

MINUTES

ACTON MUNICIPAL UTILITY DISTRICT

The Board of Directors of Acton Municipal Utility District met in regular session at 9:00 a.m., Wednesday, December 15, 2021. Notice of said meeting was posted as prescribed by Chapter 54, Article 109, of the Texas Water Code.

Regular Session

December 15, 2021

Directors Present

R. Lewis
D. Cleveland
J. Featherston
G. Rose
V. Vernon

Staff Present

R. English
C. Neal
B. Evert
T. Riggio
W. Matzen

Visitors

C. Hay, P.E.,
Enprotec/Hibbs & Todd
K. Kindle, P.E.,
Enprotec/Hibbs & Todd
J. Berryhill, P.E.,
Enprotec/Hibbs & Todd
A. Head, Jackson Walker
S. Dollins, Brazos Regional
Public Utility Agency

Directors Absent

None

Call to Order

Ray Lewis, Board President, called the meeting to order at 9:00 a.m.

Invocation

By Van Vernon.

- A. After discussion, a motion was made to accept the minutes from the Regular Meeting November 17, 2021.

Motion: Featherston
Second: Cleveland
Vote: All ayes

- B. Public Comments. There were no public comments.

- C. Executive Session – The Board entered into closed executive session at 9:03 a.m. to discuss the following:

1. Gov. Code 551.071: Consultation with Attorney regarding pending or contemplated litigation.

Return to open session at 10:47 a.m.

- D. No action taken on pending or contemplated litigation.

- E. Richard English presented a memorandum dated December 10, 2021 regarding a request from DeCordova Bend Estates Homeowners Association, Inc. to waive the water impact fee for an outdoor rinsing station for the volleyball court area located on Marina Court. R. English also presented AMUD's policy regarding waiving impact fees for non-profit organization. The tap fees and related charges should not be waived since they cover actual work and expense incurred by the District. Staff recommends Board approval to waive the water impact fee associated with this request.

After discussion, a motion was made to waive the water impact fee for water service on Marina Court for an outdoor rinsing station.

Motion: Featherston
Second: Rose
Vote: All ayes

- F. Chris Hay, P.E. of Enprotec / Hibbs & Todd (eHT) presented bids received for the Blackhawk Circle Waterline Improvements Project. Bids were opened December 14th; two bids were received. The apparent low bidder is Day Services, LLC. Based on the evaluation of Day Service's bid, eHT has determined it is the lowest responsive, qualified bid and therefore recommends the project be awarded to Day Services, LLC with a total contract price of \$113,349.25.

After discussion, a motion was made to award the bid to Day Services, LLC for the Blackhawk Circle Waterline Improvements Project in the amount of \$113,349.25.

Motion: Vernon
Second: Cleveland
Vote: All ayes

- G. The Engineer's Report was presented by Chris Hay, P.E. of eHT. He reported on the following:

- WWTP #1 Improvements – Structural work for the new sequencing batch reactor (SBR) structure and the new control building foundation has been completed. Installation of reinforcing steel and pouring of structural concrete continued in November for the SBR Support Building foundation. Finishing out the Control Building and the SBR Support Building are anticipated to continue through December. Construction Status Meeting (CSM) #11 was held November 18th; the next CSM is anticipated for the week of December 13th. The project is proceeding on schedule.
- WWTP #2 Improvements – eHT has completed electrical and mechanical design components to finalize the plan and specification set for advertisement. eHT will provide a final review set of plans and specifications to Staff for review prior to advertisement; pending review comments, eHT is ready to begin advertising the plans and specifications for the project.

- Tank 4 Disinfectant Residual Improvements – The chemical feed scales for the chemical feed systems have now been delivered. Final work is completed, waiting on startup, likely to be the beginning of January.
- Lift Station 11 Improvements – eHT continuing to move forward with preparation of final plans and specifications.
- Hood County CDBG First Time Sewer Service Project in Port Ridglea East – Once plans are completed, easements are acquired, and the environmental review is completed by the Grant Consultant, the project can be advertised for bids.
- Blackhawk Circle Water Line Improvements – Bid awarded to Day Services, LLC under agenda item “F”.

General Services Tasks

1. Legacy Ranch Off-Site Easement Coordination – eHT surveyors have continued to work on field surveying to find property corners along the easement alignment. RPLS is working up the boundary to prepare the easement exhibits to be presented for coordination with landowners.
2. Development Review – eHT is working on utility capacity verification requests that have been submitted to the District for the following locations:
 - a. Pecan Plantation
 - b. 5809 Walnut Creek
 - c. Property adjacent to AMUD Office
3. System Mapping – eHT is working with Staff on taking over the District mapping tasks. Working on obtaining the mapping database and will be coordinating with the District’s online mapping host.

After discussion, a motion was made to accept the Engineers Report.

Motion: Rose
 Second: Vernon
 Vote: All ayes

H. The Operational Report was presented by T J Riggio. He reported unaccounted water for the month of November is -1.23%; 12 month rolling average is 10.40%. He reported we pumped a total of 59.9 million gallons of water in the month of November; 48.9 million gallons was pumped from our water wells; 11.1 million gallons was taken from SWATS.

T. Riggio reported UTGCD rate calculation for the month of November is \$0.0185 per 1,000 gallons. Pecan Plantation reported usage after the report was completed; Indian Harbor reported -0- gallons usage for the month; DCBE/Acton did not report usage. T. Riggio reported during the month of November, Well No.’s 15T, 15P and 20 were down; Well No. 30 is inactive. Well No. 15T had a problem with the meter but is back up and running now, Well No. 20 should be back up running by January 3rd.

Under the Wastewater Report, T. Riggio reported WWTP No. 1 is at 55% average permitted flow. WWTP No. 2 is at 74% average permitted flow. T. Riggio reported there were 29 wastewater problem calls for the month of November; 8 gravity problem calls and 14 grinder pump problem calls; all were E-1 grinder pumps. The other call outs were the customer problem, not a problem with the grinder pump.

Items highlighted on the major project's lists are as follows:

- Meters – Remote Reads – 26 meters were changed out, 36 meters fiscal year to date.
- Waterline Improvements / IH Blackhawk Fire Line – Bid awarded to Day Services, LLC under agenda item “F”.

After discussion, a motion was made to accept the Operational Report for November, 2021.

Motion: Cleveland
Second: Vernon
Vote: All ayes Absent: Featherston

- I. Bob Evart presented a request for Board consideration to write off the net uncollectible accounts in the amount of \$4,078.57 for the month of November, 2021. He noted 2 accounts with large balances had been in good standing until their last few billing periods.

After discussion, a motion was made to write off the net uncollectible accounts in the amount of \$4,078.57 for the month of November, 2021.

Motion: Rose
Second: Cleveland
Vote: All ayes Absent: Featherston

- J. Bob Evart presented the Financial Report. He reported Water Revenue for November is up from last month and up from the same period last year. Sewer revenue is down slightly from last month and up from the same period last year. One new grinder pump was sold during the month of November in the Acton Area. Impact Fee revenue is \$101,727 consisting of \$63,000 from water and \$38,727 from sewer. Wholesale water revenue is \$69,131 which reflects October and November revenue. Irrigation revenue is \$923 for the month.

B. Evart reported Personnel Services decreased in Water, Sewer and Administrative due to four pay periods in the month versus five pay periods in the prior month. Under Water Expense, Utility Expenses increased due to no charges in October as September was charged back to FY 2021; and Materials & Operations increased due to chemical and inventory purchases and SWATs contracted and other contracted services. Under Sewer Expense, Utility Expenses increased due to no charges in

October as September was charged back to FY 2021; and Materials & Operations increased due to chemical and inventory purchases and sludge hauling. Under Administrative Expense, Office Expenses increased due to postage and printing of utility bills and phone/internet bill charges this month versus last month.

Regarding Capital Items, B. Evert reported on the following: Under Water Line Replacements we paid \$6,377 for valve replacements; under SWATS Capital we paid \$62,755 SWATS Capital monthly payment; under WWTP – DCBE Expansion we paid \$30,474 for engineering; under I & I Abatement/Upgrade we paid \$14,505 for smoke testing; under Wall/Fence we paid \$8,960 for replacement on the wall at WWTP No. 2 in Pecan Planation; and under SCADA Lift Stations we paid \$24,830, 50% due at the execution of the agreement. B. Evert reported cash funds used for Capital Items current month is \$117,427; year to date is 186,640; Bond funds used for Capital Items current month is \$30,474; year to date is \$1,050,534.

B. Evert presented a 13-month cash flow analysis as of November 2021. He presented the Analysis of Undesignated Funds and Designated Funds as of November 2021.

After discussion, a motion was made to accept the Financial Report for November, 2021.

Motion: Vernon
 Second: Rose
 Vote: All ayes Absent: Featherston

K. President Ray Lewis presented Resolution Number 21-12-355 to Wayne Matzen recognizing and offering great appreciation for his years of service to the District and offered congratulations on his retirement.

After discussion, a motion was made to accept the Resolution for Wayne Matzen.
 (RESOL NO. 21-12-355)

Motion: Rose
 Second: Cleveland
 Vote: All ayes

- L. The General Manager’s Report was presented by Richard English. He reported on the following items:
1. The Regular Meeting for January is scheduled for 9:00 a.m., Wednesday, January 19, 2022. Committee meetings are scheduled Wednesday, January 13th.
 2. Monthly meeting of the Brazos Regional Public Utility Agency – Today, Wednesday, December 15th at 2:00 p.m. at the JCSUD Office.
 3. AMUD Office closed Thursday and Friday, December 23rd – 24th for Christmas and Friday, December 31st for New Years.

Open Items –

- a) SWATS Plant Update – Presented water quality reports; source, raw and finished water for the month of November, 2021 and the beginning of December, 2021. Chloride levels are good.
- b) Application to the Texas Department of Agriculture (TDA) for TX CDBG Funding – Discussed under Engineers report.

After discussion, a motion was made to accept the Managers Report.

Motion: Cleveland
Second: Vernon
Vote: All ayes
Absent: Featherston

M. Items from Board Members:

Rose:
None

Cleveland:
Wished everyone a Merry Christmas.


Vernon:
Stated residents in Indian Harbor have informed him they are very pleased with AMUD regarding projects that are happening and repairing leaks in their neighborhood.

Lewis:
Wished everyone a Merry Christmas.

Adjournment

A motion was made to adjourn at 11:37 a.m.

Motion: Rose
Second: Vernon
Vote: All ayes
Absent: Featherston



Secretary, Board of Directors
Acton Municipal Utility District