



WEST-CENTRAL-TEXAS-MUNICIPAL-WATER-DISTRICT

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417th Meeting of the Board of Directors

STATE OF TEXAS COUNTIES OF: JONES,
SHACKELFORD, STEPHENS, TAYLOR,
EASTLAND, AND PALO PINTO

REGULAR MEETING
November 8, 2023 9:30 AM
ABILENE, TEXAS

DIRECTORS PRESENT

ABILENE

Norm Archibald Russell Berry
Sam Chase Bob Benham
Joe Canon Dani Ramsay

ALBANY

Randall Palmore David Cleveland

ANSON

Keith Gilbert Rowland Foster

BRECKENRIDGE

Will Thompson Scott Harris

DIRECTORS ABSENT

ABILENE

ALBANY

ANSON

BRECKENRIDGE

STAFF AND OTHER GUESTS PRESENT

Chris Wingert, General Manager
Christy Ferguson, Admin. Services Manager
Blake Woodall, Planning/Dev Manager

Mark Zachary, Attorney
Debbie Strayer, Admin/Finance Specialist
Zach Jackson-Guest
Brooke Hatchett-Guest

Call to Order

President Norm Archibald called the 417th meeting of the West Central Texas Municipal Water District Board of Directors to order at 9:31 a.m. on Wednesday November 8, 2023, in accordance with the statutes of the State of Texas. A quorum was present.

Public Comment

President Archibald opened up the Public Comment period at 9:32 am and asked for any comments. Since there were no comments, he closed the Public Comment period at 9:32 am.

Minutes

President Archibald stated that the minutes from the prior meeting (#416) were ready to be approved. Mr. Chase made a motion that the minutes be approved as presented. Mr. Palmore offered a second and the motion carried unanimously.

President Archibald requested that item 5F be addressed at this time in order to accommodate Brooke Hatchett who is present to address the Board regarding the proposed RV park project. The Board agreed.

Agenda Item 5f: Hatchett Landowner Development Update

Mr. Wingert reviewed the past history of the proposed RV Park project with the Board. He stated that Ms. Hatchett withdrew her TPDES permit for the wastewater plant September 15, 2023. Mr. Wingert then turned the meeting over to Ms. Hatchett to bring the Board up to date on her current plans. Ms. Hatchett stated that the backlash she received over the proposed water treatment plan was very hostile so she withdrew her plans for it. She has decided against development of the RV Park at this time. Ms. Hatchett told the Board that she is planning to move on from the original project and she has installed three small cabins in the area. She is going to create a small Glamping/Camping area instead and it will be named "Hubbard Shores". President Archibald inquired on her timeline for opening to which she replied hopefully 3-4 weeks. Mr. Canon questioned if she is going to focus on the cabin rentals which she replied yes. Mr. Cleveland questioned if the existing water lines are sufficient for the cabins and Ms. Hatchett replied it is uncertain at this time. She clarified that RV trailers will not be allowed and that it will be strictly cabins and camping with maybe a few small pop up type trailers that will have to adhere to a weight limit. The Board then asked Zach Jackson to offer specifics of the septic system plans for the cabins and he provided the information.

Mr. Zachary stated that the current easement would need to be amended to meet the specifications of the new plans and the current easement expires December 31, 2023. Mr. Zachary said that the easement would follow the same format, however, the use of the easement would be specific to the cabins and not RVs and the terms of the wastewater changes as well as any other changes that need to be made. He said that the format for the "amended" or "new" easement should be close to the current one. Mr. Benham questioned if the Board could give Mr. Wingert authority to work with Ms. Hatchett on the easement details. Mr. Zachary said that yes, the Board could do so.

After a question and answer session with Mr. Jackson and Ms. Hatchett, Mr. Thompson made a motion to authorize that Mr. Wingert be able to approve the amended or replacement easement without restrictions. Mr. Gilbert offered a second and the motion carried unanimously. Ms. Hatchett thanked the Board for working with her on this project.

Consent Agenda

President Archibald asked for comments or concerns with the Consent Agenda items, which include:

- Financial Statements for June, July and August 2023.
- District's Draft Contingency Fund Balance Sheet for the period ending September 30, 2023.
- Quarterly Investment Report for the twelve-month period ending September 30, 2023.
- Expense Vouchers for August and September 2023.

Mr. Harris made a motion to approve the consent agenda as a whole. Mr. Gilbert offered a second and the motion carried unanimously.

Executive Personnel Search Committee Report

President Archibald updated the Board on the General Manager Search. He stated six applications have been received by the consultant.

No Board action was needed.

Development, Operations & Water Policy Committee Report

Quarterly Update of Outstanding CIP/MIP Projects

Mr. Wingert gave a report on the current outstanding CIP/MIP (Capital) projects. He presented the update and stated that several of the projects have either been closed, completed, or are nearing completion.

No Board action was needed.

Close Out Completed CIP/MIP Board Resolutions

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

- 2020-12 B2 MCC Replacement Engineering
- 2022-05 District Property Upgrades
- 2022-09 Financial Management Software
- 2022-10 Personnel Management Software
- 2023-17 Office Carpet
- 2023-18 Office Remodel Painting
- 2024-10 Small Welder

Mr. Benham made a motion that the Board close the seven (7) CIP/MIP Board Resolutions listed above. Mr. Chase offered a second and the motion carried unanimously.

***Consider an Amendment to the LONG TERM WATER SUPPLY AGREEMENT and
LONG TERM WATER TRANSPORTATION AGREEMENT with the City of Albany***

Mr. Wingert discussed the current Long Term Water Supply Agreement with the City of Albany that allows the city the option to pump water from Possum Kingdom. He stated that the existing agreement does not allow the District to charge Albany transportation charges.

Mr. Wingert told the Board that several ranchers are requesting to purchase water from the City of Albany. He said that the ranchers were originally purchasing water from GTG Operating, but GTG no longer has a contract to purchase Possum Kingdom water for calendar year 2023. Mr. Wingert stated that the City of Albany can sell part of their contracted PK water to the ranchers and move it through the District's System. He said that the current Transportation Agreement with Albany will need to be revised to allow the District to bill Albany for transportation charges on the water being delivered to the ranchers.

Mr. Wingert told the Board that the letter agreement will be superseded by an Amendment to the Long Term Water Supply and Long Term Transportation Agreements. He then highlighted the terms of the Amendment:

Amendment No. 1 to the Long Term Agreement

- Includes conditions listed in the letter agreement
- Requires City to provide a document showing GTG's agreement
- Requires City to provide a copy of the Albany Ranchers agreement
- All terms & conditions in the existing Source & Transportation agreements remain in effect unless modified within the Amendment

Mr. Gilbert made a motion for the Board to consider authorizing the Board President to execute Amendment No. 1 to the Long Term Water Supply Agreement and the Long Term Water Transportation Agreement between the West Central Texas Municipal Water District and the City of Albany TX as shown on pages 5.14-5.17. Mr. Berry offered a second and the motion carried unanimously.

***Consider a sale of the District's interest in the East 14.5 feet of the West 87 feet of Lots 1
and 2, Block 34, Original City of Anson, Texas to the City of Anson***

Mr. Wingert discussed and presented a Special Warranty Deed and Deed Without Warranty prepared by Mark Zachry and a Draft Resolution shown on page 5.38. He told the Board that the City of Anson would like to donate the property (Old Pittard Drug Bldg.) to the VFW for their Veterans Memorial.

Ms. Ramsay motioned to authorize the Board President to execute all documents necessary to convey the District's interest in the property located at 1201 Commercial St. Anson, TX to the City of Anson. Mr. Palmore offered a second and the motion carried with Mr. Foster abstaining from the vote.

Management Audit Status Update

Mr. Wingert discussed the recommendations made by Eide Bailly in the Management Audit conducted in 2022 as well as the current status of implementation as shown on page 5.39.

No Board action is needed.

Finance, Personnel & Customer Service Committee Report

Annual Review of the District's Investment Policy

Mr. Wingert told the Board that the District's Investment Policy requires annual review and approval from the Board. He stated that the policy requested for approval has no changes from last year.

Mr. Berry motioned the Board to approve the District's 2024 Investment Policy as shown on pages 6.01-6.09. Mr. Harris offered a second and the motion carried unanimously.

Consider approval of the District's Fixed Asset Policy

Mr. Wingert discussed with the Board that one recommendation of the 2022 Management Audit was to draft and implement a Fixed Asset Policy. He told the Board that Staff has drafted and recommends the 2024 Fixed Asset Policy as shown in the board book. Mr. Wingert highlighted the contents of the policy which include:

- Moveable Assets, Vehicle Tools
- Valves, Clamps, Air Valves, etc.
- Servers, Computers, Printers and related equipment

Mr. Harris motioned that the Board approve the District's Fixed Asset Policy as shown on pages 6.10-6.13. Mr. Chase offered a second and the motion carried unanimously.

Review Declarations of Coverage for District Insurances

Mr. Wingert discussed with the Board the District's insurance coverages for property, general liability, errors and omissions, workers compensation, vehicles, superheavy/oversize permit bonds, Director and employee bonds, and above ground storage tanks insurance coverage.

No Board action is needed.

Manager's/Staff Report

Water Supplies & Projections

Mr. Wingert reviewed water supplies and projections.

No Board action is needed.

WCBWDS Issues

Mr. Wingert stated the VFD Pump 1 at the PK intake failed and will be fixed. He said that the District is running Pump 2 at the current time until repairs can be made. Mr. Canon left the meeting at 11:18 and a quorum was still present. Mr. Wingert also updated the Board on the Ranger Meter installs.

No Board action is needed

Maintenance Activities

Mr. Wingert gave the Board an update on the recent maintenance activities and noted that the easement shredding has been completed.

No Board action is needed.

Travel & Training Report

Mr. Wingert referenced the report in the book showing training opportunities and conferences that Staff has taken part in during the past quarter.

Staff Vacancies

Mr. Wingert told the Board that currently the District has a full organization chart.

There being no further business before the Board, the 417th meeting adjourned at 11:28 am.

Approved this 13th day of February, 2024.



Norm Archibald, Board President



Sam Chase, Board Secretary