

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

May 18, 2020

Regular Meeting

The Board of Directors of said District convened at Kingsland, Texas, at 9:00 a.m. on the 18<sup>th</sup> day of May, 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 May 13, 2020.

Communications for this meeting were by the telephone number for call in as posted on the agenda as 1-866 899 4679, ID as 280 768 149 followed by #.

Item No. 1 Mary Ann Hefner called the meeting to order at 9:00 a.m. on May 18, 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.

Pledge of Allegiance to the United States Flag was recited.

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; Michael Bradshaw, Grit Design Building, Boerne, Texas.

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

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 for April 27, 2020, were unanimously approved pursuant to a roll call of the following Directors: Mary Ann, Larry, Frank, Lorean and Ken.

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 Stewart, O & M Supervisor, updated the Board on the unfinished items on the punch list outlined in Jason's written report concerning LBJ Legends project and advised they would be meeting with the developer on May 19, 2020.

No formal action was taken.

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 has the additional equipment for a trial run and was scheduled to begin the trial run on May 22, 2020, for 30 days which would include the Memorial Day weekend.

Item No. 6 Next the Board considered matters relating to the operations and construction of the Kingsland Convention and Community Center to include the following:

- 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

The representatives for the discussion and/or action via Go To Meeting application were the following:

Dakota Durden and Michael Bradshaw representing Grit Design Build, LLC, Boerne, Texas; and Randy Stromberg, Temple, Texas, representing MRB Group.

By email dated May 7, 2020, to Anita and Randy, Mr. Durden presented numerous issues to be resolved and/or discussed dealing with AV system, keying/access control and signage on the outside of the building.

Mr. Durden explained his proposal for the placement of AV system by providing proposed design submitted to the Board prior to the meeting. Some modifications were suggested.

Keying and/or access control also was discussed extensively since the building will have a large hall and small meeting room. Suggestions were provided and will be incorporated in the final design review proposed for the Board's agenda on June 22, 2020.

Signage proposed by Mr. Durden was to paint the signage directly on the outside of the building. Concerns were expressed by the Board as to the appearance of painted letters, proposed height of the letters and suggested that a more appropriate solution be proposed in the final design. Discussions on the wording ensued; however, it appeared that the majority indicated it should be "Community Center."

There was no formal action taken by the Board at this time and will have another opportunity to review the design at the June Board meeting.

Item No. 7 Next considered was the approval of payment for Pay Application No. 3 in the amount of \$72,364.60 from Grit Design Build, LLC for the Community Center project.

The following is the sequence of the three applications received from Grit:

Pay Application No. 1 was for the 10% down payment which has been paid; however, was not title No. 1 at the time; and

Pay Application No. 2 was for the design update and demolition services which was initially title Pay Application No. 1 and was later changed to Pay Application No. 2.

Pay Application No. 3 in the amount of \$72,364.60 was before the Board to consider and approve.

Frank moved that Pay Application No. 3 in the amount of \$72,364.60 from Grit Design Build be approved. The motion was seconded by Lorean. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean and Ken.

Item No. 8 The Board then considered the renewal of membership in Lakeside Heights Property Owners Association and Board authorization for a representative to vote for Directors for the Association.

The renewal fee was \$41.36 annually. Tony, the District's legal counsel, commented about the requirement that KMUD belong to this association and suggested that the approval could be subject to KMUD's various requirements.

Frank then moved that the renewal to the Lakeside Heights Property Owners Association be approved subject to the KMUD's various requirements and that Anita LaBier, the District's General Manager, be authorized to vote on behalf of the District. The motion was seconded by Larry. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean and Ken.

- Item No. 9 Consideration was then given to Employees' Cost of Living Raises, if any, to be effective October 1, 2020, and revisions to job descriptions, if required.

Larry, Chair of the Personnel Committee, advised that the Committee was recommending a 2% increase to be effective October 1, 2020.

Larry then moved that the 2% increase for employees to be effective October 1, 2020, be approved. The motion was seconded by Ken. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean and Ken.

- 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 \$130.00 for engineering services; and (2) McLean & Howard in the amount of \$3,450.00 for legal services.

Lorean moved that invoices for payment be approved for Jones-Heroy in the amount of \$130.00 and McLean & Howard in the amount of \$3,450.00. The motion was seconded by Ken. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean and Ken.

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

Larry moved that the invoice dated May 6, 2020, from Smith Pump in the amount of \$33,629.00 be approved for payment. The motion was seconded by Ken. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean, and Ken.

- 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, Lorean moved that the Board of Directors' per diem fees and expense reimbursement requests be approved for payment. The motion was seconded by Larry. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean, and Ken.

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

In April 2020, the Board and the General Manager decided to not attend the Association of Water Board Directors' annual conference scheduled for June 2020.

The Association has now rescheduled the annual conference for August 6-9, 2020, in Grapevine and issued a new deadline for registration.

Inasmuch as there are continuing issues with COVID-19, the following Board members authorized Anita to request refunds of the registration for the AWBD annual conference in Grapevine, Texas, previously submitted for the June conference and now will be held in August 2020: Mary Ann, Larry, Frank, Lorean and Ken. Anita also advised she did not plan to attend.

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

Ken moved to accept the delinquent report. The motion was seconded by Lorean. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean, and Ken.

- 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.

Frank moved to accept the Grease Trap Ordinance report. The motion was seconded by Lorean. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean, and Ken.

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

Anita requested PTO for May 21, May 27, June 5, June 8 and June 9, 2020.

Frank moved that the General Manager's report be approved including Anita's request for PTO. The motion was seconded by Ken. Upon roll call of the directors, Directors voting "aye" were Mary Ann, Larry, Frank, Lorean, and Ken.

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. Upon roll call of the directors, Directors voting “aye” were Mary Ann, Larry, Frank, Lorean, and Ken.

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. Upon roll call of the directors, Directors voting “aye” were Mary Ann, Larry, Frank, Lorean, and Ken.

Item No. 21 The Board then considered reopening the District’s Administrative Office.

Following extensive discussions on various concerns, Frank moved that the District’s Administrative Office be opened to the public on June 1, 2020. The motion was seconded by Lorean. Upon roll call of the directors, Directors voting “aye” were Mary Ann, Larry, Frank, Lorean and Ken.

Anita was requested to prepare notices, signs, and accompanying documents to be sure all aspects of the Governor’s directives were followed.

Upon consultation with Tony Corbett, the District’s legal counsel, the Board indicated that it might consider to hold the June 22, 2020 Board meeting at the Administrative Office. Tony advised that the notice would have to furnish a telephone number for the public to call in.

Item No. 22 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 an termination of service policies of the District.

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.

Frank moved that the interim policies stay in effect until further notice. The motion was seconded by Lorean. Upon roll call of the directors, Directors voting “aye” were Mary Ann, Larry, Frank, Lorean and Ken.

Item No. 23 The following announcements were made:

Budget Workshop—June 23, 2020, 9:00 a.m.

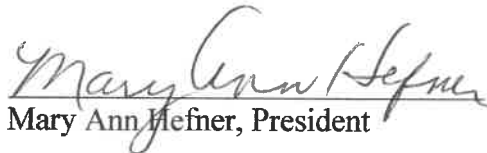
Budget Workshop—July 28, 2020, 9:00 a.m.

Tax Rate Hearing—September 14, 2020

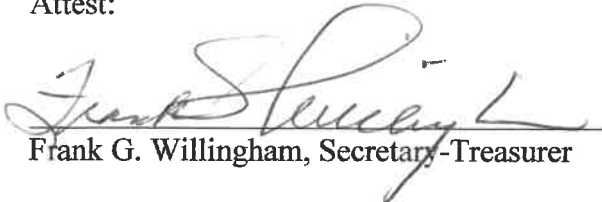
Item No. 24 Frank moved to adjourn at 11:06 a.m. The motion was seconded by Lorean. Upon roll call of the directors, Directors voting “aye” were Mary Ann, Larry, Frank, Lorean, and Ken.

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

## Agenda Item #17

### GENERAL MANAGER'S REPORT May 18, 2020

#### Finance & Budget

Total Income was 24.07% over Budget, accounting for \$36,673 more than budgeted for April 2020. Total Expenses were 19.7% under Budget, accounting for \$59,707 less than budgeted expenditures for April 2020.

#### Interest Rates as of 04/30/2020

Prosperity Bank (Money Market Checking): 0.35%

#### Collateralization as of 04/30/2020 (Report Attached)

Prosperity Bank: \$6,505,988.53

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

Three late fees were waived in the month of April. Two were due to posting errors and one was a one-time courtesy removal.

A total of 1,426 people have signed up for ACH payments as of April 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 05/7/20 I have 292.23 hours (36.53 days) of paid time off. I am requesting PTO for May 21, 2020, May 27, 2020, June 5, 2020 and June 8, 2020.

#### Plant Compliance

The plant permitted parameters were in compliance for April 2020.

<u>Test Removal</u>	<u>Influent</u>	<u>Effluent</u>	<u>Permitted</u>	<u>Percent</u>
BOD <sub>5</sub>	198 mg/L	1.25 mg/L	5.0 mg/L	99.4%
Phosphorous	6.46 mg/L	0.73 mg/L	2.0 mg/L	88.7%
TSS	197 mg/L	1.00 mg/L	5.0 mg/L	99.5%
Cl <sub>2</sub>	L-1.05 H-2.99	L-1.0 H-4.0		
pH	L-6.01 H-7.11	L-6.0 H-9.0		
E. coli	Daily Avg – 3.41 – Daily Max – 135.00		Permitted Daily Avg – 126 – Daily Max – 399	
<b>Maximum Daily Flow</b>	<b>0.387 MG</b>			
Average Flow	0.325 MGD	0.750 MGD	43.3% of permit	
	0.750 MGD (75% = 562,500)			
	131.6% of last yr – (April 2019 – 0.247 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:** April 2020 flow totals for this facility were 166,113 gallons or 55.4% of capacity. Total Income was 118.4% over Budget, accounting for \$7,401 more than budgeted for April 2020. Total Expenses were 57.6% under Budget, accounting for \$1,871 less than budgeted expenses for April 2020. Revenue through the seventh month of this fiscal year has exceeded expenditures by \$45,645. (See attached Income Statements).

**Field Operations:** The staff responded to 301 service calls in April 2020 (19.0% were after hours calls). There were four new residential grinder service installed and thirteen new service requests received during the month of April. The majority of field staff's workload for the month of April 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 April for a total of 5 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 1,491.

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

**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 April. There will be no safety meeting in May due to COVID-19.

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

**Compost Facility:** The Compost Facility started selling KMUD's compost (Diamond Dirt Compost) in January 2014. April 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 April 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 April. 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 #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. 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.