



LOWER BRUSHY CREEK WCID
Regular Called Meeting of the Board of Directors
On Monday February 20, 2023 at 7:30am

Edmond S Komandosky, President
Scott Ging, Vice President
Monica Masters, Secretary/Treasurer
Allen R David, Director

Notice is hereby given for a regular called meeting of the Board of Directors of the Lower Brushy Creek WCID to be held on **Monday February 20, 2023 at 7:30 am** 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 /any agenda items.

BOARD PACKET

- Agenda for LBCWCID Regular Called Meeting for Monday, Feb. 20, 2023 2 Pages
- Minutes for the: *Regular Called Meeting held on January 16, 2023* 1 Page
- Financial Reports: *Account Register for January 2023* 1 Page
- Amendments to WCID's *Financial Investment Policy* 5 Pages
- *Resolution Amending Authorized Representative Deletion/Update Form*
for the WCID's TexPool accounts 4 Pages
- Task Order No. 3 with TerraSol, LLC 1 Page
- Bid Tabulation for Refencing Sites 6, 13 and 21 1 Page
- *. General Manager's report and update 5 Pages



FILED FOR RECORD
12:35
FEB 15 2023

Nancy E. Williams
County Clerk, Williamson Co.

LOWER BRUSHY CREEK WCID
Regular Called Meeting of the Board of Directors

Edmond S Komandosky, President
Scott Ging, Vice President
Monica P Masters, Secretary/Treasurer
Allen R David, Director

Notice is hereby given for a regular called meeting of the **Board of Directors of the Lower Brushy Creek WCID** to be held on **Monday, February 20, 2023, at 7:30 am** 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.

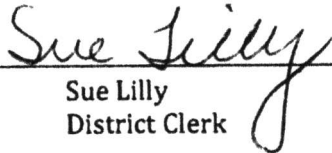
AGENDA

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 Minutes for the: *Regular Called Meeting held on January 16, 2023*
4. Consider approval of Financial Reports: *Account Register for January 2023*
5. Review, evaluate and consider amendments to WCID's *Financial Investment Policy*
6. Consideration and approval of a *Resolution Amending Authorized Representative* for the WCID's TexPool accounts to replace Mike Schneider with Treasurer Monica Masters
7. Consideration and approval of the General Manager to execute a Task Order No. 3 with TerraSol LLC to perform spring maintenance for the not-to-exceed amount of 109,120.00
8. Consideration and approval of the General Manager to execute a contract with Aribuzu Fencing & Construction LLC for Refencing Sites 6, 13 and 21 for the not-to-exceed amount of 119,467.00
9. Consideration and approval of the General Manager to execute a contract with CPY, Inc. and Task Order No. 1 for property surveys of Site 18
10. Agency Reports
11. Consideration and discussion of the General Manager's report and update
12. Executive Session as authorized by Section 551.072 (Deliberations regarding Real Property) and Section 551.074 (Deliberations regarding Personal Matters) of Chapter 551, Title 5 of the Texas Local Government Code: easements and land values associated with the LBC Site 18 Upgrade Project and vacant Director Position
13. Reconvene to open session to take action, if any, on matters discussed in the Executive Session
14. Directors Comments
15. Adjournment.

"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 the above Notice of Regular Called Meeting and Public Hearing to be considered by the Board of Directors of the Lower Brushy Creek WCID was posted on February 14, 2023.



Sue Lilly
District Clerk

Minutes of the January 16, 2023
Meeting of the Board of Directors of the Lower Brushy Creek WCID

Vice President Scott Ging called the Regular Meeting of the Board of Directors of the Lower Brushy Creek WCID to order at 7:37am on Monday January 16, 2023 and announced that a quorum was present. Board members present included Secretary/Treasurer Monica Masters and Director Allen David. Others present included, General Manager Jim Clarno, Communications Consultant Richard Stone, District Clerk Sue Lilly, Audit Associate Jimmy Romell with Maxwell, Locke and Ritter, and Board Attorney Ted Hejl and his partner, Mark Schroeder.

There were no citizens communications.

General Manager, Jim Clarno, presented for consideration and approval the December 19, 2022 Regular Called Meeting Minutes. A motion was made by Secretary/Treasurer Monica Masters to approve the meeting minutes as presented. The motion was seconded by Director Allen David and approved by a vote of 3-0.

Clarno presented for consideration and approval of the following Financial Reports: Checking Account Register for December 2022, FY 2023 First Quarter Financial Report and the FY 23 First Quarter Investment Report. A motion was made by Secretary/Treasurer Masters to approve the financial reports as presented. The motion was seconded by Director David and approved by a vote of 3-0.

Jimmy Rommel with Maxwell, Locke and Ritter LLP, presented for discussion and approval of the FY 22 Audit. A motion was made by Secretary/Treasurer Masters to approve the FY 22 Audit as presented. The motion was seconded by Director David and approved by a vote of 3-0.

Clarno presented for consideration and acceptance, Michael Schneider's resignation from the Board of Directors of the Lower Brushy Creek WCID. A motion was made by Director David to approve Michael Schneider's resignation as presented. The motion was seconded by Secretary/Treasurer Masters and approved by a vote of 3-0.

Clarno presented for consideration and approval of the General manager to execute Task Order 7 - Amendment 1 to Freese & Nichol to provide design, survey, bid and construction phase services for Sites 3, 30 and 31 in the not-to-exceed amount of \$45,800. A motion was made by Secretary/Treasurer Masters to approve the GM to execute Task Order 7- Amendment 1 to Freese & Nichols with an agreement that the GM would re-look at the schedule prior to implementation. The motion was seconded by Vice President Ging and approved by a vote of 3-0.

There were no Agency Reports

Clarno presented the General Manager's Report and update. There were no actions taken.

Vice President Ging opened and Executive Session at 8:09am, as authorized by Section 551.074 (Deliberations regarding Personal Matters) of Chapter 551, Title 5 of the Texas Local Government Code. No action was taken. The executive session was closed at 8:33am.

Vice President Ging announced a reconvening of the open session of the Regular Called Board Meeting of the Board of Directors at 8:34am. No action was taken on the matters discussed in the Executive Session.

There were no other director's comments

There being no further business, the meeting was adjourned without objection at 8:36am.

Respectfully submitted:

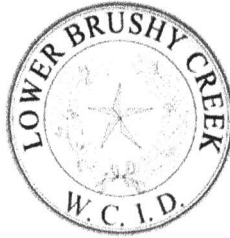
Monica P Masters/ Secretary

Balance as of 01/01/23		
TexPool Acct (General Fund)	\$766,120.85	
TexPool Acct (Rainy Day Fund)	\$203,189.46	
City National Bank	\$9,584.30	
	<u> </u>	\$978,894.61
	Total Funds Available	

Income		
01/05/23	Transfer from TexPool to Checking	\$30,000.00
01/25/23	Transfer from TexPool to Checking	\$90,000.00
various	TexPool (General Fund)	\$172,811.32
01/31/23	TexPool (General Fund)	\$2,893.46
01/31/23	TexPool (Rainy Day Fund)	\$732.43
	Total Income	\$296,437.21

Expenses		
01/04/23	1995 Williamson County Appraisal Dist.	\$973.75
01/05/23	Transfer from TexPool to Checking	\$30,000.00
01/06/23	GoDaddy.com	\$81.05
01/06/23	GoDaddy.com	\$575.20
01/10/23	Heritage Office Suites	\$979.00
01/13/23	Clark L Jackson	\$400.00
01/19/23	Freese & Nichols	\$7,262.25
01/23/23	Taylor Chamber of Commerce	\$20.00
01/23/23	Office Depot	\$80.99
01/24/23	Monica Masters	\$200.00
01/24/23	Monica Masters	\$200.00
01/24/23	RTS Connect LLC	\$1,200.00
01/24/23	Lupe Tortilla	\$54.48
01/25/23	Transfer from TexPool to Checking	\$90,000.00
01/27/23	Ancira Strategic Partners	\$1,000.00
01/27/23	USPS Kiosk	\$3.90
01/30/23	2003 Maxwell, Locke & Ritter	\$16,000.00
	Total Expenses	\$149,030.62

Balance as of 01/31/23		
TexPool Acct (General Fund)	\$821,825.63	
TexPool Acct (Rainy Day Fund)	\$203,921.89	
City National Bank Acct	\$100,553.68	
	<u> </u>	\$1,126,301.20
	Total Funds Available	



LOWER BRUSHY CREEK WCID BOARD APPROVED POLICY

FINANCIAL INVESTMENT POLICY

The purpose of this document is to adopt a Financial Investment Policy pursuant to the Texas Government and Water Codes. This policy included that adoption of an Investment Policy and Investment Strategies; designation of qualified brokers authorized to engage in investment transactions with the District, and designates an Investment Officer to be responsible for the investment of District funds.

Investment Policy:

Scope – This Policy applies to all transactions involving the investment assets of the District.

Policy – District funds will be invested in compliance with applicable legal requirements, the guidelines stated in this Policy, each District's Investment Strategy, and the restrictions, contained in the District's bond resolutions. Effective cash management is recognized as a foundation of this Policy. Notwithstanding the foregoing investment of District funds is limited to the types of investments set forth below.

Allowable Maturities – Unless otherwise stated in **Authorized Investments**, the maximum allowable stated maturity of any individual investment may not exceed two years, and the maximum dollar-weighted average maturity for pooled fund groups based on the stated maturity dated for the portfolio may not exceed 60 days. Settlement of all transactions, other than investment pool funds and mutual funds, must be consummated on a delivery versus payment basis.

Investment Objectives – The District's investment portfolio will be planned and managed to take advantage of the investment interest as a source of income from all operating and capital funds. In addition, the portfolio will be managed in accordance with the covenants of the District's bond resolutions, including covenants with respect to the arbitrage regulations under the U.S. Internal Revenue Code. Consideration will be given to the following objectives:

- **Safety of capital:** The primary objective of the District is to ensure the preservation and safety of principal.
- **Liquidity:** The District will maintain sufficient liquidity to ensure the availability of funds necessary to pay obligations as they become due.
- **Return on investment:** The District will seek to optimize return on investments within the constraints of safety and liquidity.

- **Standard of Care:** The District will seek to ensure that all persons involved in the investment process act responsibly in the preservation of District capital. District investments will be made with the exercise of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment Officer and Quarterly Report – Purchases and sales of District Investments may only be initiated by an Investment Officer appointed by resolution of the Board. The District’s Investment Officer will be required to attend training, in compliance with the Public Funds Investment Act, from an independent source approved by the Board that includes education in investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act. With Board approval, an Investment Officer may invest and reinvest funds of the District in accordance with the Policy. The Investment Officer must submit a written report to the Board, on at least a quarterly basis, which sets forth all investment transactions during the previous quarter, and which complies with the requirements of the Public Funds Investment Act.

Acknowledgment Required – Any business that desires to sell investments to the District or otherwise engage in an investment transaction with the District must be given a copy of this policy, and a qualified representative of the Business Entity must execute a written instrument, in substantially the form attached as Exhibit “A” stating that he or she:

- Has received and thoroughly reviewed this Policy; and
- Acknowledges that his or her organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and his or her organization that are not authorized by this Policy, except to the extent that such authorization is dependent on analysis of the makeup of the District’s entire portfolio or requires an interpretation of subjective investment standards.

Collateralization – Funds held at a bank or trust company that are not invested must be collateralized by collateral security set forth in the Public Funds Collateral Act, to the extent not insured by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loan Insurance Corporation (FSLIC), their successors, or any other instrumentality of the United States. Any bank or trust company that is required to secure a deposit of District funds under this Policy or the Public Funds Collateral Act must enter into an agreement regarding the collateral securities in a form approved by the District.

Review – This Policy and investment performance and security will be reviewed and evaluated at least annually by the Board, or more frequently upon the request of any Director. Following its annual review, the Board will adopt a written resolution confirming its review of the Policy and the investment strategies contained in this Policy.

Authorized Investments:

1. The following obligations of governmental entities and obligations guaranteed by the governmental entities are allowed:
 - a) Obligations of the United States or its agencies and instrumentalities;
 - b) Direct obligations of the State of Texas or its agencies and instrumentalities;
 - c) With prior approval of the Board, collateralized mortgage obligations directly issued by the federal government, the underlying security for which is guaranteed by the United States with certain exceptions set forth in the Public Funds Investment Act;

- d) Other obligations backed by the full faith and credit of the United States; and
 - e) With prior approval of the Board, obligations of states, agencies, counties, cities, and other political subdivisions having not less than "A" rating from nationally recognized investment rating firm.
2. Certificates of deposit issued by a bank doing business in Texas guaranteed by the Federal Deposit Insurance Corporation or the obligations set for above.
 3. With prior approval of the Board, repurchase agreements with a defined termination date; secured by obligations set for above and placed through a primary government securities dealer or financial institution doing business in Texas.
 4. With prior approval of the Board, bankers' acceptance with stated maturity of 270 days or less that will be liquidated in full at maturity and meet other credit requirements established by the Board.
 5. With prior approval of the Board, commercial paper with a stated maturity of 270 days or less and meeting other credit requirements established by the Board.
 6. With prior approval of the Board, money market mutual funds that are no-load and
 - a) Are regulated by the Securities and Exchange Commission (SEC);
 - b) Have provided the District with prospectus and other information required by the Securities Exchange Act of 1934 and the Investment Company Act of 1940;
 - c) Have an average weighted maturity of 90 days or fewer; and
 - d) Have an investment objective of maintaining a stable net asset value of \$1 per share.
 7. Other types of mutual funds which are no-load and
 - a) Are registered with the SEC;
 - b) Have an average weighted maturity of less than 2 years;
 - c) Are invested exclusively in obligations approved by this Act;
 - d) Have a "AAA", or its equivalent rating; and
 - e) Meet certain requirements of investment pools, as set forth in the Public Funds Investment Act.
 8. Public funds investment pool which meets the criteria as set forth in the Public Funds Investment Act, maintains a "AAA" rating and has an investment objective of maintaining a stable net asset value of \$1 per share.

Investment Strategies in order of priority:

A. Investment requirements by fund.

1. **Operating Funds.** The District will maintain funds in the operating checking account at its depository, TexPool or any qualified money market fund to cover monthly operational expenses. The remaining operating funds will be invested in acceptable investments to meet the operating requirements of the District, as determined by the annual operating budget adopted by the Board, not to exceed a maximum maturity of two years.
2. **Tax Collections.** Tax collections will be deposited into the District's TexPool account. The balance will be checked monthly.

3. **Rainy Day Funds.** The District may maintain funds in a reserve account at its depository or TexPool, or those funds may be invested in acceptable investments not to exceed a maximum maturity of two years, to cover emergency expenses caused by storm, flood, drought, or other unforeseen occurrence.
- B. Suitability.** The District's Investment Officer(s) must understand the District's financial requirements. Appropriate investments will be made to meet the needs of the District. TexPool, Reserve Account, and future capital expenditures, or a qualified money market fund will be considered acceptable investments if approved by the District's Investment Officer in accordance with these strategies.
- C. Preservation of Capital.** A safe investment will allow the District to recover every dollar invested.
- D. Liquidity.** The District's Investment Officer(s) must invest in securities that are easily and rapidly converted into cash without substantial loss of value.
- E. Investment Marketability Requirements.** All investments must be "marketable" in case the need arises to liquidate an investment before maturity.
- F. Maximum Maturities.** To the extent possible, the District will match its investments with anticipated cash flow requirements. As required by the Public Funds Investment Act and the District's Financial Investment Policy, certain investments will have maturity limitations.
- G. Diversification.** There will be no defined level of investment diversification as long as all funds of the District are invested in accordance with these strategies.
- H. Yield.** District funds must be invested to obtain the maximum yield for each time frame taking into consideration the priority of preservation and safety of the principal and liquidity of the investment.

List of Authorized Brokers:

The following brokers may make investments for the District:

- City National Bank of Taylor
- Citizens National Bank
- BankcorpSouth
- BBVA Compass

Annual Financial Audit:

Annual, the District Auditor shall audit for compliance of this policy. Written result of that audit shall be presented to the full Board.

APPROVED AND ADOPTED this ____ day of _____, 2019

By: _____

Edmond S. Komandosky, President

ATTEST:

By: _____

Monica P. Masters, Secretary

1. Resolution (continued)

4.
 Name Title

 Phone Fax Email

 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name Title

 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the day of , .

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant*

SIGNED

Signature*

Printed Name*

Title*

ATTEST

Signature*

Printed Name*

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dtsystems.com

Fax: 866-839-3291



Authorized Representative Deletion/Update Form

Please complete this form to delete Authorized Representative(s) of the Participant.

***Required Fields**

1. Participant Information

LOWER BRUSHY CREEK WATER CONTROL & IMPROVEMENT DISTRICT	7 9 6 8 1	0 2 2 0 2 0 2 3
Participant Name*	Location Number*	Effective Date*

2. Deletions

Please print the name(s) of the individual(s) to be deleted:

As Authorized Representative(s):

1. Michael Schneider

2.

3.

As Inquiry Only Representative(s):

1.

2.

3.

3. Primary Contact

If the person being deleted is the Primary Contact, please complete all fields in this section for the TexPool Authorized Representative that will be the new Primary Contact. *The Primary Contact is the individual who will receive the daily transaction confirmations, monthly statements, monthly newsletter, TexPool Updates, and other TexPool mailings.*

Name		Title
Telephone Number	Fax Number	Email Address

4. Inquiry Only

If the person being deleted is an Inquiry Only Representative, please complete all fields in this section if you wish to add another individual in this capacity. **Note: Inquiry Only Representatives cannot perform transactions.**

Name		Title
Telephone Number	Fax Number	Email Address

5. Approvals

Please enter the name of two individuals who are currently Authorized Representatives and who authorize the deletion(s) of the individual(s) above.

Note: This authorization must be executed by a current Authorized Representative of the Participant as set forth in the duly enacted Resolution of the Participant, which is on file with TexPool.

X _____
Authorized Representative Signature*

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
Date*

Edmond S. Komandosky
Printed Name*

5 | 1 | 2 | 3 | 6 | 5 | 7 | 3 | 9 | 6 |
Telephone Number

Board President
Title*

Authorized Representative Signature*

02 | 20 | 20 | 23 |
Date*

James R Clarno
Printed Name*

5 | 1 | 2 | 5 | 1 | 7 | 7 | 5 | 9 | 6 |
Telephone Number

General Manager
Title*

6. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291

LOWER BRUSHY CREEK WCID
FY 23 OPERATIONS MAINTENANCE AND RELATED SERVICES
TASK ORDER No. 3

DESCRIPTION OF TASK ORDER No. 3

The **CONTRACTOR** is authorized to perform the following tasks pursuant to the terms and conditions of the **CONTRACT AGREEMENT**:

Bid Item 01-01 Bid Item 01-03 Bid Item 01-05 Bid Item 01-06 Bid Item 01/09 Allowance	Shred all sites ^{1,2} Spot Spraying Recessed gate ³ Herbicide/fertilizer application Clear debris from principal spillway Clear fence lines and water lines following ice storm as directed	Approx 300 acres at \$63.00/acre Approx 90 acres at \$105/00/acre One at \$3,570 each Approx 300 acres at \$220.50/acre Two at \$525.00 each	\$18,900.00 \$9,450.00 \$3,570.00 \$66,150.00 \$1,050.00 \$10,000.00 Total Estimate Amount
			\$109,120.00

APPROVAL OF TASK ORDER No. 3

LOWER BRUSHY CREEK WCID (Owner)

 James R. Clarno, P.E.
 General Manager

 Date

Notes: 1. The following sites will only be partially shredded: 2, 3, 4A, 12 and 24
 2. The following site will NOT be shredded: 30 and 31
 3. Add recessed gate at road entrance 13

**LOWER BRUSHY CREEK WCID
REFENCING OF SITES 6, 13 AND 23
Bids Received February 14, 2023**

Item No	Work or Material	Quantity	Units	Aribizu Fencing & Construction LLC Hempstead, TX 77445		A-Z Fence Rockport, TX 78387		Fence Builders of Texas Rockdale, TX 78667		Red Tail Land Development Austin, TX		Construction Rent-A-Fence Thrall, TX 76578	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
88-01	Removal of Existing Fence	7,790	LF	\$1.75	\$13,632.50	\$3.00	\$23,370.00	\$2.00	\$15,580.00	\$2.31	\$17,994.90	\$2.30	\$17,917.00
88-02	Permanent Barbed Wire Field Fencing	6,900	LF	\$7.25	\$50,025.00	\$6.80	\$46,970.00	\$10.00	\$69,000.00	\$11.94	\$82,386.00	\$9.50	\$65,550.00
88-03	Permanent Woven Wire Field Fencing	2,770	LF	\$12.35	\$34,209.50	\$11.25	\$31,162.50	\$12.00	\$33,240.00	\$16.29	\$45,123.30	\$13.50	\$37,395.00
88-04	Galvanized Mesh Gate, 16' Wide x 50" High	16	EA	\$1,350.00	\$21,600.00	\$1,200.00	\$19,200.00	\$300.00	\$4,800.00	\$485.00	\$7,760.00	\$3,000.00	\$48,000.00
Total Bid					\$119,467.00		\$120,652.50		\$122,620.00		\$153,264.20		\$168,862.00

Item No	Work or Material	Quantity	Units	Heartland Construction Georgetown, TX 78628		Clearfield Construction San Antonio, TX 78209		Viking Fence Co. Inc. Austin, TX 78758		Gage & Cade Construction Bertram, TX 78605		DJ Hansen Construction Bynum, TX 76631	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
88-01	Removal of Existing Fence	7,790	LF	\$3.00	\$23,370.00	\$4.00	\$31,160.00	\$11.16	\$86,936.40	\$9.50	\$74,005.00	\$4.00	\$31,160.00
88-02	Permanent Barbed Wire Field Fencing	6,900	LF	\$16.00	\$110,400.00	\$13.00	\$89,700.00	\$11.16	\$77,004.00	\$10.50	\$72,450.00	\$20.00	\$138,000.00
88-03	Permanent Woven Wire Field Fencing	2,770	LF	\$16.00	\$44,320.00	\$14.00	\$38,780.00	\$11.16	\$30,913.20	\$18.00	\$49,860.00	\$23.00	\$63,710.00
88-04	Galvanized Mesh Gate, 16' Wide x 50" High	16	EA	\$340.00	\$5,440.00	\$1,650.00	\$26,400.00	\$11.16	\$178.56	\$1,225.00	\$19,600.00	\$440.00	\$7,040.00
Total Bid					\$183,530.00		\$186,040.00		\$195,032.16		\$215,915.00		\$239,910.00



LOWER BRUSHY CREEK WCID

PO Box 467, Georgetown, Texas 78627
601 Quail Valley Drive, Georgetown, Texas 78626
LowerBrushyCreekWCID@gmail.com

TO: President and Members of the Board
FROM: Jim Clarno, General Manager
DATE: February 14, 2023
SUBJECT: General Manager's Report

Administration

- Submitted FY 23 to TCEQ and State Board and met with Tessa Daniel of MLR on Thursday, January 26th to review FY 23 Audit process
- Completed Draft RFQ for Auditor
- Completed Investment Officer Training on Thursday, January 19th
- Placed advertisement for open Board Director position in Taylor Press – applications due on Tuesday, February 14th

Engineering

- Met with Margie Nolan, RPLS and Dan Flahery, RPLS of CPY on Wednesday, January 25th – draft contract will be on February Board Agenda for consideration
- Kick-off on Site 29 rehabilitation project schedule for Tuesday, February 14th.

Dam Operation and Maintenance

- Met with Ken and Ryan Hall to develop plan for spring maintenance
- Task Order will be on February Board Agenda for consideration

Emergency Action Plan

- Tabletop Exercise and EAP Training –Wednesday, February 8th – 19 people in attendance
- Milam County Emergency Management Coordinator has resigned, will meet with County Judge and replacement in mid-March to train them in EAP
- Will schedule final Board approval after that meeting

Fencing

- Pre-bid was held on Wednesday, January 31st and bids due on Tuesday, February 14th
- Contract will be on February Board Agenda for consideration

President Komandosky and Members of the Board
Tuesday, February 14, 2023
Page Two

Other

- Attended Senate Finance Committee meeting on Monday, February 13th at request of State Board
- Ed Komandosky and myself will meet with Xiomara Villarreal of Congressman Carter's office on Wednesday, February 15th about Farm Bill
- Will meet with Sandra Carpenter of the Donahoe Creek Water Authority on Thursday, February 17th to explain TCEQ rules regarding WCIDs



LOWER BRUSHY CREEK WCID

PO Box 467, Georgetown, Texas 78627
601 Quail Valley Drive, Georgetown, Texas 78626
LowerBrushyCreekWCID@gmail.com

Date

Jimmy Romell
Maxwell Locke & Ritter LLP
401 Congress Avenue, Suite 1100
Austin, Texas 78701

Subject: Request for Qualifications

Dear Jimmy,

The Lower Brushy Creek Water Control & Improvement District (WCID), a political subdivision of the State of Texas governed by provisions of the Texas Water Code, is requesting Statements of Qualification from Certified Public Accounting (CPA) firms interested in providing Independent Auditing Services.

The WCID invites your firm to submit a Statement of Qualifications (SOQ) for audit services. The WCID intends to continue relationship with the selected auditor for a three (3) year term with two (2) one-year extension optional extensions. The relationship is subject to annual review and a recommendation of the General Manager.

The WCID currently has a General Fund through which all financial activities are recorded on an accrual basis of accounting. The WCID's fiscal year begins on October 1st and ends on September 30th of the following year. Through an agreement, the WCID's general ledger work, as well as interim financial reporting, is provided by the firm of Clark L Jackson CPA with oversight by the WCID's General Manager.

The scope of the Independent Auditor Services will include, but may not be limited to:

- Express opinions on audited financial statements,
- Perform audit in accordance with GAAS and the Texas Water Code,
- If required, perform Single Audit(s) and express opinions of State and/or Federal Grant awards,
- Provide auditors' report on internal control over financial reporting and compliance,
- Audit engagement must begin no later than one month from the end of the fiscal year,
- Audit engagement must be completed within 90 calendar days after end of fiscal year,
- WCID will provide a draft of the financial reports to the audit firm, and
- Auditor will prepare and print 12 copies of the final audit report.

Jimmy Romell
Date
Page two

The SOQ should not be more than 10 pages. Resumes may also be attached but will not be included in the page limitation. The SOQ should, at a minimum, identify the following:

Brief history of the firm,
Project Principals experience and qualifications,
Firms experience and qualifications with Texas Water District audits,
Firms experience and qualification with Single Audits of State and/or Federal funds, and
Minimum of three (3) verifiable references including contact information.

Please submit one (1) unbound and eight (8) bound copies of your submittal by 4:00 pm on Tuesday, March 14, 2023 to:

James R. Clarno, P.E. General Manager
Lower Brushy Creek WCID
P.O. Box 467, Georgetown, Texas 78627
601 Quail Valley Drive, Georgetown, Texas 78626

If you have any questions, please feel free to contact me by phone at 512-517-7596 or may email at jclarno.pe@att.net.

Sincerely,

James R. Clarno, P.E.
General Manager

University of North Texas Center for Public Management
and
Government Treasurers' Organization of Texas

Certificate of Attendance
presented to

James Clarno

For completion of training on the Texas Public Funds Investment Act and related investment issues

January 19, 2023 6 hours

Patrick Shinkle
Center for Public Management
TSBPA CPE Sponsor 007716