

MINUTES

ACTON MUNICIPAL UTILITY DISTRICT

The Board of Directors of Acton Municipal Utility District met in regular session at 9:00 a.m., Wednesday, October 20, 2021. Notice of said meeting was posted as prescribed by Chapter 54, Article 109, of the Texas Water Code.

Regular Session

October 20, 2021

Directors Present

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

Staff Present

R. English
C. Neal
B. Evart
T. Riggio

Visitors

C. Hay, P.E.,
Enprotec/Hibbs & Todd
J. Berryhill, P. E.,
Enprotec/Hibbs & Todd
K. Kindle, 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 Gary Rose.

A. After discussion, a motion was made to accept the minutes from the Regular Meeting September 15, 2021 and Special Meeting September 15, 2021.

Motion: Cleveland
Second: Rose
Vote: All ayes

B. Public Comments. There were no public comments.

C. Richard English presented the annexation of 2.00 acres in the A. Farris Survey, Abstract A-179, located in Hood County, Texas, known as 3621 Millstream Court, second reading. All annexation documentation is complete and Staff recommends approval.

After discussion, a motion was made to annex 2.000 acres in the A. Farris Survey, Abstract A-179, located in Hood County, Texas, known as 3621 Millstream Court

into the Acton Municipal Utility District, contingent upon approval by the City of DeCordova. (RESOL 21-10-352)

Motion: Cleveland
Second: Rose
Vote: All ayes

- D. Executive Session – The Board entered into closed executive session at 9:04 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.

- E. No action taken on pending or contemplated litigation.
- F. Joshua Berryhill, P. E. of Enprotec/Hibbs & Todd (eHT) presented Change Order No. 4 for the Wastewater Treatment Plant No. 1 Improvements Project for Board consideration. He gave a brief description of the change order requests and answered questions. If approved, the cost would be drawn from the Owner's Allowance, current budget, \$106,222.05; the updated total amount would result in a net decrease of \$48,967.88; and a remaining balance of \$57,254.17. The Change Order also includes an additional 24 days for substantial completion. eHT recommends to proceed forward with this Change Order.

After discussion, a motion was made to authorize moving forward with Change Order No. 4 for the Wastewater Treatment Plant No. 1 Improvements Project.

Motion: Featherston
Second: Vernon
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. Structural formwork, installation of reinforcing steel and pouring of structural concrete continued in September for the new chlorine contact structure and is anticipated to continue into October. Erection of the control building and the SBR support building are anticipated to continue through October and November. Construction Status Meeting (CSM) #9 was held September 23rd; the next CSM is anticipated the last of October. The project is proceeding on schedule.
 - WWTP #2 Improvements – eHT is continuing to work through final design efforts for this project. Only one outstanding design task remains, to adjust the SBR system layout per the selected SBR system supplier (Parkson), which

is anticipated to be complete the end of October. Following final review by District Staff, anticipate advertisement in November.

- Tank 4 Disinfectant Residual Improvements – The contractor, SC&M, LLC is still waiting on delivery of the chemical feed scales for the chemical feed systems, anticipated to be delivered the second week of November which should allow for completion of the project by the end of November.
- Lift Station 11 Improvements – eHT continuing with preparation of plans and specifications for the selected alternative.
- Hood County CDBG First Time Sewer Service Project in Port Ridglea East – eHT has completed most of the surveys; continuing to coordinate with property owners to complete surveys.
- Blackhawk Circle Water Line Improvements – eHT completed design survey and is currently working on design and preparing plans and specifications. eHT held a design review meeting with Staff August 23rd and incorporated revisions; moving forward with bidding/advertisement of the project.

General Services Tasks

1. Legacy Ranch Off-Site Easement Coordination – eHT performed field work to prepare easement exhibits for properties with the exception of one property where they are waiting on permission for access. In process of preparing preliminary easement exhibits for landowner coordination.
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

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

Motion: Vernon
Second: Cleveland
Vote: All ayes

- H. Richard English presented a resolution requesting authorization to execute a proposal from Insituform Technologies, LLC in the amount of \$385,790.00 for sanitary sewer rehabilitation at various locations in Pecan Plantation and DeCordova Bend Estates for Board consideration. T J Riggio gave an overview of the proposal. The first part of the proposal is for line replacement on Lansdowne Court in Pecan Plantation. This is a clay pipe line, abnormally deep, and is deteriorating past the point of repair. The second part of the proposal is for 50 manhole rehabs recommended from the Pipeline Analysis Report. Staff recommends approval of the proposal from Insituform Technologies, LLC at the Buyboard price of \$385,790.00.

After discussion, a motion was made to adopt the resolution authorizing the General Manager to execute the proposal from Insituform Technologies, LLC. for sanitary sewer rehabilitation as presented at the Buyboard price of \$385,790.00.
(RESOL 21-10-353)

Motion: Featherston
Second: Cleveland
Vote: All ayes

- I. The Operational Report was presented by T J Riggio. He reported unaccounted water for the month of September is 13.15%; 12 month rolling average is 13.62%. He reported we pumped a total of 118.9 million gallons of water in the month of September; 52.0 million gallons was pumped from our water wells; 66.8 million gallons was taken from SWATS.

T. Riggio reported UTGCD rate calculation for the month of September is \$0.0113 per 1,000 gallons. Pecan Plantation reported 4,000 gallons usage and Indian Harbor reported 9,000 gallons usage for the month; DCBE/Acton did not report usage. T. Riggio reported during the month of September, Well No.'s 15P and 20 were down; Well No. 30 is inactive. Well No. 20 is down for repairs.

Under the Wastewater Report, T. Riggio reported WWTP No. 1 is at 52% average permitted flow. WWTP No. 2 is at 71% average permitted flow. R. Lewis questioned why there is such a difference in the two plants; T. Riggio stated both meters have recently been calibrated and are accurate, he stated there may be more people per connection. T. Riggio reported there were 11 wastewater problem calls for the month of September; 0 gravity problem calls and 5 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 – 123 meters changed out fiscal year to date.
- Sewer Line Replacements/Improvements/I & I Abatement – Smoke testing complete, waiting on report.

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

Motion: Vernon
Second: Cleveland
Vote: All ayes

- J. Bob Evart presented the Quarterly Investment Report, 4th quarter fiscal year, 3rd quarter calendar year 2021 for Board consideration.

After discussion, a motion was made to accept the Quarterly Investment Report, 4th quarter fiscal year, 3rd quarter calendar year 2021.

Motion: Cleveland
Second: Rose
Vote: All ayes

- K. Bob Evert presented a request for Board consideration to write off the net uncollectible accounts in the amount of \$3,273.89 for the month of September, 2021. He reported one of the write off accounts is a from a construction company using a fire hydrant meter; typically, a construction company will have another job in our service area. Prior to them being issued another fire hydrant meter, they are required to pay any unpaid balance in full. Year to date write off accounts are \$26,802.09.

After discussion, a motion was made to write off the net uncollectible accounts in the amount of \$3,273.89 for the month of September, 2021.

Motion: Vernon
Second: Rose
Vote: All ayes

- L. The Financial Report was presented by Bob Evert. He reported Water Revenue for September is down from last month and down from the same period last year. Sewer revenue is down from last month and up from the same period last year. Two new grinder pumps were sold during the month of September in the Acton Area. Impact Fee revenue is \$84,000 consisting of \$45,500 from water and \$38,500 from sewer. Wholesale water revenue is \$47,076 for the month. Irrigation revenue is \$735 for the month. B. Evert reported the two new impact fee accounts are listed on the Balance Sheet.

B. Evert reported Personnel Services decreased in Water, Sewer and Administrative due to less overtime, no insurance (we pay a month ahead) and no additional TCDRS payment. Under Water Expense, Utility Expenses increased due to more electrical usage; Equipment Repairs decreased due to less vehicle and equipment repairs; and Materials & Operations decreased due to less chemical and inventory purchases. Under Sewer Expense, Utility Expenses increased due to more electrical usage; and Materials & Operations decreased due to less chemical and inventory purchases and less contracted repairs. Under Administrative Expense, Office Expenses decreased due to no annual software maintenance payments.

Regarding Capital Items, B. Evert reported on the following: Under Water Line Replacements we paid \$6,351 for engineering on the Blackhawk Circle water line replacement; under Pump Replacement we paid \$3,139 at Well No. 20 for a 20 HP pump; under Water Meters we paid \$708 for a Badger E-Series 1 inch meter; under Well Rehab we paid \$323 for parts on the Chlorimeter at Well No. 20; under Tank Rehab we paid \$109,910 for engineering at Standpipe No. 1 (\$3,875) and No. 2

(\$1,500), Construction at Standpipe No. 2 (\$102,765) and Tank No. 4 (\$1,770); under Booster Station No. 9 Improvements we paid \$32,080 for engineering and construction; under SWATS Capacity Restoration we paid \$27,806 for engineering; under SWATS Capital we paid \$62,755 SWATS Capital monthly payment; under WWTP – DCBE we paid \$1,168 for the Blower motor; under WWTP – DCBE Expansion we paid \$41,480 for engineering; under WWTP – Pecan Expansion we paid \$49,754 for engineering; under Sewer Line Extensions we paid \$45,737 for a manhole on Mojave in DCBE; under I & I Abatement/Upgrade we paid \$20,234 for smoke testing; under Pump Replacement we paid \$8,847 for pumps at Lift Stations No. 13 in DCBE and No. 13 in PP; and under Engineering Fees/Consulting we paid \$1,080 for Capital Engineering. B. Evart reported cash funds used for Capital Items current month is \$320,137; year to date is \$2,503,608; Bond funds used for Capital Items current month is \$91,234; year to date is \$2,606,346.

B. Evart presented a 13-month cash flow analysis as of September 2021. He presented the Analysis of Undesignated Funds and Designated Funds as of September 2021. He reported the Bond Issue closed today and the bonds were sold at a premium. Staff will be in contact with Mark McLiney of SAMCO Capital Markets to discuss possibly refunding previous bond issues.

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

Motion: Vernon
Second: Rose
Vote: All ayes

- M. The General Manager's Report was presented by Richard English. He reported on the following items:
1. The Regular Meeting for November is scheduled for 9:00 a.m., Wednesday, November 17, 2021. Committee meetings are scheduled Wednesday, November 10th. R. English also informed the Board that the Intergovernmental Coalition Meeting is scheduled Wednesday, November 3rd.
 2. Monthly meeting of the Brazos Regional Public Utility Agency – Wednesday, October 27th at 2:00 p.m. at the JCSUD Office.
 3. Option for Personnel. Our crew is currently short staffed; under our new Budget Year, we budgeted for 2 new employees specifically for meter changeouts and I & I abatement. Staff is therefore planning to bring 2 operators over from SWATS during their low demand periods to help fill these positions.
 4. Letter to AMUD Customers regarding water and sewer rate increase.
 5. AMUD Office closed Thursday, November 11th for Veterans Day.
 6. Order for Thanksgiving turkeys.
 7. Articles – “Keep It Legal” from Quench regarding confidentiality of personal information and Senate Bill 3.

Open Items –

- a) SWATS Plant Update – Presented water quality reports; source, raw and finished water for the month of September, 2021 and the beginning of October, 2021. Chloride levels are still holding low.
- 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: Featherston
Second: Cleveland
Vote: All ayes

N. Items from Board Members:

Rose:
None

Cleveland:
None

Vernon:
None

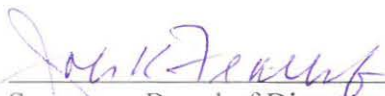
Featherston:
None

Lewis:
None

Adjournment

A motion was made to adjourn at 11:50 a.m.

Motion: Vernon
Second: Rose
Vote: All ayes


Secretary, Board of Directors
Acton Municipal Utility District