

**NOTICE OF MEETING OF
ACTON MUNICIPAL UTILITY DISTRICT
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN THAT ON Wednesday July 16, 2025 at 9:00 AM at the District Office located at 6420 Lusk Branch Court, the Board of Directors will hold a Meeting. This meeting is open to the public and the following items will be covered for consideration and action:

Regular Meeting

Call to Order

Recognition of Visitors

Invocation

- A. Minutes – Regular Meeting June 18, 2025
- B. Open Forum
- C. Annexation of 7.569 Acres, Lot 1 Block 1 of BSPM Granbury Plat 1 Addition an Addition to Hood County, Texas, Being a Part of the John W. Fogg Survey, Abstract No. 648, and Known as 6098 Contrary Creek Road, First Reading
- D. Engineers Report
- E. Operational Report
- F. Consideration Regarding the Quarterly Write Off Accounts for Bad Debt
- G. Consideration Regarding the Quarterly Investment Report, 3rd Quarter Fiscal Year, 2nd Quarter 2025
- H. Consideration Regarding the Audit Engagement Letter Submitted by George, Morgan & Sneed, P.C. to Conduct the Year Ending September 30, 2025 Audit
- I. Financial Report
- J. Manager's Report
- K. Items from Board Members

Adjournment

- * *The Board may vote and/or act upon each of the items listed in this agenda.*
- * *The Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.*
- * *Persons with disabilities who plan to attend this meeting and who may need assistance should call the AMUD office at 817-326-4720 two working days prior to the meeting so that appropriate arrangements can be made.*

Dated: July 11, 2025


Richard English, General Manager
Acton Municipal Utility District

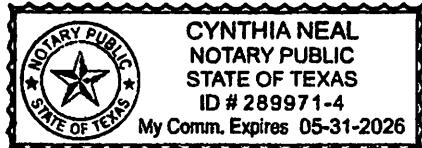
Agenda posted: www.amud.com AMUD District Office

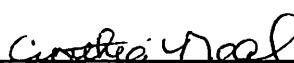
ACKNOWLEDGEMENT

STATE OF TEXAS }
 }
COUNTY OF HOOD }

This instrument was acknowledged before me on the 11th day of July, 2025 by Richard English.

Seal




Cynthia Neal
Notary Public, State of Texas

MINUTES

ACTON MUNICIPAL UTILITY DISTRICT

The Board of Directors of Acton Municipal Utility District met in regular session at 9:00 a.m., Wednesday, July 16, 2025. Notice of said meeting was posted as prescribed by Chapter 54, Article 109, of the Texas Water Code.

Regular Session

July 16, 2025

<u>Directors Present</u>	<u>Staff Present</u>	<u>Visitors</u>
R. Lewis	R. English	C. Hay, P.E.,
J. Featherston	C. Neal	Enprotec/Hibbs & Todd
G. Rose	R. Evart	(eHT)
V. Vernon	T. Riggio	S. Dollins, Brazos Regional
D. Mauder		Public Utility Agency
		(BRPUA)
		D. Dunn, Developer
		S. Bernard, BRPUA

Directors Absent

None

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 June 18, 2025.

Motion: Featherston
Second: Vernon
Vote: All ayes

B. Open Forum. No one signed in for open forum.

C. Richard English presented the annexation of 7.569 acres, Lot 1 of BSPM Granbury, Plat 1 Addition, an addition to Hood County, Texas, being a part of the John W. Fogg Survey, Abstract No. 648, and known as 6098 Contrary Creek Road, first reading. A RV Park with 46 units is planned for this property. Owner and Developer, Mr. Dan Dunn was present for the meeting. He plans to phase in the development and is requesting four -3/4" meters rather than a 2" meter as listed on the District Engineer's Impact Report to serve the development. Staff does not see this as a problem, however each meter will be required to have a dedicated location; only one meter can be tied into one plumbing system. The District Engineer's Impact Report will be amended to reflect this change prior to the 2nd reading. Mr. Dunn requests to set a meter prior to the second reading.

After discussion, a motion was made to approve the first reading as discussed and carry over for a second reading and to allow for a meter set prior to the second reading.

Motion: Featherston
Second: Vernon
Vote: All ayes

D. The Engineer's Report was presented by Chris Hay, P.E. of Enprotec/Hibbs & Todd (eHT). He reported on the following:

- WWTP #2 Improvements – Due to the duration of the testing phase and weather this spring, Bar Constructors, Inc. is running behind schedule. Based on the approval of Change Order 2, the current substantial and final completion dates are June 5th and July 10th. Bar anticipates reaching substantial completion in August and final completion in September.
- Pecan Plantation Elevated Storage Tank Improvements – The contractor, Phoenix Fabricators and Erectors, LLC is currently waiting on materials needed to be delivered to the site to continue progress. Phoenix has a new project manager; they have been in regular communication with updates. A new schedule has been issued and is included under this agenda item showing final completion September, 2025. The final completion date per the contract was March 26, 2025. C. Hay stated as of today, the project is 147 days past due. Per the contract, liquidated damages are \$1,000/day. R. Lewis stated he is in favor of charging liquidated damages until the project reaches substantial completion.
- Acton Loop Water Line Extension Improvements – eHT is proceeding with final design based on the easement alignments coordinated with Pinnacle. eHT will work to obtain a TxDOT crossing permit for the low-pressure sewer line connection as part of final design. Pinnacle is in final coordination with the property owners for easement acquisition.
- Fall Creek Hwy. Water Line Improvements – eHT has started the design survey and anticipate being done with the surveying this month. eHT started easement coordination with Staff for acquisition of a short easement section needed for the project. Anticipate having a preliminary design review meeting in July with Staff.

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

Motion: Rose
Second: Featherston
Vote: All ayes

E. The Operational Report was presented by T J Riggio. He reported both wastewater plant permits for sludge hauling have been renewed. He reported at WWTP No. 1 in DCBE, the sludge hauling company is telling us we need a better road to retrieve dumpsters during wet weather, waiting on quotes for road repairs. He reported there

is an issue with the air valves, they are bleeding by so when one basin aerates it disturbs the other tank during its settling phase; we are in process of finding a new valve. T. Riggio reported at WWTP No. 2 in Pecan Plantation, 2 of the 4 basins are not operable, this is creating issues with treatment. He reported we have an operating effluent meter, however the meter has not been calibrated. Until the meter is calibrated, we are not in compliance with our permit nor can T. Riggio attest to the accuracy of the readings listed in the report. T. Riggio informed the Board that Lift Station No. 11 repairs are needed and are becoming critical; we have been trying to hold off rehab until the unused funds from the WWTP No. 1 Expansion Project are available through TWDB, however, the existing panel is burning up the pumps and we are currently operating with only 1 pump, we also need new piping and the guard rails are failing. C. Hay will check with Keith Kindle as to when the unused funds will be available. C. Hay will coordinate a new control panel that will fit in the design with the rehab project. T. Riggio will move forward with the control panel.

T. Riggio reported during the month of June, WWTP No. 1 received 10.56 MG of flow (down from last month) and was at 59% of the average permitted flow under the existing 600K permit, under the future 930K permit this would be 38%; WWTP No. 2 received 11.74 MG of flow (down from last month) and was at 80% of the average permitted flow under the existing 487K permit; under the future 820K permit this would be 48%. T. Riggio reported he is waiting for all the necessary data to fill out the monthly DMR's for both plants, based on the data, it appears both plants are within permit for this month.

T. Riggio reported there was 1 positive bacteriological sample in June. All repeat samples were negative. He reported both VFD's have been installed at Booster Station 4. The VFDs have been integrated into our SCADA interface. Waiting on Trac-N-trol to run start up tests. He reported Landings East Development in Pecan Plantation still has no sewer system, therefore taps are not being sold for that area.

T. Riggio reported unaccounted water for the month of June is 14.7%, the 12-month rolling average is 11.57%. Under water wells, T. Riggio reported Well No. 6 is back in operation; Well No.'s. 9 and 26 are back in operating service; Well No. 11 lost production, we are coordinating with the power company to pull this well; Well No. 14, the booster pump went out, currently back in operation; Well No. 29, the chlorination system was not working, currently back in operation.

After discussion, a motion was made to accept the Operational Report for June, 2025.

Motion: Featherston
Second: Maunder
Vote: All ayes

F. Bob Evart presented a request for Board consideration to write off the net uncollectible accounts in the amount of \$17,126.99 for the 2nd and 3rd quarters, fiscal year, 2025. Write offs for the 2nd quarter were not presented previously due to a few

issues; the new billing software started in January, there were no late fees charged during the start-up of the new billing system to allow customers time to sign back up for auto payments on their credit cards, and we ran into issues with the company that was outsourcing bills being sent out, they went out of business and failed to inform us. All issues are now resolved. The year to date write off rate of revenue is 0.26%. G. Rose suggests builders listed on the write-offs should be sent to a collection agency for collections.

After discussion, a motion was made to write off the net uncollectible accounts in the amount of \$17,126.99 for the 2nd and 3rd quarters, fiscal year, 2025.

Motion: Vernon
Second: Rose
Vote: All ayes

G. Bob Evart presented the Quarterly Investment Report, 3rd quarter fiscal year, 2nd quarter 2025. He reported the Defined Area and Pre 2003 is no longer listed in the report. He also informed the Board that our Treasurer and Assistant Treasurer are due to take the Public Funds Investment Training this year.

After discussion, a motion was made to accept the Quarterly Investment Report, 3rd quarter fiscal year, 2nd quarter 2025.

Motion: Rose
Second: Mauder
Vote: All ayes

H. Bob Evart presented an audit engagement letter from George, Morgan & Sneed, P.C. (GMS) to conduct the year ending September 30, 2025 audit. The base fee, including expenses, will not exceed \$21,500. If a single audit is required, an additional fee of \$5,000 will be added to the base fee. GMS fees are competitive with other audit firms.

After discussion, a motion was made to approve the audit engagement letter from GMS in an amount not to exceed \$21,500 and if a single audit is required, an additional fee of an amount not to exceed \$5,000 would be added to the base fee.

Motion: Featherston
Second: Vernon
Vote: All ayes

I. Bob Evart presented the Financial Report for June, 2025. He reviewed the revenues and changes for overall water and sewer, water revenues from customers, wholesale water, sewer revenues from customers, other sewer revenues and impact fees. He reported there was a glitch with the billing of wholesale customers. Adjustments have been made to these accounts and will be reflected in next month's report.

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B. Evart also reported no grinder pumps were sold this month; there was a refund for a grinder pump, therefore there is a negative amount under Sewer Non-Rate Revenue. He reported expenditure totals for all departments for the month and reported the totals for revenues and expenditures are all within budget.

After discussion, a motion was made to accept the Financial Report for June, 2025.

Motion: Rose
Second: Featherston
Vote: All ayes

J. The General Manager's Report was presented by Richard English. He reported on the following items:

1. The Regular Meeting for August is scheduled for 9:00 a.m., Wednesday, August 20, 2025. Committee meetings are scheduled for Thursday, August 14th.
2. The Budget Workshop is scheduled for Wednesday, August 13th at 10:00 a.m. R. English also informed the Board that we need to schedule a Special Call Meeting to move forward with TCDRS retirement options merging BRPUA with AMUD. The Special Call Meeting is scheduled for Friday, August 1st at 2:00 p.m.
3. Status of BRPUA Dissolution – Informed Board that AMUD Staff and Stefan are meeting with legal counsel tomorrow to nail down items we need regarding the dissolution of BRPUA. R. English also reminded the SWATS Committee Members there is a SWATS Committee Meeting Thursday, July 24th at 2:00 p.m.

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

Motion: Rose
Second: Vernon
Vote: All ayes

K. Items from Board Members:

Maunder:

1. Questioned the status of the easement in DCBE; currently we are waiting to hear back from the resident.

Vernon:

None

Featherston:

None

Rose:

None

Lewis:
None

Adjournment

A motion was made to adjourn at 10:12 a.m.

Motion: Mauder
Second: Rose
Vote: All ayes



Assistant Secretary, Board of Directors
Acton Municipal Utility District