



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

410 Hickory Street, Abilene, TX 79601 · Phone 325-673-8254 · Fax 325-673-8272 · www.wctmwd.org

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

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

REGULAR MEETING  
May 15, 2024, 9:30 AM  
ABILENE, TEXAS

## DIRECTORS PRESENT

### ABILENE

Norm Archibald      Russell Berry  
Sam Chase            Bob Benham  
Anthony Williams    Dani Ramsay

### ALBANY

Randall Palmore      David Cleveland

### ANSON

Rowland Foster

### BRECKENRIDGE

Will Thompson (By    Scott Harris  
Zoom)

## DIRECTORS ABSENT

### ABILENE

### ALBANY

### ANSON

Keith Gilbert

### BRECKENRIDGE

## STAFF AND OTHER GUESTS PRESENT

Chris Wingert, General Manager (Retiring)  
Christy Ferguson, Admin. Services Manager  
Blake Woodall, Planning/Dev. Manager  
Ronnie Tilly, Asst. GM/Operations Mgr.  
Brian Yates, General Manager

Mark Zachary, Attorney  
Jaime Mendez, Lake & Area Maintenance  
Jeff Dunham, Lake & Area Maintenance

## Call to Order

President Norm Archibald called the 419<sup>th</sup> meeting of the West Central Texas Municipal Water District Board of Directors to order at 9:30 a.m. on Wednesday, May 15, 2024, in accordance with the statutes of the State of Texas. A quorum was present.



President Archibald welcomed Anthony Williams of Abilene to the Board. He also verified that Mr. Thompson could see and hear the meeting as he was attending via Zoom. Mr. Thompson verified that yes, he could see and hear the meeting.

### **Public Comment**

President Archibald opened the Public Comment period at 9:34 am and asked for any comments. Since no one from the public was present and since there were no comments, he closed the Public Comment period at 9:34 am and a few seconds.

### **Staff Introductions**

Mr. Wingert introduced two members of the Lake and Maintenance Crew, Jeff Dunham & Jaime Mendez, to the Board and gave a brief description of their length of time with the District and their duties. He stated that the third member of the crew, Rick Dixon, was absent today. The Board thanked them for their hard work for the District.

### **Board Actions**

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

Mark Zachary administered the Oath of Office to Ms. Dani Ramsay, Mr. Anthony Williams, Mr. Sam Chase, Mr. Randall Palmore, Mr. Scott Harris, and Mr. Rowland Foster.

#### ***Nominating Committee Report & Election of Officers***

Mr. Archibald told the Board that Joe Canon, Scott Harris, Keith Gilbert, and David Cleveland were chosen to serve on the Nominating Committee to recommend Board Officers for next year. He stated that the Committee recommended the following Directors (and also noted that they have agreed) to serve in Officer Positions from June 1, 2024, to May 31, 2025

Scott Harris-President

Randall Palmore-Treasurer

Keith Gilbert-Secretary

Sam Chase-Vice President

Bob Benham-Assistant Treasurer

Dani Ramsay-Assistant Secretary

Mr. Berry motioned to approve the above slate of officers to serve June 1, 2024, to May 31, 2025. Mr. Foster offered a second and the motion carried unanimously.

#### ***Resolution Honoring the Service of Joe Canon of Abilene***

Mr. Archibald stated that Joe Canon has served as a District Director for 22 years (2002-2024) and has resigned from the Board. He told the Board that Mr. Canon made many important contributions to the Board and the District during his tenure and that a Resolution honoring Mr. Canon for his service is being presented to the Board for review and approval.



Mr. Chase motioned that the Board adopt the Resolution honoring Mr. Joe Canon for his dedicated service to the District. Mr. Palmore offered a second and the motion was unanimously approved.

### Minutes

President Archibald commented that the minutes from the prior meeting (#418) were ready to be approved. Mr. Benham made a motion that the minutes be approved as presented. Mr. Palmore offered a second and the motion carried unanimously.

### Consent Agenda

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

- Financial Statements for November 2023, December 2023, and January 2024.
- District's Contingency Fund Balance Sheet for the period ending March 31, 2024.
- Quarterly Investment Report for the FY2024 six-month period ending March 31, 2024.
- Expense Vouchers for January, February, and March 2024.

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

### District's Water Conservation and Drought Contingency Plan

#### *Public Hearing on the District's Draft 2024 Water Conservation and Drought Contingency Plan*

President Archibald opened the Public Comment Period to allow comments on the Water Conservation and Drought contingency Plan at 9:52 am. He noted that no one was present to make comments, so he closed the Public Comment Period at 9:52 am.

#### *Adoption of the District's Draft 2024 Water Conservation and Drought Contingency Plan*

Mr. Wingert explained to the Board that the TCEQ requires updates and revisions to the Water Conservation and Drought Contingency Plan every five years. He discussed the plan, details and what the District is doing to follow the plan.

After a discussion regarding the plan, Mr. Berry made a motion that the Board adopt the 2024 Water Conservation & Drought Contingency Plan as presented. Mr. Palmore offered a second and the motion carried unanimously.



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

*District Salary Range Adjustments*

Mr. Wingert explained that the recent Cost of Living Adjustments approved by the Board have created the need to adjust salary ranges since salaries are not within the Board approved range. He asked the Board to consider adopting the revised salary ranges (Low/High) as shown in the second table on page 7.02 of the Board Book. Mr. Wingert stated that the Finance Committee recommends these revised ranges.

**Proposed Rates**

<b>Skilled</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Low	\$30,222	\$33,322	\$39,270
High	\$35,651	\$42,349	\$56,638
<b>Specialist</b>	<b>Level 1</b>	<b>Level 2</b>	
Low	\$37,710	\$42,349	
High	\$48,298	\$82,597	
	<b>Leadership</b>	<b>Management</b>	
Low	\$50,544	\$98,571	
High	\$110,552	\$203,258	

Mr. Chase made a motion to approve the proposed salary ranges. Ms. Ramsay offered a second and the motion carried unanimously.

*FY2025 General Fund Budget Discussion*

Mr. Wingert discussed the preliminary General Fund Budget for FY2025 with the Board. He reviewed the Staff's draft for the FY2025 budget and stated that the budget would be adjusted before August since health insurance rates will not be received until mid-July and since this is for discussion only to get Board input. Mr. Wingert explained that management salaries would be lower since there will be no overlap in General Manager Salaries for FY2025. He said Staff would like to add another pipeline position since the new meter installations are creating more work for meter readings and mowing. Mr. Wingert noted that FY2025 water use estimates from the Cities did not increase too much except for Breckenridge who predicted about a 20% increase.

Mr. Wingert reminded that Board that no action is needed since this is for discussion purposes only. He said that Staff will bring draft budgets to the Board in August.

Mr. Thompson stepped away from Zoom at 10:39 am and returned at 10:41 am.





***Financial Auditor Request for Proposals (RFP) Recommendation***

Mr. Wingert highlighted the Financial Auditor RFP submittals. He told the Board that the District received two proposals: one from Eide Bailly, LLP and another from Condley and Company. He stated that the proposal is for financial audits for FY2024, FY2025 and FY2026. Mr. Wingert said that the Finance Committee recommended staying with Eide Bailly as they have done the audits for many years and are familiar with the District's operations. He further stated that they offer free webinars for Staff throughout the year on GASB changes, legislative updates, and financial reporting. He asked Christy Ferguson to make a few comments and she stated that either firm could do a good job on the audit, but Eide Bailly does offer the webinars and she confirmed that although they have done the audit many years, they rotate staff every few years in order to have a new set of eyes on the data.

Mr. Berry motioned that the Board authorize the execution of an agreement with Eide Bailly, LLP to perform the District's Financial Audits for FY2024, FY2025 and FY2026. Mr. Harris offered a second and the motion was unanimously approved.

***District Depository Bank Request for Proposals (RFP)***

Mr. Wingert reviewed the Depository Bank Request for Proposals with the Board. Mr. Wingert told the Board that the District received proposals from First Financial Bank, Prosperity Bank, Happy State Bank and First Bank Texas. He stated the services of each bank were similar, the interest rates varied, and the Committee did not see any reason or significant difference in the proposals to change from First Financial Bank. Mr. Wingert said that the contract would begin October 1, 2024, and would be for three years with the option to extend the contract for an additional two years.

Mr. Williams abstained from voting due to being a Director on the First Financial Bank Board.

Mr. Benham motioned the Board to authorize the execution of an agreement with First Financial Bank to serve as the District's Depository Institution from October 1, 2024, through September 30, 2027 with the option to extend an additional two years beyond September 30, 2027. Mr. Berry offered a second and the motion carried with Mr. Williams abstaining from voting.

***District Financial Consultant Contract***

Mr. Wingert said that Becky Roberts will retire from Roberts/McGee C.P.A.s June 30, 2024, but would like to continue to serve as the District's Financial Consultant. Mr. Wingert stated that the current contract would need to be revised and he highlighted the changes made below:

Name changed from Roberts/McGee C.P.A.s to Becky Roberts C.P.A

The hourly fee increased to \$175 per hour.

Contract termination terms were revised.

The Agreement will supersede the Roberts/McGee Agreement in its entirety.



Mr. Chase made a motion that the Board authorize the execution of a revised Agreement for a Financial Consultant with Ms. Becky Roberts, CPA. Mr. Berry offered a second and the motion carried unanimously.

*Approve Safe Deposit Box Signatories*

Mr. Wingert stated that originally, it was requested to change the signatories on the safe deposit box to Brian Yates and Christy Ferguson but after further review, it was decided the box is no longer needed. Mr. Wingert told the Board that the Finance Committee recommended that the signatures be updated.

No Board action was taken.

*Consider a revision to the District's Personnel Policy regarding Maternity Leave*

Mr. Yates explained to the Board that last fall the State of Texas adopted Parental Leave for state employees and that it includes eight weeks of paid parental leave. He stated this does not apply to the District but has created the need to review and consider updating the District's current policy which does not offer parental leave. Mr. Yates told the Board that Staff can take PTO and short-term disability in these cases. He stated other entities have various policies or no policy at all on parental leave and that the leave range is 0-12 weeks offered.

Mr. Yates stated salary costs are already in the budget, and he is recommending asking for 80 hours of leave. He said that even though the District loses work time, retaining a good employee is beneficial to the District. Mr. Yates believes that this benefit would be another incentive for the employee to return after taking leave. He then reviewed the current and proposed wording that would be updated in the District's Personnel Policy as noted below:

The current wording in the Personnel Policy:

*4.18.1 Accrual of PTO-Absences requested or required due to pregnancy shall be considered the same as any other PTO leave and an employee who is otherwise eligible for PTO leave under the foregoing provision of this policy shall be eligible for PTO when incapacitated or absent because of pregnancy, childbirth, or complications thereof:*

The proposed wording for Parental Leave is as follows:

*4.18.8 Parental Leave-The District provides up to 80 hours (two weeks) of paid parental leave following the birth or adoption of a child, whether by them or their spouse or committed partner. To be eligible, the employee must have completed their probationary period (3 months) when the parental leave begins. The parental leave does not have to be continuous but must be used within the first 12 weeks after birth or adoption. If employment is terminated, any unused parental leave balance is not payable. Once the paid parental leave is completed, the employee may extend their absence using any of their existing PTO balance, as they desire. The use of paid parental leave or PTO does not affect the employee's eligibility to apply for disability insurance as offered by the District.*



The Board held a brief discussion with various questions asked. President Archibald was supportive and said this shows that the District values their staff. He stated that he liked the fact that the proposal also includes adoption. Mr. Yates told the Board that he anticipates that this benefit will not be used very often.

Mr. Cleveland made a motion that the Board approve the modification of the Personnel Policy to include 80 hours of Parental Leave as proposed. Mr. Berry offered a second and the motion carried unanimously.

## **Development, Operations & 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 update and stated that several of the projects have either been closed, completed, or are nearing completion.

No Board action needed.

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

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

- 2024-02 District IT Requests
- 2024-03 Tank Cleaning

Mr. Palmore motioned that the Board close the two (2) CIP/MIP Board Resolutions listed above. Mr. Williams offered a second and the motion carried unanimously.

### *FY 2025 CIP/MIP Project Discussion*

Mr. Wingert stated the CIP/MIP projects are for discussion only at this time. He reviewed Staff's FY 2025 requests including trucks, tank cleaning, LPS #3 replacement, SCADA Improvement study, and a High Point tank capacity study. Mr. Wingert told the Board that Staff would present a draft FY2025 CIP/MIP Budget at the August meetings.

No Board action is needed.

### *Declare Surplus Property*

Mr. Wingert discussed sixteen items on page 8.06 that Staff is requesting that the Board declare as surplus property. He also noted that he is requesting the addition of one Ford Truck that was not on the list in the book. He is asking that the Board declare a total of seventeen items as surplus. Mr. Wingert highlighted the items on the list which includes computer monitors, a welder, scanners, and a Chevy truck.



Mr. Benham motioned that the Board declare seventeen items as surplus property and authorize their disposal or sale. Mr. Harris offered a second and the motion carried unanimously.

### *Hatchett Development Update*

Mr. Wingert brought the Board up to date on the recent activity with Brooke Hatchett's development. He stated the easement agreement for the water line has been executed and recorded at the courthouse.

No Board action is needed.

Mr. Archibald called for a recess at 11:32 a.m. The Board readjourned at 11:38 a.m.

### **Executive Session**

#### *Personnel Matters-General Manager Evaluation*

Mr. Archibald stated that the Board entered Executive Session under Section 551.074- Personnel Matters at 11:39 am.

The Board reconvened at 12:07 pm.

Mr. Palmore, Mr. Harris, and Mr. Thompson left the meeting during the Executive Session.

### **Formal Action Following the Executive Session**

Mr. Archibald stated that no Board action was taken during or after Executive Session. A quorum was still present.

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

#### *Approve Check Signatories – First Financial Bank*

Mr. Archibald referenced the list of requested check signatories in the book. He asked the Board if there were any comments or discussion. He stated that the following Board Officers and Staff are being recommended as check signatories for First Financial Bank.

President-Scott Harris  
Vice President-Sam Chase  
Treasurer-J. Randall Palmore  
Assistant Treasurer-Bob Benham  
Secretary-Keith Gilbert  
Assistant Secretary-Dani Ramsay  
General Manager-Brian Yates  
Asst GM/Operations Manager-Seabron Tilly





Admin. Services Manager-Christy Ferguson

Mr. Berry made a motion that the Board approve the Resolution shown on Page 11.01 regarding the authorized signatories for First Financial Bank Accounts. Ms. Ramsay offered a second and the motion carried unanimously.

*Approve Check Signatories – Clear Fork Bank*

Mr. Archibald told the Board that Staff is requesting to update signatories with Clear Fork Bank. He stated that Staff is recommending the General Manager, Asst General Manager/Operations Manager, and the Administrative Services Manager be approved as authorized signatories on the accounts at Clearfork Bank as listed below:

General Manager-Brian Yates  
Asst. GM/Operations Manager-Seabron Tilly  
Admin. Services Manager-Christy Ferguson

Mr. Benham made a motion that the Board approve the Resolution shown on Page 11.02 regarding the authorized signatories for Clear Fork Bank. Mr. Berry Offered a second and the motion carried unanimously.

*Approve Check Signatories – First Financial Bank Flex Account*

Mr. Archibald told the Board that Staff is requesting to update signatories for the District's Flex Medical Account at First Financial Bank. He stated that Staff is recommending the General Manager, Asst General Manager/Operations Manager, the Administrative Services Manager, and the HR/Payroll Manager be approved as authorized signatories on the accounts at Clearfork Bank as listed below:

General Manager-Brian Yates  
Administrative Services Manager-Christy Ferguson  
Asst. GM/Operations Manager-Seabron Tilly  
HR/Payroll Manager-Dawn Blankley

Mr. Chase motioned the Board to approve the Resolution shown on Page 11.04 regarding the authorized signatories for the First Financial Bank Flex Medical Account. President Archibald offered a second and the motion carried unanimously.

*Approve TexPool Resolution Amending Authorized Representatives*

Mr. Archibald told the Board that Staff is requesting to update authorized representatives for the District's TexPool Account. He stated that Staff is recommending the General Manager and the Administrative Services Manager be approved as authorized representatives on the TexPool account as listed below:

General Manager-Brian Yates  
Administrative Services Manager-Christy Ferguson



Mr. Berry made a motion that the Board approve the Resolution shown on Page 11.06-11.07 regarding the authorized representatives for the District's TexPool Account. Ms. Ramsay offered a second and the motion carried unanimously.

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

#### ***Water Supplies & Projections***

Mr. Wingert reviewed recent rainfall and drought projections for HCR.

No Board action is needed.

#### ***WCBWDS Issues***

Mr. Wingert told the Board that heavy winds broke a power pole at the BASA CBU Unit. He said that this pole and the resulting electrical surge damaged the District's radio and SCADA equipment. He also told the Board that Wilkes Ranch would like to purchase water and that the City of Albany has shown interest in selling water to them.

No Board action is needed.

#### ***Maintenance Activities***

Mr. Wingert stated that Staff repaired a leaking seal on the pump at Booster 2 and that the flange bolt holes were worn making it difficult to properly tighten the mechanical seal. He then told that Board that Staff repaired an air valve.

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.

No Board action is needed.

#### ***Staff Vacancies***

Mr. Wingert let the Board know that the District is fully staffed at this time.

No Board action is needed.



**Document Signing and Adjournment**

Mr. Archibald asked the Board to please take note of document signing as well as future meeting dates August 6, 2024, for Operations, August 8, 2024 for Finance, and August 28, 2024 for the Board.

There being no further business before the Board, the 419<sup>th</sup> meeting adjourned at 12:20 pm.

Approved this 28<sup>th</sup> day of August, 2024.

  
Scott Harris, Board President

  
Rowland Foster, Board Secretary

