

Kingsland Municipal Utility District  
P. O. Box 748  
Kingsland, Texas 78639

October 28, 2019

Regular Meeting

The Board of Directors of said District convened at the office of Kingsland Municipal Utility District, Kingsland, Texas, at 9:00 a.m. on the 28<sup>th</sup> day of October, 2019, pursuant to notice duly given in accordance with Section 49.063 of the Texas Water Code and the Open Meetings Act, Chapter 551, Texas Government Code. The following Board members were present: President Mary Ann Hefner; Vice President Larry Denney; Secretary-Treasurer Frank Willingham; Director Lorean Sindelar; and Director Ken Martin. Attending from the staff were Anita LaBier, General Manager; Tom Stewart, Operation and Maintenance Supervisor; and Yadira Arreguin, Administrative Assistant. Also in attendance were David Umscheid, Kingsland, Texas, and Tony Corbett, District's Legal Counsel.

Item No. 1 Mary Ann Hefner called the meeting to order at 9:00 a.m. October 28, 2019, with all five Board members in attendance, thereby constituting a quorum. Pledges of Allegiance to the U. S. Flag and Texas Flag were recited.

Item No. 2 There was no one requesting public input.

Item No. 3 Upon motion by Lorean, seconded by Larry, minutes for the meeting of the Board of September 23, 2019, were unanimously approved.

Item No. 4 Consideration was then given to the status report by Jones-Heroy & Associates, Inc., on pending engineering and construction projects.

Jason Jones had previously filed his written report, which included the status of the easement issue and construction in the Legendary Estates on Lake LBJ and issues with WW Improvement Project Phase II.

Tom advised that he was still working with the engineer regarding some pending issues with the Wastewater Improvement Project Phase II.

No formal action was required on the status report of the Board.

Item No. 5 Annexation Matters:

5a) Conduct a public hearing on the petition requesting addition of land to the District by:

i) Wilcoxon Plumbing, LLC for 0.51 acre tract of land out of the William Echols Survey No. 300, Abstract No. 190, Llano County, Texas, being

called 0.510 acre tract in a document to Dotiane Parks recorded in Volume 1306, Page 343 of the Office of Public Records of Llano County, Texas.

Mary Ann opened the hearing noting that there were appearances for or in opposition to the petition.

The staff had no questions and service is available in the area.

Mary Ann then closed the hearing.

5b) The Board then considered an order adding land to the District pursuant to the petition referenced in Item No. 5(a) above.

Following a brief discussion, Frank moved that the order be adopted finding that the addition of the land described above is feasible, practicable, and to the advantage of the District and that the District's system and other improvements will be sufficient to supply the added land without injuring land already in the District. The motion was seconded by Lorean, which carried unanimously.

Item No. 6 The Board then considered approving an amendment to the District Information Form, including approval of the District's Revised Boundary Map and Boundary Description to include the land annexed pursuant to Item 5 (a) and (b).

Frank moved that the amendment to the District Information Form be approved to include the boundary map and boundary description. The motion was seconded by Lorean, which carried unanimously.

Item No. 7 Consideration was then given to a request from the Kingsland Water Supply Corporation to discharge water treatment sludge into Kingsland Municipal Utility District's wastewater system.

Anita advised that Kingsland Water Supply Corporation did not have sufficient information and asked that the matter be passed to the November agenda.

No formal action at this time.

Item No. 8 Next considered was a request from David Umscheid for release of a 10 foot utility easement in Granite Ridge at Packsaddle, Llano County, Texas.

Appearing on his own behalf was David Umscheid who advised that the District was the first to act on this issue and would appreciate affirmative consideration. Other utilities also will be considering his request.

Tom, KMUD's Operation and Maintenance Supervisor, advised that the area in question is solid granite and concurred that KMUD could release the utility easement.

Larry then moved that the request of David Umscheid be approved and the 10 foot utility easement be released; and that the staff advise Llano County of the District's action. The motion was seconded by Lorean, which carried unanimously.

- Item No. 9 Consideration was then given to the appointment of a representative on behalf of the Kingsland Municipal Utility District to the Llano Central Appraisal District Board of Directors for a two-year term to begin January 1, 2020.

Following a brief discussion, Frank moved that Charles Miller, Kingsland, Texas, be appointed as the District's representative, subject to Mr. Miller accepting the appointment. The motion was seconded by Lorean, which carried unanimously.

Mary Ann will contact Mr. Miller and report back at the November meeting.

- Item No. 10 The Board then considered the renewal of employees' health insurance.

Lorean, chair of the Insurance Committee, advised that two other insurance companies, Unum and TML, were contacted by the staff for proposals; however, advised they would not be submitting proposals.

Lorean then moved that the employees' health insurance be renewed with Scott & White. The motion was seconded by Larry, which carried unanimously.

- Item No. 11 Consideration was then given to the staff's request for authorization to obtain bids for purchase of backhoe loader equipment.

Frank moved that authorization for the staff's request to obtain bids be approved. The motion was seconded by Larry, which carried unanimously.

- Item No. 12 Next considered was the staff's request for authorization to obtain bids for purchase of a truck mounted vacuum excavator.

Frank moved that authorization for the staff's request to obtain bids be approved. The motion was seconded by Larry, which carried unanimously.

- Item No. 13 Then the Board considered the staff's request for authorization to obtain bids for purchase of F-350 truck.

Frank moved that authorization for the staff's request to obtain bids be approved. The motion was seconded by Lorean, which carried unanimously.

Item No. 14 Consideration was then given to a request from the First Baptist Church's Kings Garden Group for compost donations.

No one appeared on behalf of the group.

Tony Corbett, the District's legal counsel, reminded the Board that State statutes do not allow for Districts to authorize donations.

Larry then moved that the request be denied. The motion was seconded by Frank, which carried unanimously.

Item No. 15 Next the Board considered matters relating to the construction of improvements to, lease, and operations of the Kingsland Convention and Community Center to include the following:

a) Discussions concerning potential construction of new Community Center structure on adjacent lands to allow the possible continued use of the existing structure for alternative purposes.

b) Status Report by the District's Extension Committee on Design of the new Community Center structure.

b) Discussions relating to identification and selection of independent architect or engineer to act as the District's representative for the duration of the construction project.

c) Designate the District's Revenue Committee to review the District's funds for development of recommendations to the Board for financing the design and construction of the new Community Center.

Addressing 15a): Larry expressed concern about destroying the building that is still usable. He suggested leasing the existing Community Center building to the Kingsland Volunteer Fire Department which would give the Fire Department much needed room. He also suggested that building the new Community Center on the adjacent vacant property should save money because the old Center would not have to be demolished. Larry advised that he had spoken with Danny Stone, Fire Chief, who concurred that the existing structure would be something they could put to use since the Fire Department is land locked at its present location.

Lorean responded that there would still be a shabby existing building.

Frank mentioned about discussions for helicopter pad which no one could recall being discussed.

Larry believed it would be a win/win for Kingsland Municipal Utility District by preserving the old Center for the Fire Department and building an entirely new Community Center structure. He also thought the air conditioning units that Kingsland Municipal Utility District recently replaced could be used in the new Community Center.

Lorean then moved to continue with demolishing the old Community Center and replacing it with a new structure. Frank seconded the motion which failed, with Larry voting “no” and Ken and Mary Ann abstaining.

Tony advised that the original action of the Board to demolish the existing structure and replacing with a new Community Center would prevail.

Addressing Item 15b): Lorean advised the District had received four statements of qualifications for the project which the Extension Committee had already rated.

The staff had prepared copies of all of the proposals for the full Board to consider.

It was decided to have a special meeting on November 6, 2019, at 9:00 a.m. for the Board to review, evaluate, and set up interviews with the companies.

Addressing Item 15c): The Board was advised only one response had been received concerning an independent architect or engineer to act as the District’s representative for the duration of the construction project. Living Architecture and Construction Management will be asked to attend the November 6, 2019, meeting.

Addressing 15d): Although the budget for 2019-2020 has been approved for the construction, the Board has not designated which funds would be used to pay for the construction and the District’s Revenue Committee had been asked to review funds and present recommendations to the full Board.

Larry, Chair of the Revenue Committee, requested to be recused from this task, dealing strictly with the construction of the new Community Center because of his opposition to demolishing the old structure; however, would like to continue as Chair and a member of Revenue Committee for other responsibilities.

The Revenue Committee membership for the duration and responsibilities dealing with the new Community Center only will be Ken Martin and Mary Ann Hefner.

- Item No. 16 Consideration was then given to the renewal of certificates of deposit at BancorpSouth Bank.

Frank moved that the certificates of deposit at BancorpSouth Bank be renewed. The motion was seconded by Larry, which carried unanimously.

- Item No. 17 The Board then considered approval of payment for non-recurring bills.

Invoices for payment had been received from (1) James Miertschin & Associates in the amount of \$926.87 for engineering services; (2) Jones Heroy and Associates in the amount of \$5,156.09 for engineering services; and (3) McLean & Howard in the amount of \$3,060/00 for legal services.

Lorean then moved that invoices from James Miertschin & Associates in the amount of \$926.97; Jones Heroy in the amount of \$5,156.09; and McLean & Howard in the amount of \$3,060.00 be approved for payment. The motion was seconded by Frank, which carried unanimously.

- Item No. 18 The Board then considered payment of invoices exceeding \$10,000.00.

Smith Pump Inc. had submitted Invoice #SI016619 dated September 30, 2019 in the amount of \$11,943.00.

Frank moved that the invoice for Smith Pump in the amount of \$11,943.00 be approved for payment. The motion was seconded by Larry, which carried unanimously.

- Item No. 19 Next considered was approval of payment of the General Manager's expense reimbursement requests.

There were no requests.

- Item No. 20 Consideration was then given to the Board of Directors' per diem fees and expense reimbursement requests for payment.

Following a brief discussion, Frank moved that the Board of Directors' per diem fees and expense reimbursement requests be approved for payment. The motion was seconded by Lorean, which carried unanimously.

- Item No. 21 The Board then considered approval of requests from Board members and General Manager to attend educational seminars.

There were no new requests.

Item No. 22 Consideration was then given to the delinquent accounts report.

Extensive discussion ensued concerning the delinquent septic dumpers. Anita suggested turning the individuals over to a collection agency; however, that would not eliminate any future problems.

Frank then moved that the delinquent septic dumpers be turned over to a collection agency. The motion was seconded by Ken, which carried unanimously.

Tony Corbett, legal counsel, suggested language in the District's rate order. It was agreed that Tony would draft the revised rate order to be considered at the November Board meeting.

Larry then moved to accept the delinquent report. The motion was seconded by Ken, which carried unanimously.

Item No. 23 Then considered was a report and the authorization of penalties, if any, on noncompliance of the Grease Trap Ordinance. The staff did not recommend any penalties at this time.

Loren moved to accept the Grease Trap Ordinance report. The motion was seconded by Frank, which carried unanimously.

Item No. 24 Consideration was then given to the monthly written report by the General Manager.

Mary Ann and Ken will be attending the October 30, 2019 safety meeting.

Larry then moved that the General Manager's report be approved, including Anita's request for paid time off for November 7, 8, and 11, 2019. The motion was seconded by Ken, which carried unanimously.

Item No. 25 Each Committee Chairperson recommended acceptance of their respective report as follows:

Audit Committee—Frank Willingham, Secretary-Treasurer;  
District Treasurer—Frank Willingham, Secretary-Treasurer;  
Extension Committee—Lorean Sindelar, Director;  
Finance Committee—Larry Denney, Vice President;  
Insurance Committee—Lorean Sindelar, Director;  
Investment Committee—Mary Ann Hefner, President;  
Park Committee—Lorean Sindelar, Director;  
Personnel Committee—Larry Denney, Vice-President;  
Property/Easement Committee—Larry Denney, Vice President;  
Records Management Committee—Mary Ann Hefner, President;

Revenue Committee—Larry Denney, Vice President;  
Safety Committee—Frank Willingham, Secretary-Treasurer; and  
Tax Committee—Frank Willingham, Secretary-Treasurer.

Frank then moved that the reports as presented be accepted. The motion was seconded by Lorean, which carried unanimously.

Items No. 26

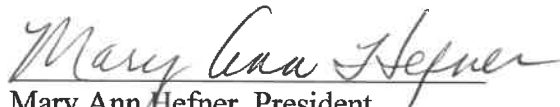
and No. 27 The Board then gave consideration to the Administration and Operation Report and the Budget Expenditures.

Frank moved that the Administration and Operation Report and Budget Expenditures be approved. The motion was seconded by Larry, which carried unanimously.


Item No. 28 Frank moved to adjourn at 10:35 a.m. The motion was seconded by Lorean, which carried unanimously.

A complete audio recording of this meeting is archived at KMUD Office, 100 Ingram Street, Kingsland, Texas, and will be maintained for at least 90 days following the date of approval of these minutes by the Board.

Approved:

  
Mary Ann Hefner, President

Attest:

  
Frank G. Willingham, Secretary-Treasurer





*Public Board Meeting Attendance*

Date: October 28, 2019

	Name	Address	Phone #
1.	David M. Umscheid	361 Saniper Tr. Kingsland TX, 8639	512 589-8570
2.	Jony Carbett (MAH)		
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## Agenda Item #24

### GENERAL MANAGER'S REPORT October 28, 2019

#### Finance & Budget

Total Income was 6.41% over Budget, accounting for \$7,380 more than budgeted for September 2019. Total Expenses were 33.5% under Budget, accounting for \$77,103 less than budgeted expenditures for September 2019.

#### Interest Rates as of 9/30/2019

Prosperity Bank (Money Market Checking): 0.35%

#### Collateralization as of 9/30/2019 (Report Attached)

Prosperity Bank: \$5,541,835.72

BancorpSouth: \$1,000,000.00

BancorpSouth (Federal Reserve Bank): \$998,226.00

One late fee was waived in the month of September due to a posting error.

A total of 1,383 people have signed up for ACH payments as of October 2019.

#### Personnel

The present staffing allocation is twelve full-time operational staff, three full-time administrative staff and one General Manager.

Paid time Off for General Manager: As of 10/17/19 I have 287.40 hours (35.9 days) of paid time off. I am requesting PTO for November 7 and November 8, 2019.

#### Plant Compliance

Kingsland MUD received a soft violation on the monthly DMR report as the pH was 5.84 (should be a 6.0 minimum per permit).

<u>Test Removal</u>	<u>Influent</u>	<u>Effluent</u>	<u>Permitted</u>	<u>Percent</u>
BOD <sub>5</sub>	207 mg/L	1.75 mg/L	5.0 mg/L	99.2%
Phosphorous	6.82 mg/L	1.57 mg/L	2.0 mg/L	77.0%
TSS	101 mg/L	1.00 mg/L	5.0 mg/L	99.0%
Cl <sub>2</sub>	L-1.11 H-3.22	L-1.0 H-4.0		
pH	L-5.84 H-6.80	L-6.0 H-9.0		
E. coli	Daily Avg – 1.19 – Daily Max – 2.00		Permitted Daily Avg – 126 – Daily Max – 399	
<b>Maximum Daily Flow</b>	<b>0.466 MG</b>			
Average Flow	0.306 MGD	0.750 MGD	40.8% of permit	
	0.750 MGD (75% = 562,500)			
	100.3% of last yr – (September 2018 – 0.305 MGD)			

#### Odor Complaints

No odor complaints were received since the last Board meeting.

#### Engineering Pending Projects

Legendary Estates subdivision is moving forward. See Jason's status report under Agenda item #4.

## **Plant and Field Operations**

Plant Operations: Overall plant performance has been good. All effluent samples are within permitted parameters.

Septic Dumping Site: September 2019 flow totals for this facility were 109,786 gallons or 36.6% of capacity. Total Income was 45.2% over Budget, accounting for \$2,827 more than budgeted for September 2019. Total Expenses were 16.8% over Budget, accounting for \$547 more than budgeted expenses for September 2019. Revenue through the twelfth month of this fiscal year has exceeded expenditures by \$100,896. (See attached Income Statements).

Field Operations: The staff responded to 350 service calls in September 2019 (19.0% were after hours calls). There were four new residential grinder services installed and two new service requests received during the month of September. The majority of field staff's workload for the month of September has been on lift station preventative maintenance, general plant preventative maintenance, service calls, gravity mainline maintenance, and general cleanup. Staff replaced 2 grinder tank extensions in the month of September for a total of 14 replaced for this fiscal year at an average cost of \$375- \$400 per unit (cost is higher when panel and pump are replaced also). Total extensions that have been replaced since the start of the extension program are 1,486.

Staff has continued to work with FEMA on the process submitting information on the damages, costs, etc. for the lift stations, customer's units along with the cost of the removal of the tree limbs off our line next to the 1431 bridge.

There were no Liberty pumps rebuilt during the month of September.

Manhole Inspection / Rehab: A spreadsheet for the manhole inspections has been started (see attached Manhole Inspection Report).

Safety: There were no lost time accidents in the month of September. October's safety meeting will be held on October 30, 2019 and will cover Slips, Trips and Falls and Back Injury Prevention. Directors who are scheduled to attend are Ken Martin and Mary Ann Hefner.

Brush Recycling Center: Brush Recycling Revenue for the month of September was \$368.62.

Compost Facility: The Compost Facility started selling KMUD's compost (Diamond Dirt Compost) in January 2014. September totals were 20 yards for a total of \$500.00. Total Sales of KMUD compost is 1,732.50 yards for a total of \$39,766.75. 21 bags of compost were sold in September for a total of \$73.50. A total of 1,413 bags have been sold since February 1, 2016 for a total of \$5,010.50. No pallets of Compost were sold in September. A total of 9 pallets have been sold since February 1, 2016 for a total of \$1,350.00. See attached spreadsheet. Staff has included the Income Statement for Department 80: Compost Facility sales and expenditures for the current month and year-to-date.

Community Involvement: Staff met on September 12, 2019 to discuss the upcoming cleanup event. The cleanup event on October 12, 2019 was a success. A total of \$1,926.88 in donations was collected and there were 234 vehicles that came through. Staff will participate in the upcoming Harvest Festival at the Kingsland Community Center on October 26, 2019 by putting on their annual Haunted House.

Future Plant Site: Nothing new to report at this time.

**Kingsland Convention Community Center**

See Agenda Item #8 concerning the matters relating to the operations of the Community Center.

Staff has included as part of the GM's report the Income Statement for Department 90: Kingsland Convention & Community Center showing Expenses for the month and year-to-date.

**Kingsland Little League**

Staff has included the Income Statement for Department 70: Kingsland Little League to show the current month's expenditures and year-to-date expenditures. The sign has been replaced at the Little League field.

**Potential New Development Issues**

There is nothing new to report on New Development Issues at this time.

**Report on Pending Developments**

There is nothing new to report on pending developments at this time.

**Capacity of Recent New Developments (at full build-out)**

Capacity flow – 9.0% for Lighthouse Golf Course (formerly Packsaddle) – 285 connections (47 constructed)

Capacity flow – 3.0% for The Pointe (formerly Lookout Mountain West) – 78 connections (4 constructed)

Capacity flow – 7.0% for Clearwater Landing – 209 connections (29 constructed)

Capacity flow – 2.0% for Hill Country Cove (formerly Catherine Cove) - 54 connections (12 constructed)

Capacity flow – 2.0% for Legendary Estates on Lake LBJ – 56 connections (1 constructed)

**A total of 23% or 165,200 gallons per dwelling of present capacity is being reserved by the above projects.**  
(Flow is based on engineer's design of 280 gallons per dwelling.)

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**Anita LaBier**  
**General Manager**

### **Recently Completed Projects (FY 2018-2019)**

- ✓ The majority of the field work for October 2018 has been spent on flood assessments, repairs and replacements for those units / customers that were under water due to the flooding that occurred on October 16, 2018.
- ✓ Kingsland Cove, Bluebonnet and Riverside Lift Stations all had new motors and panels replaced due to the flooding in October 2018.
- ✓ Thursday, November 15, 2018 U.S. Underwater Services came out and inspected the mainline next to Wakepoint and found two trees laying on top of the line. They finished the removal of the trees on Saturday, November 17, 2018.
- ✓ Continue to work on those customer's systems affected by the flooding.
- ✓ Staff ordered and received the new front loader. It was delivered on December 31, 2018.
- ✓ April 2019 – Completed the removal of the dirt from the Kingsland Community Park
- ✓ April 2019 – Concretex has started putting up the new fence at the main plant.
- ✓ May 15, 2019 – The fence at the main plant is almost complete.
- ✓ May 2019 – The fence replacement at Kingsland Cove has been completed and they are getting ready to start on the 2545 Lift Station.
- ✓ May 2019 – The fence replacement at 2545 Lift Station has been completed.
- ✓ Week of July 22, 2019 they will start putting in the pumps, panel, etc. at the Legendary Estates on Lake LBJ lift station.
- ✓ Week of August 12, 2019 – August 16, 2019: Finished replacement of the underwater line located next to RR 1431 bridge due to the piece of concrete that was found on top of the line. Staff worked with LCRA and TCEQ during this time period.
- ✓ August 22, 2019 – Picked up Truck #38 from Johnson Sewell after it was repaired and repainted due to the theft in May 2019.
- ✓ Staff spent several days getting GPS addresses for FEMA and verifying which, if any, panels still needed to be replaced.
- ✓ Replaced the air release valve at 1431 & Campa Pajama.
- ✓ Week of September 23, 2019 repaired Ballard Lift Station discharge line.
- ✓