



LOWER BRUSHY CREEK WCID
c/o USDA – Natural Resources Conservation Service
505 West University Avenue, Suite C
Georgetown, Texas 78626

Board of Directors

Edmond Komandosky
President

John Kitsmiller
Vice President

Monica P. Masters
Secretary

Scott Ging
Treasurer

Mike Schneider
Investment Officer


General Manager

James R. Clarno, P.E.
108 Trinity Lane
Georgetown, TX 78633
Cell: 512.517.7596
Email: jclarno.pe@att.net

Board Attorney

Ted W. Hejl
Hejl & Schroeder, PC
P.O. Box 192
311 Talbot Street
Taylor, Texas 76574
Office: 512.365.6348
FAX: 512.365.2226

LowerBrushyCreekWCID.com

TO: President and Board of Directors
FROM: Jim Clarno, General Manager 
DATE: February 10, 2020
SUBJECT: Board Meeting Scheduled for Friday, February 14, 2020

Attached please find the following documents:

Agenda	2 pages
Minutes of the Dec 9, 2020 meeting	2 pages
Checking Account register as of 01/31/20	1 page
Financial Statement of 01/31/20	1 page
First Quarter Investment Report	1 page
Order of Election	1 page



LOWER BRUSHY CREEK WCID
Regular called meeting of the Board of Directors
on Friday, February 14, 2020

Ed Komandosky, President
John Kitsmiller, Vice President **Monica Masters, Secretary**
Scott Ging, Treasurer **Mike Schneider, Director**

Notice is hereby given for a regular called meeting of the Board of Directors of the Lower Brushy Creek Water Control & Improvement District ("WCID") to be held on Friday, February 14, 2020 at 7:30 am located at the Greater Taylor Chamber of Commerce, 1519 North Main Street, Taylor, Texas 76574 for the purpose of considering the following agenda items. The Board of Directors will meet, consider, deliberate and may take action on all agenda items.

AGENDA

1. Welcome, Call to Order, and determination of a Quorum;
2. Citizens Communications - *an opportunity for the public to address the Board on agenda items or concerns not on the agenda (limited to 3 minutes each);*
3. Consider approval of meeting minutes: *December 9, 2019;*
4. Consider approval of financial reports:
 - i. *Checking Account Register for December and January*
 - ii. *Financial Statement for December and January and*
 - iii. *Investment Report for First Quarter of FY 20.*
5. Presentation by Maxwell, Locke and Ritter, LLP and possible action to approve the FY 19 Audit Report:
6. Presentation by Freese & Nichols, Inc regarding December inspection of dams:
7. Consideration and possible action to approve a *Resolution of the Lower Brushy Creek Water Control & Improvement District Calling an Election for Directors;*
8. Consideration and possible action to approve the following policies:
 - i. *Ethics Policy and*
 - ii. *Director Election and Appointment Policy.*
9. General Manager's report and update;
10. Agency Reports and updates;
11. Director's Comments; and
12. Adjournment.

FILED FOR RECORD

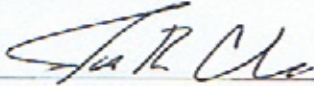
FEB 10 2020 *Jm*
10:41 AM

Nancy E. Ritter
County Clerk, Williamson Co., TX

"The Lower Brushy Creek Water Control & Improvement District Board of Directors reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed above, as authorized by Texas Local Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations regarding Real Property), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices), and 551.087 (Deliberations regarding Economic Development Negotiations)."

CERTIFICATION

I certify that a copy of the February 14, 2020 agenda of items to be considered by the Board of Directors of the Lower Brushy Creek WCID was posted on February 10, 2020.



James R. Clarno, P.E.
General Manager

**Minutes of the December 9, 2019 Meeting of the
Board of Directors of the Lower Brushy Creek WCID**

President Ed Komandosky called the Regular Meeting of the Board of Directors of the Lower Brushy Creek WCID to order at 7:36 am on Monday, December 9, 2019 in the Board Room of the Greater Taylor Chamber of Commerce, 1519 North Main, Taylor, Texas; 76574. Board members present included Vice President John Kitsmiller and Secretary Monica Masters. Others present included General Manager, Jim Clarno, Board Attorney Ted Hejl, Richard Stone, and District Clerk, Sue Lilly.

Ed Komansoksy announced that a quorum was present.

There were no Citizen's Communications.

The minutes of the October 14, 2019 meetings was presented for consideration. A motion was made by Secretary Monica Masters to approve the minutes as presented. The motion was seconded by Vice President John Kitsmiller and approved by a vote of 3-0

The October-November Checking Account Register and the Financial Statement were presented for consideration. Jim Clarno reported that the current balance in the WCID account was \$25, 089.29. Secretary Monica Masters noted that the financial statement was missing the \$25,000 listed at the top of the statement. Jim Clarno said it would be corrected for final approval. A motion was made by Vice President John Kitsmiller to approve the financial report as amended. The motion was seconded by Secretary Monica Masters and approved by a vote of 3-0.

Jim Clarno presented for consideration and possible action the approval of the Ethic Policy and Director Election and Appointment Policy. It was recommended and decided that Ted Hejl and Jim Clarno should meet at another time to further discuss the drafts and the agenda item would stand as "pending" until the next board meeting.

Jim Clarno presented for consideration the appointment of Mike Schneider as the Investment Officer. A motion was made by Vice President John Kitsmiller to

approve the appointment as presented. The motion was seconded by Secretary Monica Masters and approved by a vote of 3-0.

Jim Clarno presented the General Manager's report and update. In his report, Clarno:

- Said that Site 20 Rehabilitation is behind schedule, as there has been a change in the superintendent and a new updated schedule will be needed.
- 16 of 23 sites have been inspected by Freese & Nichols, the NRCS and himself and they are going well.
- Site 6 will be considered for repair. Grant applications for fertilizer and herbicide application will be processed by the state board. The use of liquid vs. pellets (needing rain) was discussed.
- The 2020 Meeting and election schedule was presented and discussed.

There were no agency reports or updates.

Jim Clarno commented on Proposition 8. It has some possible funding for the City of Taylor. He is working with both the city and county on this.

There being no further business, President Ed Komandosky made a motion to adjourn the meeting at 8:22am. The motion was seconded by Vice President John Kitsmiller and approved by a vote of 3-0.

Respectfully submitted:

Monica P Masters
Secretary

LOWER BRUSHY CREEK WCID

Checking Account Register

Period ending January 31, 2020

Balance as of December 1, 2019

TexPool Acct	\$10,773.29
City National Bank Acct	<u>\$7,322.07</u>

Total Funds Available

\$18,095.36

Income

12/06/19	TexPool	Transfer from TexPool to checking	\$10,000.00
12/23/19	TSSWCB - HWH Industrial	Site 20 - Pay Est 6	\$53,992.16
12/31/19	TexPool	Interest Posted - December	\$84.56
Various	TexPool	Tax Revenue - December	\$215,568.69
12/31/19	TexPool	Transfer from TexPool to checking	\$50,000.00
01/15/20	TexPool	Transfer from TexPool to checking	\$20,000.00
01/15/20	TSSWCB - Hall Bros Const	Fall O&M	\$20,515.95
01/15/20	TSSWCB - HWH Industrial	Site 20 - Pay Est 7	\$109,839.97
01/17/20	TSSWCB - Clarno Consulting	Site 20 - Invoice 115	\$7,957.00
01/31/20	TexPool	Interest Posted - January	\$279.81
Various	TexPool	Tax Revenue - January	<u>\$100,667.62</u>

Total Income

\$588,905.76

Expenses

12/05/19	TexPool	Transfer to checking from TexPool	\$10,000.00
12/31/19	TexPool	Transfer to checking from TexPool	\$50,000.00
12/02/19	1541 John Kitsmiller	Board meeting per diem	\$100.00
12/05/19	1544 Michael Schneider	Board meeting per diem	\$100.00
12/11/19	1547 Wilco Tax Collector/Assessor	Annual Collection Fee	\$3,956.94
12/12/19	1551 Clarno Consulting, LLC	Site 20 Rehab	\$8,000.00
12/23/19	Debit Card	ROCK - memorial for Frank Krenek, Jr	\$50.00
12/31/20	1554 John Kitsmiller	Board meeting per diem	\$100.00
12/31/20	1556 RTC Connect	Consulting - December	\$1,000.00
12/31/20	1558 John Kitsmiller	Web-site (Go-Daddy Renewal)	\$191.75
12/27/19	1559 Clarno Consulting, LLC	Salary & Mileage - Dec	\$3,250.00
01/14/20	TexPool	Transfer to checking from TexPool	\$20,000.00
01/06/20	1540 Ed Komandosky	Board meeting per diem	\$100.00
01/06/20	1553 Ed Komandosky	Board meeting per diem	\$100.00
01/03/20	1557 Sue Lilly	Contract Labor - December	\$162.00
01/08/20	1560 HWH Industrial	Site 20 Rehab - Pay Est 6	\$53,992.16
01/14/20	1561 Clarno Consulting, LLC	1/1/15-9/30/17 Consulting	\$24,750.00
01/07/20	1562 Hall Brothers Construction, LLC	Fall O&M	\$23,070.50
01/29/20	1565 New Horizon @ St. Peter's Church-	Memorial for Delphine Ging	\$50.00
01/21/20	1567 Wmsn Central Appraisal District	1st Qtr Payment	\$654.00
01/15/20	1568 Ed Komandosky	Meals and Mileage	\$121.58
01/21/20	1569 Victor Ins. Managers Inc	Director's Insurance	\$452.00
01/28/20	1572 HWH Industrial	Site 20 Rehab - Pay Est 7	\$109,839.97
01/06/20	Debit Card	AT&T - wifi modum	\$199.99
01/06/20	Debit Card	Office Depot - printer	\$422.15
01/08/20	Debit Card	Apple.com - extended warranty	\$183.00
01/10/20	Debit Card	Apple.com - MacBook computer	\$1,579.00
01/22/20	ACH Payment	Check printing	\$224.47
01/29/20	Debit Card	Meeting w/ UBCWCID	<u>\$59.50</u>

Total Expenses

\$312,709.01

Balance as of January 31, 2020

TexPool Acct	\$247,373.97
City National Bank Acct	<u>\$46,918.14</u>

Total Funds Available

\$294,292.11

Revised 02/10/20

LOWER BRUSHY CREEK WCID
Financial Statement through January 31, 2020

ADMINISTRATIVE INCOME AND EXPENSES	Oct-Nov	Dec-Jan	Total to Date	FY 2020 Budget (Approved)	% of budget
<u>INCOME</u>					
Tax Income	\$25,757.80	\$316,236.31	\$341,994.11	\$439,454.39	77.82%
TSSWCB Grants					
Maintenance Grants		\$20,515.95	\$20,515.95	\$220,500.00	9.30%
Repair Grants			\$0.00	\$1,575,000.00	0.00%
Rehabilitation Grants	\$114,696.25	\$171,789.13	\$286,485.38	\$1,040,000.00	27.55%
Total TSSWCB Grant Income	\$114,696.25	\$192,305.08	\$307,001.33	\$2,835,500.00	10.83%
Other Income					
Williamson County			\$0.00	\$0.00	
Permits, fees and interest	\$15.49	\$364.37	\$379.86	\$500.00	75.97%
Total Other Income	\$15.49	\$364.37	\$379.86	\$500.00	75.97%
TOTAL INCOME	\$140,469.54	\$508,905.76	\$649,375.30	\$3,275,454.39	19.83%
<u>EXPENSES</u>					
Administrative Expenses					
General Manager	\$9,750.00	\$28,000.00	\$37,750.00	\$61,000.00	61.89%
District Clerk		\$162.00	\$162.00	\$12,000.00	1.35%
Directors Fees		\$500.00	\$500.00	\$7,500.00	6.67%
Professional Services - Accounting	\$3,615.26		\$3,615.26	\$4,000.00	90.38%
Professional Services - Auditing			\$0.00	\$13,500.00	0.00%
Professional Services - Communications	\$2,000.00	\$1,000.00	\$3,000.00	\$12,000.00	25.00%
Professional Services - Engineering/Surveying			\$0.00	\$2,000.00	0.00%
Professional Services - Legal	\$1,583.20		\$1,583.20	\$10,000.00	15.83%
Advertising/Legal Notices	\$598.50		\$598.50	\$1,000.00	59.85%
Bonds/Insurance	\$962.36	\$452.00	\$1,414.36	\$1,500.00	94.29%
Dues/Subscriptions/Prof Development	\$200.00		\$200.00	\$2,500.00	8.00%
Meals/Entertainment		\$181.08	\$181.08	\$500.00	36.22%
Office Supplies		\$2,608.61	\$2,608.61	\$600.00	434.77%
Postage/Delivery Charges			\$0.00	\$300.00	0.00%
Travel/Mileage			\$0.00	\$3,500.00	0.00%
Website	\$512.94	\$191.75	\$704.69	\$1,600.00	44.04%
Williamson Central Appraisal District		\$654.00	\$654.00	\$3,800.00	17.21%
Williamson County - Election Office			\$0.00	\$18,000.00	0.00%
Williamson County - Tax Collector/Assessor		\$3,956.94	\$3,956.94	\$4,200.00	94.21%
Misc. (5% contingency)		\$100.00	\$100.00	\$8,250.00	1.21%
Total Administrative Expenses	\$19,222.26	\$37,806.38	\$57,028.64	\$167,750.00	34.00%
Project Expenses					
Dam Maintenance		\$23,070.50	\$23,070.50	\$251,000.00	9.19%
Dam Repairs			\$0.00	\$1,650,000.00	0.00%
Dam Rehabilitation	\$268,881.27	\$171,832.13	\$440,713.40	\$1,040,000.00	42.38%
Other Projects (incl engineering)			\$0.00	\$135,000.00	0.00%
Total Project Expenses	\$268,881.27	\$194,902.63	\$463,783.90	\$3,076,000.00	15.08%
TOTAL EXPENSES	\$288,103.53	\$232,709.01	\$520,812.54	\$3,243,750.00	16.06%



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Scott Ging
Treasurer

Mike Schneider
Investment Officer

TO: President and Member of the Board of Directors
FROM: Mike Schneider, Investment Officer
DATE: February 14, 2020
SUBJECT: Investment Report
First Quarter of FY 20

Following please find the First Quarter Investment Report as required by the *Public Fund Investment Act* (Chapter 2459 of the Texas Government Code, as amended by Chapter 2256) and the *Investment Policy* adopted by the Board of Directors of the Lower Brushy Creek on June 10, 2019.

General Manager

James R. Clarno, P.E.
108 Trinity Lane
Georgetown, TX 78633
Cell: 512.517.7596
Email: jclarno.pe@att.net

Fund	TexPool – Operating Account
Interest Earned	\$100.05
Beginning Book Value On October 1, 2019	\$0.00
Ending Book Value on December 31, 2019	\$166,426.54
Beginning Market Value on October 1, 2019	\$0.00
Ending Book Value on December 31, 2019	\$166,426.54
Trade Date	n/a
Maturity Date	n/a

Board Attorney

Ted W. Hejl
Hejl & Schroeder, PC
P.O. Box 192
311 Talbot Street
Taylor, Texas 76574
Office: 512.365.6348
FAX: 512.365.2226

If you have any questions, please contact Jim Clarno or myself.

Sincerely,

LowerBrushyCreekWCID.com

Mike Schneider,
Investment Officer