



# MINUTES

## UPPER TRINITY REGIONAL WATER DISTRICT BOARD OF DIRECTORS MEETING AUGUST 2, 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 1:48 P.M. on Thursday, August 2, 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  
Mike Fairfield, Secretary, Lake Cities MUA  
Brian Roberson, Aubrey  
James Burnham, Celina  
Bob Hart, Corinth  
Johnny Harris, Denton County  
Kristina Clark, DCFWSD #1A  
Virginia Blevins, Justin  
Eric Ferris, Lewisville  
Alan Guard, Pilot Point  
Frank Jaromin, Prosper

Richard Lubke, Vice President, Highland Village  
Troy Norton, Argyle  
Del Knowler, Bartonville  
Mark Pape, Copper Canyon  
Timothy Fisher, Denton  
Jean Campbell, Denton County At-Large  
Clay Riggs, Flower Mound  
Gary Calmes, Krum  
Lyle Dresher, Northlake  
Michael Anderson, Ponder  
Alina Ciocan, Sanger

#### Absent:

Ramiro Lopez, Treasurer, Irving \*  
Dick Cook, Double Oak \*

Chris Boyd, Mustang SUD \*

\* 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  
Doug Janeway, Mgr. / Properties Srvs  
Kim Probasco, Budget Manager  
Kurt Staller, Asst Dir / Const. & Eng.  
Adam McKnight, Project Engineer

John F. Boyle, Jr., General Counsel  
Nancy Tam, Assistant to Executive Director  
Tom Snyder, Director Const. & Eng.  
Jason Pierce, Mgr. / Cust Contracts & Support Srvs  
Lester Harris, Accounting Manager  
Mark Skaggs, Manager / IT Srvs  
Ronna Hartt, Mgr. / Water Resources  
David Medanich, Financial Advisor

#### Others in Attendance:

Alan Tucker, APAI  
Sue Tejml, Town of Copper Canyon  
Jim Gallovich, Carollo Engineers

Drew Corn, Town of Northlake  
Randall Davis, Argyle WSC

3. Pledge of Allegiance and Invocation

Pledge: Brian Roberson

Invocation: Kevin Mercer

4. Oath of Office

President Mercer administered the Oath of Office for the following newly appointed Board Members:

- Mark Pape, Town of Copper Canyon
- Lyle Drescher, Town of Northlake

5. Opening Remarks:

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

- Mercer recognized and welcomed the following guests at the meeting:
  - Sue Tejml, Mayor, Town of Copper Canyon
  - Drew Corn, Town Administrator, Town of Northlake
  - Randall Davis, General Manager, Argyle Water Supply Corp.
- With this hot and dry summer weather, the District initiated Stage 1 Drought Restrictions. He thanked Members and Customers for assisting the District to conserve water. Currently, a 5% reduction in water demand is what we are trying to achieve.
- In the Board Memo, was referenced a very good article on Rich Lubke. Thanks Rich for being passionate in helping others in need.
- With the continued growth in the area and together with the summer heat, Mercer reported that several entities have increased their water subscriptions (DCFWS #7, Northlake and Celina).
- An interesting article in the memo regarding The Story of Texas Water. Looking forward with the second half coming out soon.
- City of Highland Village will be hosting another Balloon Fest August 17 and 18. Upper Trinity will have a booth there. Please encourage everyone to participate in the activity and stop by the booth.
- Nancy Tam has sent out a request regarding Board Member's Bio. If possible, please complete and send back as soon as possible. Individual Bio's will be included on the District's website.

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.

- The District has initiated Stage 1 Drought Alert on July 19. Most surrounding cities in the area have this as a standard practice - - twice a week watering with no



watering during the day (between 10am and 6pm). Next year, we will be reviewing the Drought Contingency Plan and Conservation Plan for possible updates.

- Today, Mustang and the District placed a pipeline and lift station in service to the Riverbend Plant that serves Union Park and Winn Ridge developments, both of which no longer have to haul wastewater to the plant.
- Please note that most of the Staff are wearing District logo shirts, which they have purchased individually. Our Board Members are volunteers and invaluable to the District; and, we would like to order a shirt for each member of the Board. Nancy Tam will be sending out an information request, asking for your size, preferred color and style. Executive Director Patterson stated that it would be suitable for the Board members to wear a District shirt when they attend District related functions.

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

None.

6. Visitor Comments Concerning Agenda Topics.

None.

### **CONSENT AGENDA**

President Mercer moved to the Consent Agenda. Staff provided answer to question related to Item 14. **Frank Jaromin made a motion to approve the Consent Agenda Item Nos. 7- 17. Seconded by Rich Lubke.** The vote was all Yes, motion carried.

7. Adopt minutes of June 7, 2018 Board Meeting.
8. Accept Monthly Management Report for the period ended June 30, 2018.
9. Accept Quarterly Investment Report for the period ended June 30, 2018.
10. Authorize the Executive Director to enter into a 3-year pricing agreement with Environmental Systems Research Institute, Inc. (Esri) for the purchase of an ArcGIS subscription for the District's GIS System.
11. Authorize the Executive Director to enter into a 3-year pricing agreement with Cartegraph Systems for the purchase of a software subscription and hosting services for the District's Computerized Maintenance Management System (CMMS).
12. Authorize the Executive Director to enter into pricing agreement with Gulbrandsen Technologies, Inc., for the purchase of Liquid Aluminum Chlorohydrate.
13. Authorize the Executive Director to enter into an agreement with Hach Company for annual service plans for Hach process control instrumentation and lab equipment at each District Plant.
14. Ratify Emergency Purchase Order to Process Solutions, Inc., in the amount of \$53,002.25 for the repair of seven (7) 200 PPD Nova Cells for the Sodium Hypochlorite System at the Taylor Regional Water Treatment Plant.



15. Authorize advertising for bids for second phase of pipeline relocations and adjustments related to TxDOT road improvements along FM 720.
16. Consider action consenting to an amendment to the Interlocal Agreement between Mustang Special Utility District and Denton County Fresh Water Supply District No. 10 related to the transfer and assignment of water and wastewater service areas of a portion of FWSD No. 10 to Mustang.
17. Consider nominating a representative to serve on the Coordinating Committee for the Denton County Greenbelt Plan.

**ITEMS FOR INDIVIDUAL CONSIDERATION**

18. Consider Resolution of Appreciation for Dr. Janet Aune and her service as a Member of the Board of Directors.

Dr. Janet Aune was unable to attend the Board meeting. **Rich Lubke made a motion to approve the Resolution of Appreciation for Janet Aune. Seconded by Johnny Harris.** The vote was unanimous, motion carried.

19. Consider approval of an Agreement with Argyle Water Supply Corporation to transfer Ownership of certain Joint Facilities previously used by the District to serve Customers in southwestern Denton County. **(Weighted Capital Vote)**

Since 1999, the District and Argyle WSC have jointly owned certain facilities to transport treated water in southern Denton County. Such joint facilities include water pipelines, a ground storage tank, an elevated storage tank and pump station facilities. These facilities were shared between Argyle WSC and the District on a pro rata basis with Argyle WSC paying 58% and UTRWD paying 42%. The joint facilities have allowed the District to serve Northlake and Justin on an interim basis until the District's southwest pipeline and pump station were placed into service. As the interim facilities are no longer needed by the District, they are a part of Argyle WSC's internal retail distribution system; and, Argyle WSC will continue to use these facilities to serve its customers.

The proposed Agreement is to transfer District ownership of the facilities to Argyle WSC for a stated price of \$547,109, which is the contracted amount. The Argyle WSC Board of Directors has approved the Agreement at its June Board Meeting.

**Del Knowler made a motion to approve Item No. 19 as recommended by staff. Seconded by Kristina Clark.** The *Weighted Capital Vote* proceeded as follow. The vote was 37 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	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 – Clocan	1	1	
TOTAL	42	37	5

Tom Taylor (Former Executive Director) and Randall Davis (General Manager, Argyle WSC) took a minute to reminisce about this long standing partnership - - which has served the best interests of both Argyle WSC and the District. **It has allowed both utilities to share in the cost of extending service to its respective customers. A win-win solution!**

20. Consider contract matters related to project for expansion of Doe Branch Water Reclamation Plant. (Weighted Capital Vote)
- A. Amendment to the contract with Town of Prosper to increase its subscribed capacity from 1.0 mgd to 1.25 mgd.
  - B. Amendment to the contract with City of Celina to increase its subscribed capacity from 0.665 mgd to 1.385 mgd.
  - C. Amendment to the contract with Mustang Special Utility District to increase its subscribed capacity from 0.20 mgd to 1.00 mgd.
  - D. Amendment to the contract with Denton County Fresh Water Supply District No. 10 to increase its subscribed capacity from 0.135 mgd to 0.365 mgd.

Jason Pierce provided the briefing to the Board. The S.H. 380 corridor is still in rapid growth mode. To prepare for the future wastewater needs in the Doe Branch Basin, the Board approved a contract with Freese and Nichols to begin the design of the next expansion of the District's Doe Branch Water Reclamation Plant, to increase the treatment capacity from 2 MGD to 4 MGD.



The proposed contracts amendments for the participants are very similar, except for the amount of contracted capacity. Celina and Denton County Fresh Water Supply District No. 10 have approved the contract amendments. Prosper and Mustang SUD are expected to approve their respective contract amendments soon.

**Virginia Blevins made a motion to approve Item No. 20. A,B,C,D as recommended by staff,** subject to any minor non-substantive changes mutually agreed. **Seconded by Troy Norton.** The *Weighted Capital Vote* proceeded as follow. The vote was 37 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	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	37		5



21. Receive Facility Implementation Plan for Tom Harpool Regional Water Treatment Plant Improvements.

Adam McKnight, Project Engineer provided the briefing to the Board. In December 2016, the Board authorized Task Order 2 with Carollo Engineers, Inc. for the development of an overall long range expansion and implementation plan for the Tom Harpool Regional Water Treatment Plant. The study evaluated Harpool WTP’s ability to meet current and future water demands.

The following are the key findings and recommendations from the study: (1) Continue to use water from Taylor Plant to supplement water treatment at Harpool; (2) During high demands, the Plant is expect to operate 24-hours a day by year 2020; (3) Based on growth projections and subscriptions, additional treatment capacity may be required as soon as the summer of 2020. In additions, the consultant recommends moving forward with implementation of two of the five improvement packages proposed: Package 1 - Additional membranes, CIP tank, Diurnal Basin, Control Building, and improvements to the plant water system. Package 2 - New 4 MG ground storage tank.

Staff recommends the Board receive the Implementation Plan and authorize staff to move forward with development of recommendations for future Board consideration. **Alina Ciocan made a motion to approve Item No. 21. Seconded by Bob Hart.** The vote was all Yes, motion carried.

22. Regarding change orders to filter improvements contract at Taylor Water Plant. **(Weighted Capital Vote)**

- A. Ratify Emergency Change Order No. 1 to contract with Red River Construction Co. in the amount of \$29,240.00 for additional Granular Activated Carbon (GAC) for filters at the Taylor WTP.

At the December 2017 Board meeting, the Board authorized a construction contract for repair of damaged filters resulting from underdrain failure at the Taylor WTP. However, during construction, it was determined the reusable portion of the existing GAC was substantially less than anticipated. This resulted in the need for additional GAC to restore filters to operational status.

Staff recommends that the Board of Directors ratify the emergency change order issued to Red River Construction in the amount of \$29,240.00 for the purchase of additional GAC for filters at the Taylor WTP.

- B. Consider approval of Change Order No. 2 to existing contract with Red River Construction Co. to install additional granular activated carbon needed in filters at the Taylor Water Treatment Plant.

Staff recommends the Board approve Change Order No. 2 to the contract with Red River Construction Co. in the amount of \$66,564.00 for installation of additional GAC in filters at Taylor WTP.

**Tim Fisher made a motion to approve Item No. 22 A & B. Seconded by Virginia Blevins.** The *Weighted Capital Vote* proceeded as follow. The vote was 37 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	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 – Clocan	1	1	
TOTAL	42	37	5

A ten-minute break was called.  
 Bob Hart left the meeting at 2: 45 P.M.

23. 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 2:46 P.M.  
 The Board returned to open meeting at 3:08 P.M.





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

This property item was discussed in Executive Session related to the Lake Ralph Hall Project. **Alan Guard made a motion to approve the exchange of the Wallace Land and Cattle (P-096-LRH) property with UTRWD Surplus Tract (Todd property). Seconded by Lyle Dresher.** The *Weighted Capital Vote* proceeded as follow. The vote was 34 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	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	34		8

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

For future agenda, Tim Fisher requested to discuss and evaluate the policy on “Emergency Purchase.”



26. Visitor Comments Concerning Non-Agenda Topics.

None.

27. Adjournment.

There being no further business, President Mercer adjourned the meeting at 3:15 P.M.

Recorded By:

  
\_\_\_\_\_  
Nancy T. Tam, Assistant Secretary, Board of Directors

Certified By:

  
\_\_\_\_\_  
Mike Fairfield, Secretary, Board of Directors

