#### **MINUTES**

#### ACTON MUNICIPAL UTILITY DISTRICT

The Board of Directors of Acton Municipal Utility District met in regular session at 9:00 a.m., Wednesday, May 18, 2022. Notice of said meeting was posted as prescribed by Chapter 54, Article 109, of the Texas Water Code.

## Regular Session

May 18, 2022

Directors Present	Staff Present	Visitors	
R. Lewis	R. English	C. Hay, P.E.,	
D. Cleveland	C. Neal	Enprotec/Hibbs & Todd	
J. Featherston	B. Evart	J. Berryhill, P.E.,	
G. Rose	T. Riggio	Enprotec/Hibbs & Todd	
		K. Kindle, P.E.,	
		Enprotec/Hibbs & Todd	
		S. Dollins, Brazos Regional	
		Public Utility Agency	

## **Directors Absent**

D. Cleveland, V. Vernon

### Call to Order

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

## Invocation

By John Featherston.

A. After discussion, a motion was made to accept the minutes from the Regular Meeting April 20, 2022, and April 21, 2022.

Motion:

Featherston

Second:

Rose

Vote:

All ayes

Absent:

Cleveland, Vernon

- B. Open Forum. No one signed in for open forum.
- C. Richard English presented the annexation of 2.67 acres in the A. W. Gates Survey, Abstract 205, located in Hood County, Texas, known as 5985 Fall Creek Highway, second reading. Staff is satisfied that no others will be impacted by capping the well. Annexation documentation is complete; Staff recommends approval.

After discussion, a motion was made to annex 2.67 acres in the A. W. Gates Survey, Abstract 205, located in Hood County, Texas, known as 5985 Fall Creek Highway into the Acton Municipal Utility District. (RESOL 22-05-358)

Motion:

Featherston

Second:

Rose

Vote:

All ayes

Absent:

Cleveland, Vernon

D. Richard English presented the annexation of 0.82 acres in the A. W. Gates Survey, Abstract 205, located in Hood County, Texas, known as 6610 Indian Wells Road, second reading. Annexation documentation is complete; Staff recommends approval.

After discussion, a motion was made to annex 0.82 acres in the A. W. Gates Survey, Abstract 205, located in Hood County, Texas, known as 6610 Indian Wells Road into the Acton Municipal Utility District. (RESOL 22-05-359)

Motion:

Rose

Second:

Featherston

Vote:

All ayes

Absent:

Cleveland, Vernon

- E. Executive Session The Board did not enter into executive session.
- F. No executive session; no action taken.
- G. Joshua Berryhill, P.E. of Enprotec/Hibbs & Todd (eHT) presented Change Order No. 5 for the WWTP No. 1 Improvements Project for Board consideration. The change order includes modifications for the chlorine room and electrical modifications for the existing Lift Station No. 11. The total cost change is \$50,331.00. eHT recommends approval of Change Order No. 5.

After discussion, a motion was made to approve Change Order No. 5 for the WWTP No. 1 Improvements Project as recommended.

Motion:

Featherston

Second:

Rose

Vote:

All ayes

Absent:

Cleveland, Vernon

Don Cleveland arrived at 9:20 a.m.

- H. The Engineer's Report was presented by Chris Hay, P.E. of eHT. He reported on the following:
  - WWTP #1 Improvements Finishing out the Control Building and the SBR Support Building are anticipated to continue through May, including installation of equipment, piping, valves, electrical and instrumentation. There may be a delay on delivery of components of the SCADA system; Crossland is working with Trac-n-trol to establish firm dates for SCADA

- equipment delivery and installation. Construction Status Meeting (CSM) #16 was held April 21<sup>st</sup>; the next CSM is anticipated for May 19<sup>th</sup>. The project is continuing on schedule. R. English suggests scheduling a time for the Board to do a walk-thru at the plant; a walk-thru is scheduled tomorrow, May 19<sup>th</sup> at 7:30 a.m.
- WWTP #2 Improvements eHT has been working with Bar Constructors, Inc. (Bar) and AMUD to execute the project contracts; a pre-construction conference was held April 26<sup>th</sup> and the Notice to Proceed was issued for May 9<sup>th</sup>; this establishes the Substantial Completion date for October 31, 2023 and the Final Completion date for December 30, 2023. Anticipate Bar to begin mobilizing at the WWTP No. 2 site late May. eHT will coordinate with Pecan Plantation, Bar, and AMUD Staff to discuss hauling cost reduction options to identify any potential cost savings to the project.
- Tank 4 Disinfectant Residual Improvements Training of AMUD Staff on the new residual control system was completed on March 15<sup>th</sup>. SC&M is still working through final closeout tasks; eHT does not yet recommend issuing final payment to SC&M.
- Lift Station 11 Improvements eHT met with Staff May 12, 2022 to discuss the proposed connections that will be directed towards Lift Station No. 11 due to recent proposed developments in the service area. Based on discussions, eHT will proceed with the original lift station design with provisions for inclusion of the old lift station for future capacity. Preparing final plans and specifications for review with Staff and submittal to TCEQ for approval.
- Hood County CDBG First Time Sewer Service Project in Port Ridglea East –
  eHT completed the final review set of plans and specifications. Once
  easements are acquired, the project can be advertised for bids and proceed into
  construction.
- Blackhawk Circle Water Line Improvements The Contractor, Day Services, LLC began work March 22<sup>nd</sup>. The Contractor reached substantial completion May 2, 2022; they are currently working on final cleanup and close out of the project.
- Greenleaves Low Pressure Sewer System Improvements eHT is nearly complete with the design survey for the project and is beginning the design phase and completed coordination with the grinder pump manufacturer for the for use with E-One grinder pumps. Moving towards 50% design completion and plan to hold a preliminary design review meeting with Staff before moving towards completion of the design.
- R. English informed the Board our ROW Agent, Sarah Riebe is working on procuring easements at the Legacy Ranch Development. The proposed connections have increased to 621; R. English stated due to the increased connections, we will likely need to amend the Developer Agreement with Legacy Ranch.

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

Motion:

Featherston

Second:

Rose

Vote:

All ayes

Absent:

Vernon

I. The Operational Report was presented by T J Riggio. He reported unaccounted water for the month of April is 21.24%; 12 month rolling average is 10.09%. T. Riggio reported we pumped a total of 77.5 million gallons of water in the month of April; 47.7 million gallons was pumped from our water wells; 29.8 million gallons was taken from SWATS. He reported we are at a 5 year high on gallons sold.

T. Riggio reported UTGCD rate calculation for the month of April is \$0.0174 per 1,000 gallons. No usage was reported this month from Pecan Plantation, Indian Harbor or DCBE/Acton Fire Departments. T. Riggio reported during the month of April, Well No's. 15P, and 20 were down; Well No's 1 and 2 only has usage of 1; Well No. 30 is inactive.

Under the Wastewater Report, T. Riggio reported WWTP No. 1 is at 59% average permitted flow. WWTP No. 2 is at 70% average permitted flow. T. Riggio reported there were 18 wastewater problem calls for the month of April; 6 gravity problem calls and 10 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 4 meters were changed out, 100 meters fiscal year to date.
- Tank 4 Disinfectant Residual Improvements Still holding the final payment until all punch list items are complete and close out documents have been received.
- Manhole Rehabilitation DCBE Project in progress.
- WWTP No. 2 Expansion Rehab Construction Bid awarded to Bar Constructors March 16, 2022; anticipate start date May 9, 2022.

R. English informed the Board that he and T. Riggio met with a Developer that is planning to build 52 homes on 2 to 10 acre lots with individual wells for each lot. The development is located at Highway 4 and Godly Road. R. English stated our water transmission line runs through this property. Given the size of the lots, neither the County nor AMUD has a legal standing to prohibit individual wells. The lagoons are what the Developer is planning for fire protection.

After discussion, a motion was made to accept the Operational Report for April, 2022.

Motion:

Cleveland

Second:

Rose

Vote:

All ayes

Absent:

Vernon

J. Bob Evart presented a request for Board consideration to write off the net uncollectible accounts in the amount of \$2,225.77 for the month of April, 2022.

After discussion, a motion was made to write off the net uncollectible accounts in the amount of \$2,225.77 for the month of April, 2022.

Motion:

Featherston

Second:

Rose

Vote:

All ayes

Absent:

Vernon

K. Bob Evart presented the Financial Report. He reported Water Revenue for April is up from last month and up from the same period last year. Sewer revenue is up from last month and up from the same period last year. Five new grinder pumps were sold during the month of April; four in the Acton Area and one in Pecan Plantation. Impact Fee revenue is \$75,250 consisting of \$47,250 from water and \$28,000 from sewer. Wholesale water revenue is \$84,292. Irrigation revenue is \$1,857 for the month.

B. Evart reported Personnel Services increased in Water, Sewer and Administrative due to five pay periods in the current month versus four pay periods in the prior month. Under Water Expense, Equipment Repairs increased due to fuel purchases carried over from prior month; and Materials & Operations decreased due to less inventory purchases and contracted repairs. Under Sewer Expense, Equipment Repairs decreased due to less equipment repairs; and Materials & Operations decreased due to less contracted repairs. Under Administrative Expense, Office Expenses decreased due to less postage and utility billing printing costs; and Travel, Dues, Subscriptions increased due to Texas Water conference expenses.

Regarding Capital Items, B. Evart reported on the following: Under Water Line Replacements we paid \$114,464 for Blackhawk Circle, \$113,349 for construction and \$1,115 for engineering; under Water Valves we purchased valves for Booster Station No. 9; under Equipment we paid \$330 for engineering at Tank 4; under SWATS Capacity Restoration we paid \$894 for engineering; under SWATS Capital we paid \$62,755 for SWATS Capital monthly payment; under Land, Easements, ROW we paid \$900 towards easements for Legacy Ranch; under WWTP – DCBE Expansion we paid \$560,103, engineering is \$39,053 and construction is \$521,050; under WWTP – Pecan Expansion we paid \$52 on postage for contracts; under Sewer Line Extensions we paid \$14,000 for engineering on the Greenleaves Project; under I & I Abatement/Upgrade we paid \$222,782 for sewer pipe bursting on Landsdown in

Pecan Plantation; under Port Ridglea East Sewer we paid \$325 for certified mailing; and under Engineering Fees/Consulting we paid \$4,245 for Capital Engineering and \$5,660 for Capital Engineering for AWIA RRA-ERP.

- B. Evart reported cash funds used for Capital Items current month is \$434,612; year to date is \$1,501,636; Bond funds used for Capital Items current month is \$560,155; year to date is \$2,739,854.
- B. Evart presented a 13-month cash flow analysis as of April 2022. He presented the Analysis of Undesignated Funds and Designated Funds as of April 2022.

After discussion, a motion was made to accept the Financial Report for April, 2022.

Motion:

Rose

Second:

Cleveland

Vote:

All ayes

Absent:

Vernon

- L. The General Manager's Report was presented by Richard English. He reported on the following items:
  - 1. The Regular Meeting for June is scheduled for 9:00 a.m., Wednesday, June 15, 2022. Committee meetings are scheduled Thursday, June 9<sup>th</sup>.
  - 2. Monthly meeting of the Brazos Regional Public Utility Agency Wednesday, May 25<sup>th</sup> at the JCSUD Office.
  - 3. 2021 Annual Drinking Water Quality Report (Consumer Confidence Report).
  - 4. AMUD Office closed Monday, May 30<sup>th</sup> in observance of Memorial Day.
  - 5. Articles "City takes \$5M-\$6M hit on wastewater treatment upgrades" and "Tolar City Council preps to expand wastewater treatment capacity" from Hood County News, "From seawater to drinking water, with the push of a button" from https://news.mit.edu/2022/portable-desalination-drinking-water, and article regarding strong La Niña pattern continues.

## Open Items –

- a) SWATS Plant Update Presented water quality reports; source, raw and finished water for the month of April, 2022 and the beginning of May, 2022. Chloride levels are continuing to be low.
- b) Port Ridglea East CDBG First Time Sewer Service Project. Offer letters for easements have been sent out.

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

Motion:

Rose

Second:

Cleveland

Vote:

All ayes

Absent:

Vernon

M.	Items	from	Board	Mem	bers:
IVI.	1101113	110111	Dould	IVICIII	UVID

Rose:

None

Cleveland:

None

Featherston:

None

<u>Lewis:</u>

None

# Adjournment

A motion was made to adjourn at 10:15 a.m.

Motion:

Rose

Second:

Featherston

Vote:

All ayes

Absent:

Vernon

Secretary, Board of Directors Acton Municipal Utility District