

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

March 23, 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 23rd day of March, 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, Operations and Maintenance Supervisor; and Yadira Arreguin, Administrative Assistant. Also in attendance was Tony Corbett, District's Legal Counsel.

Item No. 1 Mary Ann Hefner called the meeting to order at 9:00 a.m., March 23, 2020, 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 Frank, minutes for the meeting of the Board of February 24, 2020 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.

The Board asked Tom for an update on the punch list outlined in Jason's written report concerning LBJ Legends project. Tom responded that several of the times had been corrected and/or completed. He was asked to report on what items were actually still pending for the April Board meeting.

There was no action required of the Board.

Item No. 5 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 was still in the process of obtaining the additional equipment to do a trial run.

Further consideration would be postponed to the April 27, 2020 Board meeting.

Item No. 6 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) Status report by the District's Extension Committee on design of the new Community Center structure.

Lorean, chair of the Extension Committee, advised that this item was no longer necessary since the Board would be considering any changes, etc., during the building process.

b) Status report from Grit Design Build, LLC, on the Community Center Project.

No one appeared for the contractor; however, Dakota Durden on behalf of Grit, advised Anita that he would be available by phone should the Board have questions.

Randy Stumberg, architect on behalf of KMUD's interest; also advised Anita he would be available by phone to answer questions.

Mr. Durden requested the Board to consider and approve the change in mechanical contractors to Silber & Associates. Lorean moved that Silber & Associates be approved as the mechanical contractor. The motion was seconded by Ken, which carried unanimously.

The Board then reviewed the latest design prepared by Grit Builders, which included a hallway between the small meeting room to the kitchen, concrete slab outside the building to be used for outside frying equipment, and moving the "mop" area.

Questions to Mr. Durden via phone from the Board included: should there be another exit door from the large hall; and why were the hand rails included along the outside walkway?

After extended discussion, Lorean moved that another exit door from the large hall be included and that the hand rails be eliminated from the latest design. The motion was seconded by Ken, which carried by three "ayes" and Frank and Larry voting "no."

The Board requested Mr. Durden to include a visible date on the design plan so that we are all working with the most current design.

- Item No. 7 The Board then considered approval of payment for Pay Application No. 1 in the amount of \$62,967.00 from Grit Design Build. LLC, for the Community Center Project.

Lorean moved that Pay Application No. 1 in the amount of \$62,967.00 from Grit Design Build be approved for payment. The motion was seconded by Frank, which carried unanimously.

- Item No. 8 Next considered was the awarding of a contract for fencing replacement for the wastewater plant and seven (7) lift stations to include gate replacements.

Pursuant to the Board's direction at its February meeting, new notice for the fencing for the wastewater plant and seven lift stations was republished to clarify the requirements for gate replacements.

Following the review of proposals, the staff recommended Concretex and Access Control for the fencing and gates for a total amount of \$226,234.00.

Following a brief discussion, Frank moved that the Board award the contracts for fencing and gate replacements to Concretex and Access Controls in an amount of \$226,234.00. The motion was seconded by Lorean, which carried unanimously.

- Item No. 9 Consideration was then given to proposed improvements to the Kingsland Little League Fields.

Lorean and Ken, the District's Park Committee, requested Board action on several items as follows:

- (1) Four (4) tables with attached benches for a total of \$3,595.40.

Lorean moved that the staff purchase four (4) tables with attached benches a total of \$3,595.40. The motion was seconded by Frank, which carried unanimously. Staff will install concrete bases.

- (2) Purchase of Rain Bird Modular controller to control all watering stations for a cost of \$1,440.90 plus shipping.

Lorean moved that the staff be authorized to purchase the Rain Bird Modular Controller for a cost of \$1,440.90 plus shipping. The motion was seconded by Frank, which carried unanimously. Staff will install the controller.

- (3) Purchase of modular structure for combined concession stand and bathrooms. The Committee has not received the quote as of this date.

- (4) Committee has determined that the existing concession stand needed a new air conditioning unit. Their recommendation was to take one of the AC units from the Community Center.

Several Board members expressed concern that the AC units from the Community Center could possibly be reused for the new Community Center and no determination should be made to move any of the units until that determination has been made.

Lorean moved that an AC unit from the Community Center be moved to the concession stand. The motion was seconded by Ken; however, the motion failed because Frank, Larry and Mary Ann voted “no.”

- (5) Committee recommended purchase of fabric frames for the six (6) sets of bleachers.

Lorean moved that the purchase of fabric frames for six (6) sets of bleachers be approved (the estimated cost was not available). The motion was seconded by Frank, which carried unanimously.

- Item No. 10 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.

Tony, the District’s legal counsel, was available to answer any questions of the Board.

Following extensive discussion, Mary Ann moved that the front door entrance be locked, signs to be posted on the front door, website, and newspaper that payment for services can be placed in the drop box already in existence, customers to call to set up any appointments for special services and/or equipment, stop brush collection and all outside deliveries such as Fed X will have to be left at the outside entrance. The motion was seconded by Lorean, which carried unanimously.

- Item No. 11 Next considered was the adoption of an order postponing the May 2, 2020 director election until November 3, 2020 in accordance with the Texas Secretary of State Election Advisory No. 2020-12.

All candidate filings for the May 2, 2020 election will remain valid, and no other candidate fillings will be allowed.

Larry moved that the order be adopted postponing the May 2, 2020 director election until November 3, 2020. The motion was seconded by Lorean, which carried unanimously.

Item No. 12 The Board then considered approval of payment for non-recurring bills.

Invoices for payment had been received from (1) Jones-Heroy in the amount of \$320.00 for engineering services; (2) James Miertschin & Associates in the amount of \$370.00 for engineering services; (3) McLean & Howard in the amount of \$3,540.00 for legal services; and (4) MRB Group in the amount of \$3,897.00.

Frank then moved that invoices from be Jones-Heroy in the amount of \$320.00 for engineering services; James Miertschin & Associates in the amount of \$370.00 for engineering services; McLean & Howard in the amount of \$3,540.00 for legal services; and MRB Group in the amount of \$3,897.00 approved for payment. The motion was seconded by Lorean, which carried unanimously.

Item No. 13 The Board then considered payment of invoices exceeding \$10,000.00.

Invoice for payment from Smith Pump totaling \$22,235.00 for:

Invoice #SI017122, dated February 29, 2020 in the amount of \$22,235.00.

Frank moved that invoice from Smith Pump in the amount of \$22,235.00 be approved for payment. The motion was seconded by Larry, which carried unanimously.

Item No. 14 Next considered was approval of payment of the General Manager's expense reimbursement requests.

There were no requests.

Item No. 15 Consideration was then given to the Board of Directors' per diem fees and expense reimbursement requests for payment.

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

- Item No. 16 The Board then considered approval of requests from Board members and General Manager to attend educational seminars.

Frank moved that the Board members and Anita be authorized to attend AWBD's annual conferences June 11-13, 2020 in Grapevine, Texas subject to health conditions. The motion was seconded by Lorean, which carried unanimously.

Anita was asked to check with AWBD about the deadline to request refunds should the health conditions not improve.

The Board also was advised that Cheyne Gutierrez' class originally scheduled for March 17-19, 2020 in Tyler had been cancelled. This class will now be offered online.

- Item No. 17 Consideration was then given to the delinquent accounts report.

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

- Item No. 18 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 Lorean, which carried unanimously.

- Item No. 19 Consideration was then given to the monthly written report by the General Manager.

The safety meeting scheduled for March 25, 2020 was cancelled.

Anita requested PTO for March 27 and April 3, 2020.

Larry then moved that the General Manager's report be approved including Anita's request for PTO. The motion was seconded by Ken, which carried unanimously.

- Item No. 20 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 Larry, which carried unanimously.

Items No. 21

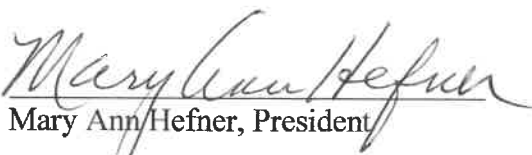
and No. 22 The Board then gave consideration to the Administration and Operation Report and the Budget Expenditures.

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


Item No. 23 Larry moved to adjourn at 10:45 a.m. The motion was seconded by Ken, 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: March 20, 2020

	Name and Address	Business / Firm	Phone #
1.	Tony Corbett		
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Agenda Item #18

GENERAL MANAGER'S REPORT March 23, 2020

Finance & Budget

Total Income was 13.58% over Budget, accounting for \$40,027 more than budgeted for February 2020. Total Expenses were 25.9% under Budget, accounting for \$61,771 less than budgeted expenditures for February 2020.

Interest Rates as of 02/29/2020

Prosperity Bank (Money Market Checking): 0.35%

Collateralization as of 02/29/2020 (Report Attached)

Prosperity Bank: \$6,598,851.44

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

BancorpSouth: \$1,029,170.00 (March 6, 2020)

Two late fees were waived in the month of February. One was due to a posting error and one was a one-time courtesy removal.

A total of 1,409 people have signed up for ACH payments as of February 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 03/05/20 I have 259.73 hours (32.47 days) of paid time off. I am requesting PTO for March 27, 2020 and March 31, 2020.

Plant Compliance

The plant permitted parameters were in compliance for February 2020.

<u>Test Removal</u>	<u>Influent</u>	<u>Effluent</u>	<u>Permitted</u>	<u>Percent</u>
BOD ₅	259 mg/L	1.50 mg/L	5.0 mg/L	99.4%
Phosphorous	6.77 mg/L	0.68 mg/L	2.0 mg/L	89.9%
TSS	171 mg/L	1.00 mg/L	5.0 mg/L	99.4%
Cl ₂	L-1.08 H-2.83	L-1.0 H-4.0		
pH	L-6.06 H-7.21	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	0.341 MG			
Average Flow	0.263 MGD	0.750 MGD	35.1% of permit	
	0.750 MGD (75% = 562,500)			
	107.8% of last yr – (February 2019 – 0.244 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.

The office generator is down; water got into the oil chamber and seized the motor. The new office generator has arrived and was installed the week of March 16, 2020.

Septic Dumping Site: February 2020 flow totals for this facility were 102,642 gallons or 34.2% of capacity. Total Income was 36.7% over Budget, accounting for \$2,292 more than budgeted for February 2020. Total Expenses were 54.5% under Budget, accounting for \$1,772 less than budgeted expenses for February 2020. Revenue through the fifth month of this fiscal year has exceeded expenditures by \$24,312. (See attached Income Statements).

Field Operations: The staff responded to 258 service calls in February 2020 (16.0% were after hours calls). There were five new residential grinder service installed and six new service requests received during the month of February. The majority of field staff's workload for the month of February 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 February for a total of 3 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 1,489.

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

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 February. March's safety meeting will be held on March 25, 2020 and will cover Back Injury Prevention. Directors who are scheduled to attend are Larry Denney and Mary Ann Hefner.

Brush Recycling Center: Brush Recycling Revenue for the month of February was \$404.60.

Compost Facility: The Compost Facility started selling KMUD's compost (Diamond Dirt Compost) in January 2014. February totals were 38 yards for a total of \$950.00. Total Sales of KMUD compost is 1,843.50 yards for a total of \$42,541.75. 2 bags of compost were sold in February for a total of \$7.00. A total of 1,444 bags have been sold since February 1, 2016 for a total of \$5,119.00. No pallets of Compost were sold in February. 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 February 25, 2019 to discuss the upcoming clean-up events and to receive a recap on funds spent and donated from the October 2019 cleanup event.

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

Kingsland Convention Community Center

See Agenda Item #6 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.

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 will clean all digesters.
- ✓ Week of March 16, 2020 the new office generator was installed.
- ✓