



# WEST-CENTRAL-TEXAS-MUNICIPAL-WATER-DISTRICT

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396<sup>th</sup> Meeting of the Board of Directors

STATE OF TEXAS COUNTIES OF: JONES, SHACKELFORD, STEPHENS, TAYLOR, EASTLAND, AND PALO PINTO	REGULAR MEETING November 7, 2018· 9:30 AM ABILENE, TEXAS
<p style="text-align: center;"><u>DIRECTORS PRESENT</u></p> <p style="text-align: center;"><u>ABILENE</u></p> <p>Russell Berry            Kelly Kinard Sam Chase                Norm Archibald Joe Canon                 Ron Butler</p> <p style="text-align: center;"><u>ALBANY</u></p> <p>David Cleveland        Randall Palmore</p> <p style="text-align: center;"><u>ANSON</u></p> <p>Keith Gilbert            Rowland Foster</p> <p style="text-align: center;"><u>BRECKENRIDGE</u></p> <p>Paul Prater               Scott Harris</p>	<p style="text-align: center;"><u>DIRECTORS ABSENT</u></p> <p style="text-align: center;"><u>ABILENE</u></p> <p style="text-align: center;"><u>ALBANY</u></p> <p style="text-align: center;"><u>ANSON</u></p> <p style="text-align: center;"><u>BRECKENRIDGE</u></p>
<u>STAFF AND OTHER GUESTS PRESENT</u>	
Chris Wingert, General Manager Christy Ferguson, Admin. Services Manager Ronnie Tilly, Operations Mgr. Blake Woodall, Planning and Dev. Mgr.	David Buhrmann, Attorney Debbie Strayer, Admin/Finance Specialist

## Call to Order

Joe Canon, President, called the 396<sup>th</sup> meeting of the West Central Texas Municipal Water District Board of Directors to order at 9:32 a.m. on Wednesday November 7, 2018, in accordance with the statutes of the State of Texas. A quorum was present.

## **Public Comment**

President Canon opened up the floor for public comments. No comments were made.

## **Appointment of Board Members, Bonds, Oaths of Office**

President Canon told the Board that Stan Carstens had recently resigned from the Board and asked that agenda item 6b be moved to this point of the meeting in order to allow Mr. Scott Harris, who is Mr. Carstens' replacement, to take his oath of office and be able to participate and vote at the meeting. The Board agreed. Mr. Canon then invited Mr. Buhrmann to administer the Oath of Office and Mr. Harris was sworn in.

## **Minutes**

President Canon stated that the minutes from the prior meeting (395) need to be considered for approval at this time. Mr. Archibald made a motion to approve the minutes. Mr. Chase offered a second, and the motion carried unanimously.

## **Consent Agenda**

President Canon asked if there were any comments or concerns with the Consent Agenda items, which include:

- Financial Statements for June, July and August 2018
- Quarterly Investment Report for 12 months ended September 30, 2018
- Expense Vouchers for August and September 2018

No comments or concerns were addressed. Mr. Cleveland made a motion to approve the consent agenda as a whole; Mr. Berry offered a second and the motion carried unanimously.

## **Development, Operations and Water Policy Committee Report:**

### ***Quarterly Update of Outstanding CIP/MIP Projects***

Mr. Wingert gave a report on the current outstanding CIP/MIP projects. He presented the progress on all projects and stated that several of the projects have either been closed, completed, or are nearing completion. No action was taken.

### ***Close Out Completed CIP/MIP Board Resolutions***

Mr. Wingert stated that Staff has completed work on four CIP/MIP projects listed below:

- 2016-08      Replace 6 DP Sensor Transmitters
- 2017-03      District Property Upgrades
- 2017-05      Information Technology Requests

- 2017-21 Volumetric Survey

Mr. Kinard made a motion that the Board close the four CIP/MIP projects listed above. Mr. Prater offered a second and the motion carried unanimously.

### ***District Rules and Regulations Change***

Mr. Wingert reviewed with the Board that on August 29, 2018 the Board approved a change to Section IV-Sanitation and Sewage Disposal of the DISTRICT RULES AND REGULATIONS. Mr. Wingert stated that this section of the rules addresses landowner maintenance of livestock adjacent to Hubbard Creek Reservoir. Mr. Wingert told the Board that the former rule was very broad and the Board chose to modify and adopt the language as shown on page on Page 4.05 at the August meeting. Mr. Wingert stated that the revised rule has been advertised in both the Breckenridge and Albany papers and no comments were received from the public. He then asked if there were any additional comments or changes recommended by the Board. No further changes were recommended and no Board action was needed for this item.

## **Finance, Personnel and Customer Service Committee Report:**

### ***Anti-Harassment Policy***

Mr. Wingert told the Board that employee harassment issues are becoming more frequently reported and discussed in today's culture. He stated that the District currently has a Sexual Harassment Policy that was adopted on August 23, 1995 and this policy focused on verbal, physical and sexual harassment and describes methods for reporting the incident, disciplining the accused offender, and appealing the decision.

Mr. Wingert stated that staff has drafted a new Anti-Harassment Policy that expands the definition of harassment consistent with Federal Law and Rules as well as methods of reporting, discipline for the offender, and a clearer definition of the appeals process. Mr. Wingert told the Board that many of the terms and concepts presented are taken from EEOC language which makes it a little more consistent with Federal Law. Mr. Wingert stated that Coby Roberts, the District's HR Administrator, did extensive work on this Policy and that she did a very good job on this and the other policies as well. He also told the Board that Mr. Zachary and Mr. Buhrmann of the McMahon Law Firm provided their expertise on the policy revisions. The Board did make a few inquiries about this policy and Mr. Wingert addressed their concerns.

Mr. Foster made a motion that the Board approve and adopt the Anti-Harassment Policy as shown on Pages 5.04-5.08. Mr. Chase offered a second and the motion carried unanimously.

### ***Electronic Device and Communication Policy***

Mr. Wingert discussed the fact that electronic devices are becoming ubiquitous in the work place and that Staff uses them constantly in their daily activities for communication, document

creation, document transfer, SCADA control, navigation, and data collection. He stated that the District adopted its current Electronic Device and Communications Policy on February 6, 2013 and that this policy addresses the use and operation of three classes of devices:

- 1) District owned equipment
- 2) Personally owned equipment with District reimbursement
- 3) Personally owned equipment for personal use

Mr. Wingert went on to explain that the current policy also listed rules for the operation and use of District computer and Information Technology systems. He told the Board that Staff has updated this policy in order to reflect the changes regarding currently used electronic devices. Some of the key changes are:

- 1) Strongly discouraging employees from photographing or making video or audio recordings of themselves or others during working hours.
- 2) Integrating the District's Cell Phone Policy into this policy
- 3) Allows the District to install software on Employee owned devices.
- 4) Limited creation or storage of personal files on District electronic equipment is allowed.
- 5) Duplication of software is no longer prohibited.
- 6) Files must be maintained and available for reproduction.

Mr. Kinard made a motion that the Board approve and adopt the Electronic Device and Communication Policy as shown on Pages 5.15-5.19 with one wording change to remove the word "excessively" from the sentence stating "excessively promoting partisan politics" on page 5.18. Mr. Chase offered a second and the motion carried unanimously.

#### *Anti-Fraud Policy*

Mr. Wingert reminded the Board that Jansen and Gregorczyk conducted a Management Audit as required by the TCEQ in 2017. He stated that this audit recommended the District codify the various steps currently taken to prevent fraud into a formal policy. Mr. Wingert told the Board that Staff has worked with Mr. Buhrmann and Mr. Zachary to draft an Anti-Fraud policy as presented to them today. Mr. Wingert stated that the policy defines fraud, addresses the current steps the District uses to prevent fraud, and describes methods to report, investigate, and address fraudulent activities.

Mr. Butler made a motion that the Board approve and adopt the Anti-Fraud Policy as shown on Pages 5.20-5.23. Mr. Berry offered a second and the motion carried unanimously.

## **President and Officer's Report:**

### ***Resolution Honoring Stan Carstens***

Mr. Wingert told the Board that Stan Carstens resigned from the Board on September 24, 2018 after twelve years of faithful service. He directed the Board to a draft resolution honoring Mr. Carstens for his service to the District and stated that Staff will deliver the signed resolution to Mr. Carstens on a future date and that if anyone would like to join him, he would be happy to have them do so.

Mr. Prater made a motion that the Board adopt the resolution honoring Mr. Stan Carstens for his service to the West Central Texas Municipal Water District as presented on Pages 6.02-6.04. Mr. Palmore offered a second and the motion carried unanimously.

## **Manager's/Staff Report**

### ***Water Supplies and Projections***

Mr. Wingert discussed the fact that during the month of October Hubbard Creek Reservoir captured more than 72,110 acre-feet and that most area lakes are full.

No Board action is needed for this item.

### ***WCBWDS Issues***

#### **Abilene Bill of Sale Agreements**

Mr. Wingert reviewed the ongoing problems with the Abilene Bill of Sale Agreements for the Product Water Pump Station (PWPS). He stated that Mr. Buhrmann continues to review and negotiate with the City of Abilene's attorney regarding the "Bill of Sale" documents for the equipment and facilities related to the West Central Brazos Water Distribution System. Mr. Buhrmann discussed the ongoing problems with the pump station facilities and brought the Board up to date on the slow progress of the negotiations. Mr. Wingert then discussed several problems that are still outstanding regarding the Product Water Pump Station such as:

- 1) Electrical Vault is not draining.
- 2) The 36" incoming and outgoing meters do not operate correctly.
- 3) Rust spots on the exterior and interior of the 2 million gallon water tank.
- 4) GE Drives were not set up properly including the lock outs and phase failure relays.
- 5) The water tank level sensor has recently gone out again.

Mr. Wingert stated that things are at an impasse because the City does not want the District to do anything until they take ownership and the District is not ready to take ownership because the current issues have not been corrected. No Board action is needed but Mr. Wingert will keep the Board up to date on any progress on negotiations.

### **PWPS Warranty Repairs**

Mr. Wingert reported that Pierce Pump installed the repaired motor for the No. 1 pump at the Product Water Pump Station on September 14, 2018 and that the motor ran properly with no excess noise or vibration following the installation.

### **Curry Pipeline Easement Gap**

Mr. Wingert brought the Board up to date on where the District is with the Curry Pipeline Easement gap. He stated that the District hired Kevin King, a "land man" in Breckenridge, to research the easements for the first phase. Mr. King was able to locate one easement which covered the western two-thirds of the line but could not locate any other additional easements at this time.

No Board action is needed.

### ***Maintenance Activities***

Mr. Wingert reviewed the progress on the repairs to the Abilene Vault and stated that work has been slowed by recent wet weather. Mr. Wingert stated that the piping has been fabricated and installed and the thrust blocking and access vaults will be set once the conditions improve. He then told the Board that the Booster 2 motor replacement is expected to proceed after the anticipated December 21, 2018 delivery date. Mr. Wingert also discussed the issues with hogs/pigs tearing up District property and that Staff has purchased traps and a trailer to hopefully remedy the problem as much as possible.

No Board action was needed.

### ***Travel and Training Report***

Mr. Wingert referenced the report in the book showing that Staff has attended several training opportunities and conferences.

No Board action was needed.

### ***Staff Vacancies***

Mr. Wingert referenced the organization chart in the Board book showing there is a Lake Maintenance position open at this time.

No Board action was needed.

### ***Other Significant Issues***

Mr. Wingert had no other significant issues to discuss at the time.

There being no further business before the Board, the 396th meeting adjourned at 11:05 a.m.

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Approved this 6<sup>th</sup> day of February, 2019.

  
Paul Prater, Secretary

  
Joe Canon, President