

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

June 22, 2020

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 22nd day of June, 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. 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 Tony Corbett, the District's Legal Counsel; Dakota Durden, Grit Design Build; Randy Stumberg, MRB Group; Shawn Kaarlsen, KNRG Architects; and Belinda Stumberg, MRB Group.

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 virus, members of the public were able to participate in the meeting by telephone using the instructions below. Due to COVID-19 social gathering restrictions, members of the public may not physically attend this meeting by entering the District's Administrative Office Building.

Telephonic Instructions:

Members of the public were able to join the meeting telephonically by dialing the following telephone number: Toll Free: 1 866 899 4679

When your call was answered, they were instructed to connect to the meeting by following the instructions as provided on the agenda in the following Meeting ID below followed by the pound sign 551-015-469 #

Public Comment:

Members of the public that desire to provide public comment may do so by telephone or by submission of written comments.

Written public comments that are timely received will be read into record and can be emailed to kmud-gm@nctv.com. Written comments must be received by 8:45 a.m. on the date of the meeting.

To provide verbal public comment remotely (by telephone), members of the public must register in advance by emailing kmud-gm@nctv.com prior to 8:45 a.m. on the date of the meeting.

No members of the public requested to be included telephonically.

Item No. 1 Mary Ann Hefner called the meeting to order at 9:00 a.m. on June 22, 2020. Upon roll call, all five (5) Board members were present and a quorum was established. Pledges of Allegiance were recited to the American and Texas Flags.

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

Item No. 3 Upon motion by Lorean, seconded by Lorean, seconded by Frank, the minutes for the meeting of the Board for May 18, 2020, were unanimously approved.

Mary Ann announced that Item No. 8 would be taken out of order to accommodate the attendees involved in this project.

Item No. 8 The Board then considered matters relating to the operations and construction of the Kingsland Convention and Community Center:

a) Status Report from Grit Design Build, LLC, on the Community Center Project; and

b) Approve matters relating to the design and construction of the Community Center Project.

Mr. Durden proceeded to brief the Board on the "100% CD Interim Review Documents" dated June 15, 2020.

This was an extensive set of proposed plans for all phases of the construction, including flooring, insulation, light fixtures, etc. Ceiling fans will be included in large meeting room. Contractor does not plan to reuse any of the air conditioning units

Decisions were: All outside panels would probably have to be replaced, no carpet in the small meeting room, slanted roof would be included in the patio cover (not to use steel), AV equipment would be included, kitchen would be wired for two refrigerators in the future, and possible reduction in the size of the stove hood.

Following the extensive and lengthy discussions, Lorean moved that Grit Design be authorized to proceed with construction work with the plans and price as submitted today, subject to the revisions. The motion was seconded by Frank, which carried unanimously.

Item No. 4 Annexation Matters:

a) Conduct public hearings on the following petitions requesting addition of land to the District:

- i. David T. Huynh on a Petition requesting addition of land to the District being Lot No. Thirty (30), Block F, Wood Forest Ranchettes, a subdivision of Llano County, Texas, according to the map or plat thereof recorded in Volume 1, Page 93, Plat Records of Llano County, Texas;
- ii. Mark Huntoon and Alicia Huntoon on a Petition requesting addition of land to the District being Lot No. Eighty (80), Royal Oaks Estates Country Club Addition, Unit No. Three (3), a subdivision located in Llano County, Texas, according to the plat recorded in Volume 1, Page 85, Plat Records of Llano County, Texas;
- iii. Cody Lee Sederholm and Winter Elena Calaway on a Petition requesting addition of land to the District being 0.541-acre tract of land out of the J. W. Crawford Survey No. 518, Abstract No. 199, in Burnet County, Texas, and also being known as Lot 11 of Lakeview Acres, an unrecorded subdivision in Burnet County, Texas, said 0.541 of an acre being more particularly described by metes and bounds on Exhibit A of that certain warranty deed recorded under Document No. 201800193, Official Public Records, Burnet County, Texas, to which reference is hereby made for all intent and purposes; and
- iv. Justin West on a Petition requesting addition of land to the District, being Lots 17, 18, 19, and 20, Block F, and Lots 17, 18, 19 and 20, Block G, Granite Shoals Cabin Sites Subdivision, Unit 1, Llano County, Texas, described in Volume 629, Page 65, Deed Records of Llano County, Texas.

Mary Ann opened the public hearings on each of the above-mentioned petitions. There were no appearances for or in opposition to the petitions. The staff had no concerns or questions.

Mary Ann closed the public hearings.

- b) The Board then considered adoption of orders adding land to the District pursuant to the petitions in Agenda Item No. 4(a) above.

Ken moved that orders be adopted finding that the addition of the land described in the petitions above are 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.

Larry then moved for a brief recess at 11:42 a.m. The motion was seconded by Lorean, which carried unanimously.

*****RECESS*****

The Board reconvened at 11:50 a.m. with all five Board members present. From the staff were Anita LaBier, General Manager; Tom Stewart, Operation and Maintenance Supervisor; and Yadira Arreguin, Administrative Assistant. Also present was Tony Corbett, District's Legal Counsel.

- Item No. 5 The Board considered approving an amendment to the District Information Form, including approval of the District's revised boundary map and boundary descriptions to include the land annexed pursuant to the petitions in Item 4 above.

Ken moved that the amendment to the District Information Form be approved to include the land added pursuant to the petitions in Item No. 4 above. The motion was seconded by Lorean, which carried unanimously.

- Item No. 6 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 Stewart, O & M Supervisor, updated the Board on the unfinished items on the punch list outlined in Jason's written report concerning LBJ Legends.

Mr. Gary Martin has not completed the punch list on this project which has been ongoing for quite some time.

Lorean moved that Mr. Gary Martin be advised by certified mail that no more homes can be connected to KMUD's system until all items on the punch list have been corrected or updated. The motion was seconded by Frank, which carried unanimously.

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

Tom advised that KWSC's discharge of water treatment sludge into KMUD's system did not have any effect on the plant during the 30-day trial run. Staff recommended continuing with the 1000 gallons per day at \$.0412 per gallon. However, KWSC had not been quoted a price.

Discussion ensued concerning the price since the District charges septic dumpers \$.0825 per gallon.

Following the discussion, Lorean moved that Kingsland Water Supply Corporation be notified that 1000 gallons per day would be authorized at \$.0825 per gallon and that the agreement could be terminated at any time. The motion was seconded by Larry, which carried by a vote of four "ayes" and Frank "abstaining."

Item No. 9 Consideration was then given to responding to the Texas Municipal League's request to designate the District's Partnership Equity Return.

If the return is less than \$100.00, it will automatically be applied to insurance premiums. Although exact figures are not yet available, Anita advised it should be around \$1,000.00.

Lorean moved that the Equity be returned to the District. The motion was seconded by Larry, which carried unanimously.

Item No. 10 Consideration was then given to approving for payment non-recurring bills.

Invoices for payment had been received from (1) Jones-Heroy in the amount of \$452.13 for engineering services; (2) McLean & Howard in the amount of \$2,550.00 for legal services; Judy Osborn for legal services in the amount of \$1,150.00; and MRB Group in the amount of \$540.00.

Frank moved that invoices for payment be approved for Jones-Heroy in the amount of \$452.13; McLean & Howard in the amount of \$2,550.00; Judy Osborn in the amount of \$1,150.00; and MRB Group in the amount of \$540.00. The motion was seconded by Ken, which carried unanimously.

Item No. 11 The Board then considered payment of invoices exceeding \$10,000.00.

Smith Pump had submitted invoices totaling \$47,077.13 for the following invoices:

#SI017383, dated May 20, 2020, \$3,020.13;
#SI017382, dated May 20, 2020, \$18,080.00;
#SI017443, dated June 11, 2020, \$19,473.00; and
#SI017451, dated June 15, 2020, \$6,504.00.

Larry moved that each of the invoices listed above from Smith Pump totaling \$47,077.13 be approved for payment. The motion was seconded by Frank, which carried unanimously.

Item No. 12 Next considered was approval of payment of the General Manager's expense reimbursement requests.

There were no requests.

Item No. 13 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 Larry, which carried unanimously.

Item No. 14 The Board then considered approval of requests from Board members and General Manager to attend educational seminars.

There were no new requests.

Item No. 15 Consideration was then given to the delinquent accounts report.

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

Item No. 16 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.

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

Item No. 17 Consideration was then given to the monthly written report by the General Manager.

Anita requested PTO for June 25, July 9, and July 21.

Safety meetings will start again this month with Larry and Lorean attending.

Several comments commending the staff's work had been received.

Tom commented the Board should consider opening the acceptance of brush which is needed in the composting mixture.

Larry moved that the General Manager's report be approved including Anita's request for PTO and that Anita and Tom be authorized to accept brush which is to be reviewed on a monthly basis. The motion was seconded by Ken, which carried unanimously.

Item No. 18 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 moved that the reports as presented be accepted. The motion was seconded by Lorean, which carried unanimously.

Items No. 19
and No. 20 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 Lorean, which carried unanimously.

Item No. 21 Consideration was then given to 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 reported that on April 8, 2020, the Board approved that there would be no disconnects for failure to pay the service charges and that late fees would be waived until further notice. She wondered if the Board should consider some modifications to the interim policy since there really has not been an issue.

Lorean moved that late fees and disconnect fees be reinstated effective July 1, 2020. The motion was seconded by Larry, which carried unanimously.

Larry then moved that any employee that has tested negative can come back after 14 days and the one KMUD employee who has tested positive should be tested again before he comes back to work and should be tested at Next Care in Marble Falls. The motion was seconded by Ken, which carried unanimously.

Item No. 22. The Board then considered the appointment, employment, evaluation, reassignment, duties, discipline, resignation, or dismissal of the General Manager.

Inasmuch as Anita did not request the Board go into executive session, this item was discussed in open meeting. The matrix including all five Board members input had previously been given to Anita for review prior to this meeting.

Following a very brief discussion, Larry moved that Anita LaBier be retained as the General Manager and be approved for one-step pay increase effective July 1, 2020. The motion was seconded by Frank, which carried unanimously.


Item No. 23 Larry moved to adjourn at 1:10 p.m. The motion was seconded by Frank, 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: June 22, 2020

	Name and Address	Business / Firm	Phone #
1.	BEHINDA STUMBERG 3802 CANYON HTS BELTON, TX 76513	MRB GROUP	254-421-7069
2.	SHAWN KAARLSEN 1348 BANABERA RD HILLOTS, TX 78023	KNRG ARCHITECTS	210-695-5716
3.	RANDY STUMBERG BELTON, TX	MRB GROUP	(254) 624-6107
4.	DAKOTA DURDEN COMFORT, TX	GRIT DESIGN BUILD	(210) 887-0242
5.	Tony Corlett	McLean & Howard	512-328-6432
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Agenda Item #17

GENERAL MANAGER'S REPORT

June 22, 2020

Finance & Budget

Total Income was 114.617% over Budget, accounting for \$158,106 more than budgeted for May 2020. Total Expenses were 2.2% under Budget, accounting for \$5,235 less than budgeted expenditures for May 2020.

Interest Rates as of 05/31/2020

Prosperity Bank (Money Market Checking): 0.35%

Collateralization as of 05/31/2020 (Report Attached)

Prosperity Bank: \$6,505,988.53

BancorpSouth (Federal Reserve): \$1,000,000.00

BancorpSouth: \$1,037,476.00 (May 12, 2020)

BancorpSouth: \$1,037,476.00 (June 5, 2020)

No late fees were waived in the month of May.

A total of 1,435 people have signed up for ACH payments as of May 2020.

Personnel

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

Paid time Off for General Manager: As of 06/9/20 I have 273.57 hours (34.20 days) of paid time off. I am requesting PTO for June 25, 2020, July 9, 2020, and July 21, 2020.

Plant Compliance

The plant permitted parameters were in compliance for May 2020.

<u>Test Removal</u>	<u>Influent</u>	<u>Effluent</u>	<u>Permitted</u>	<u>Percent</u>
BOD ₅	189 mg/L	1.00 mg/L	5.0 mg/L	99.5%
Phosphorous	6.48 mg/L	0.47 mg/L	2.0 mg/L	92.8%
TSS	214 mg/L	1.00 mg/L	5.0 mg/L	99.5%
Cl ₂	L-1.00 H-3.52	L-1.0 H-4.0		
pH	L-6.01 H-7.77	L-6.0 H-9.0		
E. coli	Daily Avg – 1.19 – Daily Max – 2.00		Permitted Daily Avg – 126 – Daily Max – 399	
Maximum Daily Flow	0.595 MG			
Average Flow	0.348 MGD	0.750 MGD	46.4% of permit	
	0.750 MGD (75% = 562,500)			
	122.5% of last yr – (May 2019 – 0.284 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 #6.

Plant and Field Operations

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

Septic Dumping Site: May 2020 flow totals for this facility were 168,126 gallons or 56.0% of capacity. Total Income was 122.2% over Budget, accounting for \$7,636 more than budgeted for May 2020. Total Expenses were 36.8% over Budget, accounting for \$1,195 more than budgeted expenses for May 2020. Revenue through the eighth month of this fiscal year has exceeded expenditures by \$55,085. (See attached Income Statements).

Field Operations: The staff responded to 323 service calls in May 2020 (24.0% were after hours calls). There were two new residential grinder services installed and nine new service requests received during the month of May. The majority of field staff's workload for the month of May has been on lift station preventative maintenance, general plant preventative maintenance, service calls, gravity mainline maintenance, and general cleanup. Staff replaced 1 grinder tank extensions in the month of May for a total of 6 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 1,492.

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

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 May. Safety meeting scheduled for June is First Aid / CPR Training with staff separated into two groups in the morning and afternoon. Social Distancing practices will be used. Board members scheduled to attend are Larry Denney and Lorean Sindelar.

Brush Recycling Center: Brush Recycling Revenue for the month of May was \$0.00.

Compost Facility: The Compost Facility started selling KMUD's compost (Diamond Dirt Compost) in January 2014. May totals were 0 yards for a total of \$0.00. Total Sales of KMUD compost is 1,870.50 yards for a total of \$43,166.75. 0 bags of compost were sold in May for a total of \$0.00. A total of 1,454 bags have been sold since February 1, 2016 for a total of \$5,154.00. No pallets of Compost were sold in May. 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: The April 18, 2020 cleanup event was cancelled due to the coronavirus (COVID-19). The next cleanup will be October 10, 2020 and the committee will plan on meeting later in the year to discuss moving forward with the event.

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.

Potential New Development Issues

Spoke with Earl Sullivan and Martin Stary again (first spoke with them in August 2019) concerning the 946 acres in Burnet County that they are looking at 200 – 250 homes. Staff has also spoken with Norman Patten concerning new apartments that they are looking at building behind Windchime off of 2900. Phase I they are looking at around 90 units.

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 (45 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.)

**Anita LaBier
General Manager**

Recently Completed Projects (FY 2019-2020)

- ✓ Staff participated in annual Halloween Carnival and put on the Haunted House.
- ✓ Week of November 4-8, 2019 cleaned out the digesters at the Septic Site cleaning out the grit and making repairs.
- ✓ Interviewed 8 candidates for the new position on November 5, 2019.
- ✓ Hired Joseph Lambert who started on November 19, 2019
- ✓ Week of November 18, 2019 replaced 2HP pumps with 3HP pumps & panel at Packsaddle Elementary Lift Station.
- ✓ Week of November 18, 2019 ordered the new Vac Truck, Backhoe and new F-350 to replace the Mazda.
- ✓ Week of November 25, 2019 started extending the mainline on Indian Trail.
- ✓ On Friday, January 10, 2020 the new backhoe was received from JCB.
- ✓ Week of January 7, 2020 staff repaired one of the drains going to the drying beds.
- ✓ Week of January 7, 2020 staff replaced 2HP pump with a 3HP pump at the Kingsland Hills Lift Station.
- ✓ Week of January 7, 2020 staff replaced the panel at the Oak Grove Lift Station.
- ✓ Week of January 13, 2020 staff replaced a 15HP motor at the Lakeside Heights Lift Station.
- ✓ Week of January 13, 2020 the pressure gauge was replaced at the Twin Isles Lift Station.
- ✓ Week of January 20, 2020 staff replaced 3HP motor, junction box and contactors at the 2545 Lift Station.
- ✓ Week of January 20, 2020 staff replaced the Duplex panel at the Cottonwood Lift Station.
- ✓ Replacement Truck #41 is in and will be picked up on Monday, January 27, 2020.
- ✓ Week of January 27, 2020 replaced the panel and the disconnect at Lakeside Heights Lift Station.
- ✓ Week of February 10, 2020 cleaned all clarifiers (which means emptying each clarifier one at a time, cleaning all foreign matter out of each one and checking for any broken items).
- ✓ Week of March 2, 2020 replaced T3 pump & 4" wafer check at Lakeside Heights Lift Station.
- ✓ Week of March 16, 2020 the new office generator was installed.
- ✓ Week of March 23, 2020 cleaned all digesters, replaced the diffusers, changed the control valves, and painted air lines the proper color.
- ✓ Installed a life ring between the digesters and the aerator on the main walkway.
- ✓ Week of March 30, 2020 had the power at the Bluebonnet Lift Station changed from a Delta to a Wye configuration.
- ✓ Starting the week of March 30, 2020 Staff will be repainting the clarifiers and aeration basin.
- ✓ Concretex started working on the fencing at 2900 Lift Station the week of March 30, 2020.
- ✓ Hinds Paving started working on the new asphalt the week of April 20, 2020 and this is complete.
- ✓ Access Controls started work on the gates at the plant the week of April 20, 2020. These have been installed.
- ✓ Week of May 4, 2020 the asphalt in front of the office building was resealed by Hinds Paving.
- ✓ Lift station gates have been installed at the following lift stations: 2900, 2545, Kingsland Cove, Bluebonnet Lift Station, Shirley Williams, Lakeside Heights & Twin Isles.