

**GREATER TEXOMA UTILITY AUTHORITY  
BOARD MEETING  
MARCH 18, 2019**

**AGENDA**  
**GREATER TEXOMA UTILITY AUTHORITY**  
**BOARD OF DIRECTORS PUBLIC HEARING AND MEETING**  
**GTUA BOARD ROOM**  
**5100 AIRPORT DRIVE**  
**DENISON, TEXAS 75020**  
**12:30 P.M., MONDAY, MARCH 18, 2019**

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Notice is hereby given that a meeting of the Board of Directors of the Greater Texoma Utility Authority will be held on the 18th day of March, 2019, at 12:30 p.m. in the Administrative Offices of the Greater Texoma Utility Authority, 5100 Airport Drive, Denison TX, 75020, at which time the following items may be discussed, considered and acted upon, including the expenditure of funds:

**Agenda:**

- I. Call to Order.
  - II. Pledge of Allegiance.
  - III. Consent Agenda  
\* Items marked with an asterisk (\*) are considered routine by the Board of Directors and will be enacted in one motion without discussion unless a Board Member or a Citizen requests a specific item to be discussed and voted on separately.
  - IV. \* Consider and act upon approval of Minutes February 18, 2019 Meeting.
  - V. \* Consider and act upon approval of accrued liabilities for February 2019.
  - VI. Consider and act upon Change Order No. 3 to the contract with Wilson Contractor Services, LLC for Lake Kiowa Special Utility District ("SUD") Water system Improvements Phase 1A and 2 Water Main Replacements Project.
  - VII. Consider and act upon Resolution by the Board of Directors of the Greater Texoma Utility Authority adopting a Water Conservation Plan and a Water Resource and Emergency Management Plan to promote the responsible use of water
  - VIII. Consider and act upon Statements of Qualifications for engineering services for City of Whitewright Wastewater System Improvements Project.
  - IX. Provide the Board with an update on the issuance and sale of Greater Texoma Utility Authority Contract Revenue Refunding Bonds, Series 2019 (City of Princeton Project)
  - X. Receive General Manager's Report: The General Manager will update the Board on operational and other activities of the Authority.
  - XI. Adjourn.
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<sup>1</sup>The Board may vote and/or act upon each of the items listed in this agenda.

<sup>2</sup>At any time during the meeting or work session and in compliance with the Texas Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes, Annotated, the Greater Texoma Utility Authority Board may meet in executive session on any of the above agenda items or other lawful items for consultation concerning attorney-client matters (§551.071); deliberation regarding real property (§551.072); deliberation regarding prospective gifts (§551.073); personnel matters (§551.074); and deliberation regarding security devices (§551.076). Any subject discussed in executive session may be subject to action during an open meeting.

<sup>3</sup>PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING, AND WHO MAY NEED ASSISTANCE, ARE REQUESTED TO CONTACT VELMA STARKS AT (903) 786-4433 TWO (2) WORKING DAYS PRIOR TO THE MEETING, SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

ATTACHMENT IV

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
GREATER TEXOMA UTILITY AUTHORITY**

**MONDAY FEBRUARY 18, 2019**

**AT THE ADMINISTRATIVE OFFICES  
5100 AIRPORT DRIVE  
DENISON TX 75020**

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Members Present: Ken Brawley, Brad Morgan, Stanley Thomas, Scott Blackerby, Donald Johnston, Matt Brown, and Mark Kuneman

Members Absent: Anthony Richardson

Staff: Drew Satterwhite, Carolyn Bennett, Debi Atkins, and Velma Starks

General Counsel: Bert Garcia, Wynne and Smith

Bond Counsel: Kristen Savant, Norton Rose Fulbright

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I. Call to Order

Board President Morgan called the meeting to order at 12:30 p.m.

II. Pledge of Allegiance

Board Member Donald Johnston led the group in the Pledge of Allegiance.

III. Consent Agenda

\*Items marked with an asterisk (\*) are considered routine by the Board of Directors and are enacted in one motion without discussion unless a Board Member or a Citizen request a specific item to be discussed and voted on separately.

IV. \* Consider and act upon approval of Minutes of January 28, 2019 Meeting.

V. \* Consider and act upon approval of accrued liabilities for January 2019.

Board Member Mark Kuneman made a motion to approve the consent agenda items. Board Member Scott Blackerby seconded the motion. Motion passed unanimously.

VI. Citizens to be Heard.

There were no citizens present requesting to speak before the Board.

VII. Receive Quarterly Investment Report.

Debi Atkins presented the Quarterly Investment Report with the Board.

VIII. Consider all matters incident and related to the issuance and sale of "Greater Texoma Utility Authority Contract Revenue Refunding Bonds, Series 2019 (City of Princeton Project)", including the adoption of a resolution authorizing the issuance of such bonds, establishing parameters for the sale and issuance of such bonds and delegating certain matters to authorized officials of the Authority.

General Manager Drew Satterwhite provided background information for the Board. After 10 years an outstanding bond becomes refundable. Garry Kimball of Specialized Public Finance notified the Authority of the potential to refund the 2009 bond series issued by the Authority on behalf of the City of Princeton and achieve a present value savings of \$26,500 per year over the next 11 years of debt service, or at least \$238,000. The Authority staff confirmed with the City of Princeton Manager and Finance Director that the City of Princeton would like to proceed with the refunding, which would be approximately \$238,000 over the life of the bond series. The current interest rate is 5.62% and the Authority's Financial Advisor believes this can be refunded with a rate around 3.55%.

Kristen Savant, Bond Counsel, informed the Board that the Board has approved parameter resolutions in the past. She briefly explained how the parameter resolution works. By adopting the resolution the Board authorizes the General Manager to operate as pricing manager for the sale of the bonds.

Board Member Matt Brown made the motion to authorize the adoption of the resolution authorizing the issuance of Greater Texoma Utility Authority Contract Revenue Bonds, Series 2019 (City of Princeton Project), establishing parameters for the issuance of such bonds, and delegating certain matters to authorized officials of the Authority . Board Member Ken Brawley seconded the motion. Motion passed unanimously.

The Board decided to switch the order of items IX and X.

IX. Receive update on Groundwater District Rules and Database.

General Manager Drew Satterwhite provided a presentation on the Permanent Rule changes for the Red River and North Texas Groundwater Conservation Districts and gave a preview of the database that is being developed for both Districts.

X. Receive General Manager's Report: The General Manager will update the Board on operational and other activities of the Authority

General Manger Drew Satterwhite provided updates on the following:

The City of Ector Wastewater Treatment Plant Disinfection Project is moving along. A pre-construction meeting was held last week. This project should get the City back into compliance with TCEQ

The only bid received on the Van Alstyne Solids Dewatering equipment was higher than the budgeted amount. This will result in further in discussions with the City and their Engineer regarding options for this project.

Lake Kiowa SUD water distribution project is coming to a close. The contractor has indicated a need to leave the project and return in the spring to sod the project area. Some issues regarding taps put in 30 years ago that were outdated resulted in an added expense for the project. A reconciliation change order is expected in next month for this project.

City of Kaufman City Manager has requested General Manager Drew Satterwhite to come the second week in March and give a presentation about a bond issuance for their wastewater treatment plant.

City of Pottsboro project is currently under review by the project engineers in an effort to reduce the size of the rehabilitation project to reduce the rate increase that will be necessary for repayment of the bonds.

GTUA staff had previously discussed the necessary rate increase the City of Whitewright would need for the Water System Improvement Project.; however, since the initiation of the application to the TWDB for funding of the Water System Improvements Project, the city's engineer and Director of Public Works have discovered the wastewater treatment plant has issues that are in dire need of attention. The City is looking at reducing the Water System Improvements Project in order to address the Wastewater Treatment Plant. The implementing the projects will require a \$25 to \$35 increase per customer for repayment of the loan necessary to fund the improvements.

XI. Adjourn

Board Member Matt Brown made the motion to adjourn. Board Member Ken Brawley seconded the motion. The motion passed unanimously. Board President Morgan declared the meeting adjourned at 1:40 p.m.

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\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Secretary-Treasurer

ATTACHMENT V



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE  
GREATER TEXOMA UTILITY AUTHORITY AUTHORIZING  
PAYMENT OF ACCRUED LIABILITIES FOR THE MONTH OF FEBRUARY**

The following liabilities are hereby presented for payment:

**GENERAL:**

Fuel and Reimbursements for Mileage

Carolyn Bennett (Reimbursement for mileage)	38.42
Tasha Hamilton (Reimbursement for mileage)	1.69
Velma Starks (Reimbursement for mileage, January & February)	32.08
Conoco (Fuel - operations vehicles)	315.88
ExxonMobil (Fuel - operations vehicles)	830.52
Drew Satterwhite (Fuel)	57.00

Insurance

Drew Satterwhite (2015 Tahoe, January)	116.67
Drew Satterwhite (2017 Ford F150, February)	106.94
TWCA Risk Management (Workers' compensation insurance)	1,212.00

Leases/Rental Fees

North Texas Regional Airport (Lease - administrative offices)	2,061.43
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Legal Fees

Wynne & Smith, LLC (Agenda, Board Meeting)	975.47
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Maintenance Agreements

Nova Tech (Konika-Minolta copier)	162.00
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Meetings and Conferences

Feast on This (BOD Lunches)	235.00
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Miscellaneous

American Express (Annual Card Membership Fees)	140.00
Valley View Consulting (Investment fees)	8,710.93

Postage

United States Postal Service (Refill meter)	500.00
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Professional Services

Final Details (Cleaning services)	585.00
Hankins, Eastup, Deaton Tonn & Seay (Audit year 2018)	35,500.00

Repair & Maintenance - Building & Equipment

Diamond Computers (McAfee Anti Virus cards)	79.90
Diamond Computers (Accounting Server 3 year labor warranty)	1,845.00
<u>Repair &amp; Maintenance - Administrative and Operations Vehicles</u>	
Grayson Co. Tax Accessor (Tags for LP 109661-WE Truck)	7.50
Whistlestop Car Spa & Lube (Truck oil changes and truck wash)	126.13
<u>Supplies</u>	
Bank of Texas Visa (Quill - Office Supplies, GoDaddy renewals Off 365)	911.24
Exxon/Mobil (Field supplies - ice)	15.05
Office Depot (Office Supplies)	29.22
<u>Uniforms</u>	
Alan Moore (Reimbursement for Jeans)	317.60
<u>Utilities</u>	
Alan Moore (Reimbursement for cell phone expenses, January 2019)	25.00
Alan Moore (Reimbursement for cell phone expenses, February 2019)	25.00
Wayne Eller (Reimbursement for cell phone expenses, January 2019)	25.00
Wayne Eller (Reimbursement for cell phone expenses, February 2019)	25.00
Dave Tomlinson (Reimbursement for cell phone expenses, January 2019)	25.00
Dave Tomlinson (Reimbursement for cell phone expenses, February 2019)	25.00
Drew Satterwhite (Reimbursement for cell phone expense, January)	25.00
Drew Satterwhite (Reimbursement for cell phone expense, February)	25.00
Cable One (Internet line)	129.44
AT & T Wireless (cell phone)	78.92
City of Denison (Water)	135.07
City of Sherman (Trash services)	102.00
8x8, Inc.(phone lines - local & long distance)	182.17
TXU Electric	430.82
ATMOS Energy	244.62
<b>TOTAL:</b>	<b>\$ 56,415.71</b>
<b>SOLID WASTE:</b>	
<u>Utilities</u>	
Grayson-Collin Electric	166.51
Starr Water Supply	60.30
<b>TOTAL:</b>	<b>\$ 226.81</b>
<b>WASTEWATER:</b>	
<u>Advertising</u>	
Herald Democrat (Van Alstyne 2014 - Public notice for contractor bids)	754.96
Gainesville Daily Register (Van Alstyne 2014 - Public notice for contractor bids)	765.10
<u>Construction Contracts</u>	

Patterson Professionals (Gunter 2018 - WWTP Replacement project Pay App #5) 111,800.75

Engineering Fees

Cobb Fendley (Gunter 2018 - Downtown WWTP. 61% construction phase complete) 2,161.50

Paying Agent Fees

Bank of Texas (Gunter 2018 - GTUAGUNTR18A 1/30/19) 300.00  
Bank of Texas Trust (Sherman 2009 GRTXMAUTAC09 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2008 GTACRBS08CSP 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2009B GTXUTACRB09A 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2012 GTUACTTBS12A 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2013 GTUACRBS2013 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2013A GTUACRB2013A 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2014 GRETXOM14C1B 4/1/19) 300.00  
Bank of Texas Trust (Sherman 2015A GTUASHERM15A 4/1/19) 300.00

Postage

**TOTAL:** \$ 118,182.31

**WATER:**

Advertising

Bank of Texas Visa (RRGCD - Vista Print, brochures for well monitoring) 96.75

Construction Costs

Central Texas Water Well (Tom Bean 2015 - Water System improvements, ground storage tanks etc) 103,455.00  
City of Sherman (2017 - Reimbursements for various projects 4th qtr 2018) 138,738.86  
MWH (Sherman 2017 - Lake Texoma WTP Expansion Pay App #23) 403,171.00  
Wilson contractor Services (LK Kiowa 2017 - Water System Improv. Wtr main phase 1A & 2) 24,176.57  
City of Princeton (2018 - 77.50% Final Design complete services through December 2018) 4,125.00

Engineering Fees

Bear Creek SUD - (Bear Creek 2019 - Reimbursement Kimley Horn Invoices) 104,756.52  
City of Gunter - (Gunter 2018 - Wtr Sys Improv. 100% planning/Geotechnical) 27,903.19  
City of Krum (Krum 2017 - 45.56% design complete) 10,112.00  
Freese & Nichols (GTUA Regional Water Study thorough Jan. 2019 40.95% complete basic services) 19,175.73  
City of Princeton (2018 - 77.50% Final Design complete services through December 2018) 4,125.00  
City of Princeton (2018 - 80% Final Design complete for Forest Grove PS) 20,625.00  
City of Sherman (2015 - 4th Qtr 2018 inspection fees from Tim Morris) 19,842.09

Groundwater

8x8, Inc. (NTGCD - 800 line, local & long distance) 182.16  
8x8, Inc. (RRGCD - 800 line, local & long distance) 182.16  
AT & T Mobility (NTGCD - W. Parkman - cell phone) 85.78  
Allen Burks (RRGCD - cell phone reimbursement) 25.00  
Awards Unlimited (RRGCD - Name plate for Kristen Fancher) 12.85  
Bank of Texas Visa (NTGCD - GoDaddy Email marketing renewal) 179.98  
Bank of Texas Visa (RRGCD - GoDaddy, January web hosting, 7 day back up renewal) 299.98

Bank of Texas Visa (NTGCD - Power Flow Adapter from Instrumart)	71.25
Bank of Texas Visa (RRGCD - Power Flow Adapter from Instrumart)	71.25
Bank of Texas Visa (RRGCD - GoDaddy, Feb Webhosting, Backup, Email Marketing, Web Bldr renewal)	779.14
Kemp Lawn Maintenance (CGMA - Bloomdale Pump Station)	380.83
Exxon/Mobil (NTGCD - Fuel, W. Parkman)	28.95
Exxon/Mobil (RRGCD - Fuel, A. Burks)	32.52
Tasha Hamilton (NTGCD - mileage reimbursement)	5.61
Tasha Hamilton (RRGCD - mileage reimbursement)	1.69
Paul Sigle (NTGCD - cell phone reimbursement, January & February)	25.00
Paul Sigle (RRGCD - cell phone reimbursement, January & February)	25.00
Velma Starks (NTGCD - mileage reimbursement, January & February)	11.56
Velma Starks (RRGCD - mileage reimbursement, January & February)	18.27
Shell Fleet (NTGCD - fuel)	33.55

Meetings & Conferences

Bank of Texas Visa (RRGCD - Cowboy Chicken, catering for BOD)	256.43
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Miscellaneous

Bank of Texas (Gunter 2018 Escrow Agent fees for new Bond TWDB L1000819)	850.00
Bank of Texas Visa (NTGCD - COA parking meters- DS)	5.00
Norton Rose Fulbright (Gunter 2018 Bond Counsel, Legal, insurances cost)	31,277.50
Norton Rose Fulbright (Bear Creek SUD 2019 Bond Counsel, Legal, Insurance cost)	64,690.00
Specialized Public Finance, Inc.(Gunter 2018 Financial Advisory and CUSIP fees)	22,205.00
Specialized Public Finance, Inc.(Bear Creek SUD 2019 - Financial Advisory and CUSIP fees)	38,845.00

Paying Agent Fees

Bank of Texas (Bear Creek 2019 GTUABEARCR19 1/30/19)	300.00
Bank of Texas (Bear Creek 2019 - Escrow Agent fees for new bond TWDB L1000880)	850.00
Bank of Texas Trust (Howe 2002 GRETEUTIL032 1/1/2019)	200.00
Bank of Texas Trust (Sherman 08 GTUACRRBSS08 4/1/19)	300.00
Bank of Texas Trust (Princeton TXOMAUCRB09 3/1/19)	300.00
Bank of Texas Trust (Princeton 2018 GTUAPRINCE18 3/1/19)	300.00
Bank of Texas Trust (Sherman 2011 GTUACRBS2011 4/1/19)	300.00
Bank of Texas Trust (Sherman 2012 GTUACRBCSP12 4/1/19)	300.00
Bank of Texas Trust (Sherman 2015 GTUSHERMN1515 4/1/19)	300.00
Bank of Texas Trust (Sherman 2015B GTUASHERM15B 4/1/19)	300.00
Bank of Texas Trust (Sherman 2017 GTASHERM17 4/1/19)	300.00
Bank of Texas Trust (Sherman 17A GTUASHERM17A 4/1/19)	300.00

CGMA Repair & Maintenance

Alan Moore (CGMA - keys)	23.82
Brenntag Southwest (CGMA - chemicals to disinfect lines, January invoice)	2,002.26
Brenntag Southwest (CGMA - chemicals to disinfect lines, February invoice)	2,002.35
Richardson Logic Controls (CGMA - Service Call GST sensor not working. Ran cable replaced sensor)	800.00
Texas Excavation Safety Systems (CGMA - Water Test)	136.80

Supplies

USA Bluebook (Field Supplies)	1,354.92
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CGMA Utilities

AT & T U-Verse (Bloomdale Pump Station)	81.51
City of McKinney (Pass Through Charges)	22,339.39
North Texas Municipal Water District (Water Usage, January)	188,485.00
TXU Energy (Bloomdale Pump Station)	8,809.25

**TOTAL:** \$ 1,270,969.47

**GRAND TOTAL:** \$ 1,445,794.30

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GREATER TEXOMA UTILITY AUTHORITY THAT the Secretary-Treasurer is hereby authorized to make payments in the amounts listed above.

On motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing Resolution was passed and approved on this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the following vote:

AYE:  
NAY:

At a regular meeting of the Board of Directors of the Greater Texoma Utility Authority.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer

ATTACHMENT VI



# GREATER TEXOMA UTILITY AUTHORITY

## AGENDA COMMUNICATION

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DATE: March 11, 2019

SUBJECT: AGENDA ITEM NO. VI

**CONSIDER AND ACT UPON CHANGE ORDER NO. 3 TO THE CONTRACT WITH WILSON CONTRACTOR SERVICES, LLC FOR LAKE KIOWA SPECIAL UTILITY DISTRICT ("SUD") WATER SYSTEM IMPROVEMENTS PHASE 1A AND 2 WATER MAIN REPLACEMENTS PROJECT**

### **ISSUE**

Consider and act upon Change Order No. 3 to the contract with Wilson Contractor Services, LLC for the Lake Kiowa Special Utility District ("SUD") Water System Improvements Phase 1A and 2 Water Main Replacements Project.

### **BACKGROUND**

In 2014 the Lake Kiowa SUD requested the Authority proceed with the first of five proposed phases of water system improvements, authorizing the issuance of \$3,695,000 in bonds for the engineering and construction of the initial projects in the Lake Kiowa SUD Capital Improvement Program. The first phase included an elevated storage tank and the replacement of approximately 25,000 linear feet of aged asbestos-cement pipelines in their distribution system. After completion of these projects, approximately \$560,000 remained in the construction fund for this bond issue, which was able to be utilized for the next phase of line replacements.

In June of 2016, bids were solicited for Phase 1A of waterline replacements project. Two (2) bids were received for the project and both bids were in excess of the funds remaining. Following the receipt of these bids, the Authority and Lake Kiowa SUD rejected the bids and began to pursue additional funding to complete phase 1A and Phase 2. At the December 2016 meeting, the Board authorized the issuance of \$2,125,000 through the Texas Water Development Board's ("TWDB") Drinking Water State Revolving Fund ("DWSRF").

Bids were received for the project on June 7, 2017. One (1) bid was received and it conformed to the bidding criteria. The bid was submitted by Wilson Contractor Services, LLC of Denton, Texas in the amount of \$2,106,035.60. At the June 2017 meeting, the Board authorized award of contract to Wilson Contractor Services in the amount of \$2,106,035.60.

At the February 2018 meeting, the Board authorized Change Order No. 1 which consisted of changing the type of taps for the service connections in order to maintain consistency throughout Lake Kiowa SUDs distribution system. This change order also included changing manufacturers on several fire hydrants and valves on the project due to the types of fittings that are more compatible with HDPE pipe. The Lake Kiowa SUD Board was set to consider this change order at their March meeting until Lake Kiowa's staff realized that the engineering plans lacked the density of valves that they desired. At this point it was decided to delete Change Order No. 1 before it was executed and to move forward with getting all of the outstanding items taken care of on a revised Change Order No. 1. On Tuesday, June 12, 2018, the Authority staff, Lake Kiowa SUD staff, engineer and Wilson Contractors had a meeting to discuss and negotiate quantities. Change Order No. 1 consisted of modified electrofusion saddles that have threaded connections for all service lines, changing all fire hydrants and valves to a manufacturer who produces Lake Kiowa SUDs preferred fittings on the HDPE main lines, and the addition of 18 gate valves into the main lines in order to provide Lake Kiowa more isolation points for future repairs and maintenance. Change Order No. 1 resulted in an increase of \$42,702.25 resulting in a revised contract amount of \$2,148,737.85.



# GREATER TEXOMA UTILITY AUTHORITY AGENDA COMMUNICATION

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## PAGE 2

Change Order No. 2 was divided into items/categories. The 1<sup>st</sup> item was for the contractor to buy additional 8" HDPE water line for the project. The original contract stated that Lake Kiowa SUD would provide a defined amount of the waterline that was left over from the previous project. The District was 305 feet short of the waterline necessary, which is why we needed to compensate the contractor for this material. The 2<sup>nd</sup> item was to furnish more valves in a section that has already been constructed similar to Change Order No. 1. The 3<sup>rd</sup> item was to lay an additional section of waterline that was not included in the contract. Lake Kiowa SUD had recently found out that the Home Owners Association ("HOA") would be performing some drainage improvements in the near future. This section of line was initially slated for a future phase, but it was in Lake Kiowa SUD's best interest to get this work done ahead of the HOA installing storm sewer. Change Order No. 2 resulted in an increase of \$108,882.11 resulting in a revised contract amount of \$2,257,619.96.

Change Order No. 3 is anticipated to be the final reconciliation change order. This change order is divided into 3 categories. Item 1 is for \$5,089.30 to relocating an existing fire hydrant which included materials and labor for new pipe and valves as well as labor for removing and installing fire hydrant. Item 2 is a credit of (\$2,967.84) for tapping of service lines on the existing line that were initially planned on being done while under pressure. However, Lake Kiowa SUD was able to isolate a portion of the water line to the point where the contractor could perform a standard tap which resulted in a cost savings. Item 3 is for \$34,500.00 for labor involved with modifying existing service connections that were put in place 30+ years ago. These meter boxes were oriented differently than indicated on the plans and required a substantial amount of effort on the contractor's part to relocate the meters and plumb the new connections. Change Order No. 3 would result in a total of \$36,621.46.

### CONSIDERATIONS

Change Order No. 3 is anticipated to be the final reconciliation change order as the project is substantially complete. However, Lake Kiowa SUD has requested that the contractor wait on spring weather and dry conditions to lay the sod for the project. There is a possibility that sod quantities may result in a change order when we propose to close the project out.

The Engineer and inspector have reviewed the Change Order proposal and have recommended execution of the Change Order. Lake Kiowa SUD Board of Directors will consider this Change Order at their next meeting.

There are funds available in the contingency line item for these costs.

### STAFF RECOMMENDATIONS

Staff recommends authorizing the execution of Change Order No. 3 to the contract with Wilson Contractor Services for an increase of \$36,621.46 resulting in a revised contract amount of \$2,294,241.42.

### ATTACHED

Change Order No. 3

### REPAIRED AND SUBMITTED BY:

Drew Satterwhite, P.E., General Manager



**CHANGE ORDER**

No 3

PROJECT: Lake Kiowa Water System Improvements-Water Main Replacements Phase 1A and 2

DATE OF ISSUANCE: 3-11-2019

EFFECTIVE DATE \_\_\_\_\_

OWNER Greater Texoma Utility Authority (Lake Kiowa SUD)

OWNER's Contract No. \_\_\_\_\_

CONTRACTOR Wilson Contractor Services ENGINEER CobbFerdley & Associates, Inc.

You are directed to make the following changes in the Contract Documents.

Reason for Change Order: See attachment.  
 Attachments: (List documents supporting change).

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES:
Original Contract Price  \$ 2,106,035.60	Original Contract Times Substantial Completion: <u>160</u> calendar days Ready for Final Payment: _____ days or dates
Net changes from previous Change Orders No. <u>1</u> & No. 2  \$ 151,584.36	Net change from previous Change Orders No. <u>   </u> to No. _____  _____ Days
Contract Price prior to this Change Order  \$ 2,257,619.96	Contract times prior to this Change Order Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Net Increase of this Change Order  \$ 36,621.46	Net Increase (decrease) of this Change Order  None _____ Days
Contract Price with all approved Change Orders  \$ 2,294,241.42	Contract Times with all approved Change Orders Substantial Completion: _____ Ready for Final Payment: <u>   </u> calendar days

RECOMMENDED:

By: [Signature]  
 Engineer (Authorized Signature)  
 Signature)

Date: 3-12-2019

APPROVED:

By: \_\_\_\_\_  
 Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: [Signature]  
 Contractor (Authorized Signature)

Date: 3/12/2019

**CHANGE ORDER INSTRUCTIONS**

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**A. GENERAL INFORMATION**

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

**B. COMPLETING THE CHANGE ORDER FORM**

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.



**Wilson Contractor Services, LLC**  
**3985 Mingo Rd.**  
**Denton, Texas 76208**

**940-243-1174 Office**  
**940-898-1175 Fax**  
**www.WilsonContractorServices.Com**

**REQUEST FOR CHANGE ORDER**

**Owner Information**

**Owner Name** The Greater Texoma Utility Authority  
**Address** 133 Kiowa Drive South  
**Address** Lake Kiowa, Texas 76240  
**Phone** () -

**Engineer Information**

**Name** Cobb Fendley  
**Address** 2801 Network Blvd Suite 800  
**Address** Frisco, Texas 75034  
**P.E. (Attn)** J. Don Wortham, Ph.D  
**Phone** 972-335-3214  
**Fax** 972-335-3203  
**Email** Dwortham@cobbfendley.com

**Job Information**

**Job #** 2017-012  
**Job Name** Water System Improvements Water Main Replacments Phase 1A & 2  
**Address** Cayuga Trail  
**Address** Lake Kiowa, Texas

**RFCO #** 3

**Date** 2/27/2019

Item	Description	Unit	Contract Qty	Unit Item Bid Total	Line Item Total
<b>Fire Hydrant Relocation on Existing 10" Waterline (Sheet 01)</b>					
W25	6" HDPE WaterIn Pipe	L.F.	48	\$40.00	\$1,920.00
W35	HDPE Fittings	EA.	2	\$205.00	\$410.00
CO3.01	6" AVK Gate Valve	EA.	1	\$1,259.30	\$1,259.30
CO3.02	Remove and Reinstall Existing Fire Hydrant	EA.	1	\$1,500.00	\$1,500.00

**Sub-Total: \$5,089.30**

**Change Hot Taps to Connect to existing W/ fittings and Valves**

W18	Deduct 8"x8" Tapping Sleeve and Valve	EA.	-1	\$3,600.00	(\$3,600.00)
W19	Deduct 6"x6" Tapping Sleeve and Valve	EA.	-3	\$2,900.00	(\$8,700.00)
W43	Deduct 10"x10" Tapping Sleeve and Valve	EA.	-1	\$6,500.00	(\$6,500.00)

W12	Connect to Existing 6" WL	EA.	3	\$1,450.00	\$4,350.00
W13	Connect to Existing 8" WL	EA.	1	\$205.00	\$205.00
W36	Connect to Existing 10" WL	EA.	1	\$2,000.00	\$2,000.00
W11	Add Fusion Fittings (Fusion & Electrofusion Couplings)	EA.	6	\$280.00	\$1,560.00
C03.03	6" AVK Gate Valve	EA.	3	\$1,259.30	\$3,777.90
C03.04	8" AVK Gate Valve	EA.	1	\$1,658.28	\$1,658.28
C03.05	10" AVK Gate Valve	EA.	1	\$2,280.98	\$2,280.98

Sub-Total: **(\$2,967.84)**

**Adjust existing Meter Sets and Connect to proposed Services**

CO3.6	Week of 12/17 to 12/21: 6 Man Crew with Mini Excavator	Hrs	50	\$150.00	\$7,500.00
CO3.7	12/2 & 12/216 Man Crew with Mini Excavator	Hrs	20	\$150.00	\$3,000.00
CO3.8	Week of 12/17 to 12/21: 2 Crews -6 Man Crew with Mini Excavator	Hrs	50	\$300.00	\$15,000.00
CO3.9	Week of 1/14 to 1/18 to 12/21: 6 Man Crew with Mini Excavator	Hrs	50	\$150.00	\$7,500.00
CO3.10	1/18 : 6 Man Crew with Mini Excavator	Hrs	10	\$150.00	\$1,500.00

Sub-Total: **\$34,500.00**

**RFCO 3 TOTAL: \$36,621.46**

*9.4.2018*

PREPARED BY: \_\_\_\_\_



ATTACHMENT VII



# GREATER TEXOMA UTILITY AUTHORITY AGENDA COMMUNICATION

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DATE: March 11, 2019

SUBJECT: AGENDA ITEM NO. VII

**CONSIDER AND ACT UPON A RESOLUTION APPROVING THE GREATER TEXOMA UTILITY AUTHORITY WATER CONSERVATION PLAN AND WATER RESOURCE AND EMERGENCY MANAGEMENT PLAN**

**ISSUE**

Consider and act upon a resolution approving the Greater Texoma Utility Authority's Water Conservation Plan and Water Resource and Emergency Management Plan.

**BACKGROUND**

The Texas Commission on Environmental Quality and the Texas Water Development Board require that the Greater Texoma Utility Authority ("Authority") update the Water Conservation Plan and Drought Contingency Plan by May 1, 2019. The contract between the North Texas Municipal Water District ("NTMWD") and the Authority requires that the Authority adopt a Water Conservation Plan and a Water Resource and Emergency Management Plan meeting criteria set out by the NTMWD.

**CONSIDERATIONS**

The Authority staff has drafted a Water Conservation Plan and a Water Resource and Emergency Management Plan for consideration by the Board of Directors. These Plans were drafted utilizing the model plans provided by the NTMWD, and will replace the Water Conservation and Drought Contingency and Emergency Water Response Plan adopted August 2014.

**STAFF RECOMMENDATIONS**

Staff recommends the Board's adoption of the resolution approving the Greater Texoma Utility Authority Water Conservation Plan and the Water Resource and Emergency Management Plan

**ATTACHMENTS**

Resolution approving plan

Draft Water Conservation Plan and draft Water Resource and Emergency Management Plan are posted on the GTUA Website under the "Agenda" tab. Hard copies will be available at the Board Meeting.

PREPARED AND SUBMITTED BY:

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Drew Satterwhite, P.E. General Manager

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF GREATER TEXOMA UTILITY AUTHORITY  
ADOPTING A WATER CONSERVATION PLAN AND A WATER RESOURCE AND EMERGENCY  
MANAGEMENT PLAN TO PROMOTE THE RESPONSIBLE USE OF WATER**

WHEREAS, the Greater Texoma Utility Authority ("GTUA") has previously adopted a Water Conservation and Drought Contingency and Water Emergency Response Plan; and

WHEREAS, GTUA recognizes that the amount of water available to its water customers is limited; and

WHEREAS, GTUA recognizes that due to natural limitations, drought conditions, system failures, and other acts of God that may occur, GTUA cannot guarantee an uninterrupted water supply for all purposes at all times; and

WHEREAS, the Water Code and the regulations of the Texas Commission on Environmental Quality ("TCEQ") require that GTUA adopt a Water Conservation Plan and a Water Resource and Emergency Management Plan; and

WHEREAS, the GTUA has determined an urgent need in the best interest of the public to adopt a Water Conservation and Water Response and Emergency Management Plan; and

WHEREAS, pursuant to Chapter 49 of the Water Code, GTUA is authorized to adopt such policies necessary to preserve and conserve its water resources;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GREATER TEXOMA UTILITY AUTHORITY THAT:

**SECTION 1:** The Board of Directors hereby approves and adopts the Water Conservation Plan and Water Resource and Emergency Management Plan for GTUA dated March 18, 2019, attached hereto as Appendix A, as if recited verbatim herein. The GTUA commits to implement the requirements and procedures set forth in the adopted Plans.

**SECTION 2:** All resolutions that are in conflict with the provisions of this resolution be, and the same are hereby, repealed and all other resolutions of the GTUA not in conflict with the provisions of this resolution shall remain in full force and effect.

**SECTION 3:** It is hereby declared to be the intention of the Board of Directors of GTUA that the sections, paragraphs, sentences, clauses, and phrases of this resolution are severable and, if any phrase, clause, sentence, paragraph, or section of this resolution shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of the resolution, since the same would have been enacted by the Board of Directors without the incorporation of this resolution of such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 4:** This resolution shall take effect immediately from and after its passage.



**SECTION 5:** The Board of Directors does hereby find and declare that sufficient written notice of the date, hour, place and subject of the meeting adopting this Resolution was posted at a designated place convenient to the public for the time required by law preceding the meeting, that such place of posting was readily accessible at all times to the general public, and that all of the foregoing was done as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Directors further ratifies, approves and confirms such written notice and the posting thereof.

**SECTION 6:** The General Manager or their designee is hereby directed to file a copy of the Water Conservation Plan, the Water Resource and Emergency Management Plan, and this Resolution with the TCEQ in accordance with Title 30, Chapter 288 of the Texas Administrative Code.

**PASSED AND APPROVED** this the 18 day of March 2019.

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**President  
Board of Directors  
Greater Texoma Utility Authority**

**ATTEST:**

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**Secretary-Treasurer  
Board of Directors  
Greater Texoma Utility Authority**

ATTACHMENT VIII



## GREATER TEXOMA UTILITY AUTHORITY AGENDA COMMUNICATION

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DATE: March 13, 2019

SUBJECT: AGENDA ITEM NO. VIII

### CONSIDER AND ACT UPON STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES FOR CITY OF WHITEWRIGHT WASTEWATER SYSTEM IMPROVEMENTS PROJECT

#### ISSUE

Consider and act upon qualifications for engineering services for the City of Whitewright's Wastewater System Improvements Projects.

#### BACKGROUND

The City of Whitewright has requested the Authority's assistance in financing and constructing improvements to the City's wastewater treatment plant. The Authority staff plans to pursue the Texas Water Development Board's ("TWDB") Clean Water State Revolving Fund ("CWSRF") for this project.

One requirement for the CWSRF Equivalency Funds, the funding source with the lowest interest rates, is that the engineering services be solicited utilizing the TWDB Disadvantage Business Enterprise Program. The Authority staff has solicited the engineering services on behalf of the City of Whitewright, following the requirements of this Program. The Authority advertised for qualifications for engineering services associated with the project. Two (2) Statements of Qualifications ("SOQ") were received. SOQs were submitted by KSA and Premier.

#### CONSIDERATIONS

The Whitewright City Council considered the statements of qualifications at their March 4, 2019 meeting, and voted to retain the services of KSA Engineers. The staff believes KSA Engineers is a capable firm with the resources to satisfy the needs of this project.

#### STAFF RECOMMENDATIONS

Staff recommends the Board of Directors confirm the Whitewright City Council's selection of KSA Engineers.

#### ATTACHMENTS

SOQs are posted on the GTUA Website under the "Agenda" tab. Hard copies will be available at the Board Meeting.

PREPARED AND SUBMITTED BY:

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Drew Satterwhite, P.E., General Manager

ATTACHMENT IX



# GREATER TEXOMA UTILITY AUTHORITY AGENDA COMMUNICATION

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DATE: March 12, 2019

SUBJECT: AGENDA ITEM NO. IX

**PROVIDE THE BOARD WITH AN UPDATE ON THE ISSUANCE AND SALE OF GREATER TEXOMA UTILITY AUTHORITY CONTRACT REVENUE REFUNDING BONDS, SERIES 2019 (CITY OF PRINCETON PROJECT)**

**BACKGROUND**

In January 2019, Garry Kimball of Specialized Public Finance notified the Authority of the potential to refund the 2009 bond series issued by the Authority on behalf of the City of Princeton and achieve a present value savings of \$26,500 per year over the next 11 years of debt service, or at least \$238,000. The staff of the Authority then confirmed with the City Manager and Finance Officer with the City of Princeton that they would like the Authority to proceed with the refunding, which was estimated to be approximately \$238,000 over the life of the bond series.

At the February meeting, the Board authorized the General Manager to operate as pricing manager within certain parameters in order to get the bond issue refunded.

This bond issue ultimately ended up receiving a AA rating through S&P which negated the requirement for insurance and also made for a more attractive interest rate. As a result of these factors and the market conditions working in our favor, the Authority and City were able to receive a 2.39% interest rate which will save the City \$492,086 (Net Present Value) over the remaining 10.5 years of the loan.

The General Manager attended the City of Princeton Council Meeting on March 11, 2019 during which the City Council ratified the Authority's action from the February meeting. The bond issue is set to close on April 2, 2019.

**RECCOMENDATION**

No action is required

**ATTACHMENTS**

Refunding Summary  
Timetable for Issuance

PREPARED AND SUBMITTED BY:

Drew Satterwhite, P.E., General Manager

**Final**

**Greater Texoma Utility Authority (City of Princeton)  
Contract Revenue Bond Refunding Summary**

**Refunded (Old) Bonds:**

		<u>Maturities</u>	<u>Amount</u>	<u>Callable</u>	<u>Avg. Coupon</u>	<u>Premium</u>
Contract Revs	Series 2009	9/1/19-29	3,470,000	3/1/2019	5.62%	None
			<u>\$ 3,470,000</u>			

**Refunding (New) Bonds:**

	<i>Final</i>	<i>Budget</i>
<b>Preliminary Results</b>		
True Interest Cost (TIC)	2.39%	3.55%
Par Amount of Refunding Bonds	\$ 3,190,000	\$ 3,325,000
Estimated Issuance Costs	\$ 83,178	\$ 85,068
Maturing	9/1/19-29	9/1/19-29
Net Debt Service Reduction	\$ 574,734	\$ 292,095
Average Annual Debt Service Reduction (2019-29)	\$ 52,249	\$ 26,554
Net Present Value Savings \$(net of issuance costs)	\$ 492,086	\$ 238,223
Net Present Value Savings (% of Refunded Par)	14.18%	6.87%



**SPECIALIZED PUBLIC FINANCE INC.**



Greater Texoma Utility Authority (Princeton)  
Timetable for Issuance of  
Contract Revenue Refunding Bonds, Series 2019

- |                              |  |
|------------------------------|--|
| Thursday, February 7, 2019   | • Preliminary Official Statement (POS) is electronically distributed for comments. |
| Friday, February 15, 2019    | • POS comments returned to FA.<br>• Applications made for rating & insurance.      |
| Monday, February 18, 2019*   | • Authority Board approves delegated sale authority.                               |
| Monday, February 25, 2019    | • Preliminary Official Statement (POS) is electronically posted on I-Deal.         |
| Wednesday, February 27, 2019 | • Rating and insurance responses due.  |
| Week of:<br>March 4th, 2019  | • Series 2019 Refunding Bonds are priced and rates locked.                         |
| Monday, March 11, 2019**     | • City of Princeton ratifies issuance by Resolution.                               |
| Tuesday, April 2, 2019       | • Closing. Bond proceeds distributed according to Closing Instruction Letter.      |

\* Regular Authority Board Meeting.

\*\* Regular City Council Meeting.

ADJOURN