD WILL DISCUSS AND MAY TAKE ACTION ON A RESOLUTION APPROVING THE PURCHASE OF A CERTIFICATE OF DEPOSIT IN THE AMOUNT OF \$128,000.00 FOR ONE (1) YEAR WITH RANDOLPH BROOKS FEDERAL CREDIT UNION; AND AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR THE PURCHASE OF A CERTIFICATE OF DEPOSIT IN THE AMOUNT OF \$128,000.00 WITH RANDOLPH BROOKS FEDERAL CREDIT UNION. Mr. Richards made a motion to approve this Resolution. This was seconded by Mr. Guerrero. Motion Passes.

5 YES 0 ABSTAIN 0 NO 0 ABSENT

D. THE BOARD WILL DISCUSS AND MAY TAKE ACTION ON GUIDELINES AND / OR PROCEDURES THE DISTRICT WILL USE FOR UPDATING THE DISTRICT'S PERSONNEL POLICY. It was determined that all Board Members would work on this together. It was requested that the Office Manager send all Board Members a copy of the Personnel Manual for review. The Board would meet on January 28, 2021 at 1:00 p.m. to discuss and review any suggested changes.

VIII. BRIEFING SESSION

A. STATEMENT OF OPERATIONS AND INVESTMENT REPORT. SUMMARY OF INCOME AND EXPENSES FOR PREVIOUS MONTH. IN-DEPTH REPORT ON AREAS THAT EXPERIENCED SIGNIFICANTLY HIGHER OR LOWER AMOUNTS THAN EXPECTED. UPDATE ON INVESTMENTS, INCLUDING BALANCES, RATES OF RETURN, MATURITY DATES, AND MARKET CONDITIONS.

1.	STATEMENT OF OPERATIONS:	<u>NOVEMBER 2020</u>
	a. Operating Revenue:	\$ 368,628.28
	b. Operating Expenses:	\$ 217,032.65
	c. Operating Income	\$ 151,595.63
	d. Non-Operating Income	\$ 689.81
	e. Total Income	\$ 152,285.44
2.	INVESTMENT REPORT:	
	a. Operating Account Balance	\$1,369,417.31
	b. Investments:	\$ 763,187.97
	c. Grand Total	\$2,534,170.76

B. MANAGER'S REPORT. SUMMARY OF SIGNIFICANT ACTIVITY THAT AFFECTED OPERATIONS OR HAS POTENTIAL OF AFFECTING OPERATIONS. INCLUDES PERSONNEL UPDATE, SIGNIFICANT EXPENDITURES, WEATHER CONDITIONS, CAPITAL IMPROVEMENT PROJECT STATUS, OPERATIONAL STATISTICS, AND RESPONSES TO INQUIRIES FROM THE BOARD AND / OR VISITORS.

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| 1. | SIGNIFICANT EXPENDITURES: (OVER \$5,000) | <u>NOVEMBER 2020</u> |
|    | SAWS Sewer Service /                     | \$71,394.55          |
|    | EAA Management / Program Fee             | \$11,377.28          |
- Water Usage Update: Our current pumpage for November 2020 was 29,079 gals, Total pumpage for the year is 984.94 acre/ft. The District's total Edwards permit is 1625.00 acre/ft. The Edwards Aquifer is currently around 661.25 ft. We are in NORMAL STAGE . We are currently pumping 700,000 gal/per/day.
  - We are still replacing old water meters that no longer function. This will be a normal operational procedure. We are starting replacement of broken and old gate valves throughout the system. Still replace bad curb-stops on meter change outs. 12 meters were replaced this month.
  - Working with the Engineers, Financial Advisors and Bond Counsel on 2020 - 2021 Capital Improvement Project plans.
  - Contractors have completed the Capital Improvement Projects.

IX. THE REGULAR SESSION OF THE DECEMBER 10, 2020, REGULAR BOARD MEETING IS HEREBY RECESSED TO HOLD AN EXECUTIVE SESSION AND DISCUSS THE MATTERS LISTED BELOW PURSUANT TO SECTIONS 551.071 AND 552.074 OF THE TEXAS OPEN MEETINGS ACT.

X. EXECUTIVE SESSION

A. TO DELIBERATE THE EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF THE DISTRICT'S EMPLOYEES, AS AUTHORIZED BY TEXAS GOVERNMENT CODE § 551.074.

B. THE BOARD WILL CONSULT WITH THE DISTRICT'S LEGAL COUNSEL IN A CLOSED SESSION, AS AUTHORIZED BY TEXAS GOVERNMENT CODE § 551.071(2), TO DISCUSS AND SEEK ADVICE UPON ONE OR MORE MATTER(S) IN WHICH THE DUTY OF THE ATTORNEY TO THE DISTRICT UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

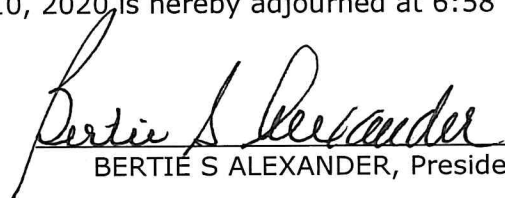
**\*\*AS USED HEREIN, "CLOSED MEETING" SHALL HAVE THE DEFINITION ASCRIBED TO THAT TERM BY TEXAS GOVERNMENT CODE § 551.001. AS REQUIRED BY TEXAS GOVERNMENT CODE § 551.102, THE FINAL ACTION, DECISION, OR VOTE ON A MATTER DELIBERATED IN A CLOSED MEETING WILL BE MADE IN AN OPEN MEETING\*\***

XI. THE REGULAR SESSION OF THE REGULAR BOARD MEETING OF DECEMBER 10, 2020, IS HEREBY RECONVENED.

XII. OTHER BUSINESS BROUGHT BEFORE THE BOARD. (NO DELIBERATIONS AND / OR DECISION WILL OCCUR EXCEPT TO PLACE THE SUBJECT ON THE AGENDA FOR THE NEXT SCHEDULED BOARD MEETING AND GIVE STAFF TIME TO EVALUATE AND MAKE RECOMMENDATIONS.

XIII. ADJOURNMENT. The Bexar County Water Control and Improvement District No. 10 Board of Directors Meeting of December 10, 2020, is hereby adjourned at 6:58 p.m.

  
DIANA TUTTLE, Secretary

  
BERTIE S ALEXANDER, President

Date: 2/25/2021