

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

April 8, 2020

Special Called 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 8th day of April, 2020, 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.

In accordance with the Governor's emergency proclamation suspending certain provisions of the Texas Open Meetings Act effective March 16, 2020 in response to COVID-19, all persons, including members of the public, were able to participate in the meeting by telephone using the instructions as outlined in the posted agenda on April 3, 2020.

Communications for this meeting were by the telephone number for call in as posted on the agenda as 1-877-309-2073, ID as 515-026-669 followed by #.

Item No. 1 Mary Ann Hefner called the meeting to order at 9:00 a.m. on April 8, 2020. To establish a quorum, Mary Ann Hefner, President, called for the roll call through telephone communications of the Board members and stated 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 by telephone were Anita LaBier, General Manager, and Tom Stewart, Operation and Maintenance Supervisor.

Also in attendance by telephone were Tony Corbett, District's Legal Counsel; Randy Stumberg, MRB Group, Temple, Texas; and Dakota Durden, Grit Design Build, Boerne, Texas.

Members of the District's Administrative Staff connected to the meeting via telephone communications were Portia Kirby, Yadira Arreguin, and Rebecca Jeffcoat.

No other members from the public had called to participate in the meeting.

Item No. 3 Inasmuch as participants for Item No. 2 were delayed, the Board first considered possible action concerning the establishment of interim policies, procedures and restrictions relating to District facilities and operations to limit the development, contraction and spread of COVID-19, including potential modifications to customer billing, payment and termination of service policies of the District.

Anita, General Manager, advised that the District had received only one request up to this date to request a 60-day hold on Account No. 1141 because she had been unable to work because of the virus issue.

The latest computer run for the last billing cycle only showed the possibility of three individuals could become delinquent; however, payments were not due until April 10, 2020. There could possibly be an increase of delinquent accounts after that date.

Anita asked the Board to provide action to be able to respond to inquiries.

Tony Corbett, legal counsel, suggested the Board could decide to not to not charge late fees and not terminate service on delinquent customers. He also stated that the Board could set a date certain to revisit this interim action.

Larry then moved that no late fees be charged and no disconnects of service for non-payment be ordered through the month of May and that the Board revisit this interim action in June. The motion was seconded by Lorean. Upon roll call, all members of the Board voted "aye."

Anita then presented a request from the District's administrative staff to consider working conditions:

1. Telework from home: Anita commented she was concerned that taking checks, payments, bills, etc., would defeat the purpose. The doors to the building are locked, counters are wiped down, phones are cleaned, and floors are mopped. She was not sure how taking the entire paper work home would be a better solution to working at the office. One of the main concerns would be the security of the server and the cost for additional security of the data on the computers.

Another suggestion was to put office phones on holiday mode; however, those types of calls are for service calls. Somehow office calls still needed to be answered.

Frank suggested separating the office staff since space was available.

Following discussion, Frank moved to deny the request to work at home and that the staff be allowed to move to separate spaces in the office and be sure that masks are available. The motion was seconded by Lorean. Upon roll call, all members of the Board voted "aye."

In response to the staff's request to consider rotating schedule to limit time required to be out in public; Lorean commented that the doors to the office are

locked so there is no reason for the public to be in the office. Action to keep the office locked to the public was approved by the Board at its March 23, 2020, meeting.

Administrative Assistant, Yadi Arreguin, commented that she has children at home; however, was not sure if she was eligible for the paid leave because of the virus.

Anita furnished to all KMUD employees on April 2, 2020, material relating to the Families First Coronavirus Response Act (FFCRA).

Tony Corbett suggested individual employees who are having issues communicate with Anita instead of responding to confidential information on the phone conference. Then if Anita is not able to satisfy the employee, she could contact Judy Osborn, Human Resources Attorney, for additional information. Ms. Osborn assisted Anita in preparing the April 2, 2020, document relating to the Families First Coronavirus Response Act. Tony also commented that if Anita should need additional assistance, she could call on the District's Personnel Committee for guidance.

Item No. 2 The Board considered approval of design/revisions changes by Grit Design Build, on the Community Center Building Project.

On the telephone conference was Dakota Durden from Grit Design and Randy Stumberg from MRB Group.

Mr. Durden had submitted via email a list of topics that needed to be discussed and determinations to be made. Mary Ann announced that the Board would consider this list by numbered paragraph. The email is attached for easy reference.

Paragraph 1 Fire Protection:

Mr. Durden advised that all fire protection would be installed as required by safety code. Also, it would be determined that the building was structurally sound. No action was required of the Board.

Paragraph 2 Utilities:

Mr. Durden was furnished a survey that provided location of the water and sewer lines. No further action was required of the Board.

Paragraph 3 Plumbing:

Mr. Durden's outline of flush valves, floor mounted toilets, relocation of janitor sink and riser room and location of floor drains were discussed and the Board concurred with his proposals.

Paragraph 4 Occupancy:

Mr. Durden's documents indicated the capacity for the large meeting room would be 450 without tables and chairs and the small meeting room would be 40.

Mr. Durden was advised that the District did not plan to use the large meeting room for concerts or similar events.

No further action was required.

Paragraph 5 Insulation Systems:

Mr. Durden's email indicated the roof would be insulated with spray form; perimeter walls would be left as is for the storage/mechanical rooms and above ceiling; and perimeter walls below ceilings and at the large hall would receive a wood framed wall with batt insulation, leaving a large air gap between exterior insulation/wall and the new wood framed wall.

Upon question by the Board, Mr. Durden advised that the material for the outside walls of the building would remain; however, would receive new paint with stone/brick covering a portion of the walls.

Paragraph 6 Kitchen:

See 6c Circuits would be provided for each location in the kitchen to add a refrigerator and/or freezer.

See the attached for a list of the items discussed. Items requiring Board action per Mr. Durden's request were listed in 6j.

Ken moved that 36" electric range be provided with 72" hood. The motion was seconded by Lorean. Upon roll call of the directors, voting "aye" were Mary Ann, Frank, Ken and Lorean and Larry "abstaining."

The final item for determination was the installation of a warming oven. Frank moved that a warming oven be included in the kitchen. The motion was seconded by Ken. Upon roll call of the directors, all members of the Board voted "aye."

Paragraph 7 Floor Plan Changes:

See attached for a list of the items discussed.

Item 7a had no changes.

There was discussion on 7b which was the addition of another exit door on the north side of the large hall that previously had been requested by the District.

Frank moved that the additional exit door on the north side of the large hall be deleted from the floor plan. The motion was seconded by Lorean. Upon roll call of the directors, the following Board members voted "aye": Mary Ann, Lorean, Frank and Ken; and Larry voted "no."

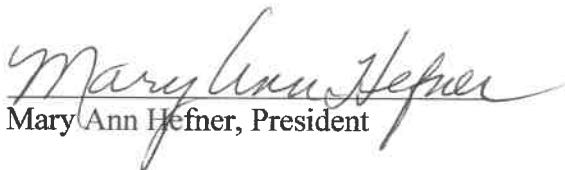
Returning to floor plan, changes included that handrails be deleted at the west and east sides of the building and would remain at the south side. Frank moved that the handrails for the west and east side of the building be reinstated and included in the plans. The motion failed for a lack of a second.

Mr. Stumberg, the architectural firm representing the District in the construction project, advised that he believed everything we discussed addresses the Community Center's needs.

Item No. 4 Ken moved to adjourn at 10:26 a.m. The motion was seconded by Frank. Upon roll call of the directors, the following Board voted "aye"; Mary Ann, Larry, Frank, Ken, and Lorean.

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

Anita LaBier

From: Dakota Durden <dakotad@gritbuilt.com>
Sent: Monday, April 6, 2020 4:20 PM
To: Anita LaBier; Stumberg, Randy
Cc: 'Shawn Kaarlsen'
Subject: KMUD Community Center - Design Narrative
Attachments: A200 - FLOOR PLAN.pdf; A400 - EXTERIOR ELEVATIONS.pdf; A500 - BUILDING SECTIONS.pdf; A1000 - REFLECTED CEILING PLAN.pdf

Anita, Randy,

For consideration and comment on Wednesday's special board meeting:

1. Fire Protection:
 - a. Wet system at building currently recommended including wall heads to cover the south porch (avoids freeze protection issue).
2. Utilities:
 - a. No luck as of yet with utility locates/records. Grit needs records of utilities off and onsite serving the building (water, sewer).
 - i. If no sewer map can be found, please have KMUD (and Water Company) participate in locate activity.
 - ii. Please provide contacts with KMUD and water company to assist in this matter
3. Plumbing:
 - a. Flush valve, floor mount toilets
 - b. Janitor sink and riser room relocated to West Storage
 - c. Floor drains:
 - i. Floor mounted janitor sink
 - ii. Bathrooms
 - iii. Kitchen
 - iv. **will pipe fire system drain out wall
4. Occupancy:
 - a. Will be set at approximately:
 - i. 450 at Large Hall
 - ii. 40 at Small Hall
 - b. No use for concerts and similar events clarified in email from owner's agent.
5. Insulation Systems:
 - a. Roof will be spray foam insulated
 - b. Perimeter walls will be left as is at storage/mechanical rooms and above ceiling
 - c. Perimeter walls below ceilings and at the large hall will receive a wood framed wall with batt insulation, effectively leaving a large air gap between exterior insulation/wall and this new wood framed wall
6. Kitchen:
 - a. Maintain two 8' openings for serving
 - b. Range(s) will be located on a wall (better cost and less exhaust for hood)
 - c. No refrigerator or freezer specified at kitchen. **NOTE STILL PROVIDE A CIRCUIT FOR EACH AT A STRATEGIC LOCATION IN THE KITCHEN FOR FUTURE AVAILABILITY
 - d. Grease trap will be exterior, and installed by KMUD. **NOTE: we need to size/specify the system for them
 - e. 3 compartment sink
 - f. Ample outlets for plugging in crockpots and other cook/prep appliances like 110V plate griddles: assume 3 small griddles OR 3 crockpots
 - g. 1 hand wash sink

- h. Vent Hood and Ansul System (final size by owner below)
- i. *NO frying inside is confirmed
- j. STILL AWAITING APPROVAL BY OWNER:
 - i. 2 ea 36" electric ranges side by side or 1 ea 36" electric range?
 - ii. 108" vent hood to cover two ranges and additional 36" counter space to cover plug in appliances as used
 - iii. Warming oven?

7. Floor Plan Changes:

- a. Moved fire riser and janitor's sink to the West Storage for efficiency
- b. Door added per KMUD at large hall north side
- c. Handrails deleted at west and east (remain at the south)

This includes what the email I sent had in it, plus just a bit. For now, approvals of this, with some additional information on just a few items would be great!

Humble Regards,



Dakota Durden

Owner

2019 AGC TBB DESIGN-BUILDER OF THE YEAR - \$1MM-\$10MM

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