

MINUTES

ACTON MUNICIPAL UTILITY DISTRICT

The Board of Directors of Acton Municipal Utility District met in regular session at 9:00 a.m., Wednesday, February 16, 2022. Notice of said meeting was posted as prescribed by Chapter 54, Article 109, of the Texas Water Code.

Regular Session

February 16, 2022

Directors Present

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

Staff Present

R. English
B. Evart
T. Riggio

Visitors

D. Jones, DeCordova Bend
Estates
K. Kindle, P.E.,
Enprotec/Hibbs & Todd
C. Hay, P.E.,
Enprotec/Hibbs & Todd
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 January 19, 2022.

Motion: Featherston
Second: Cleveland
Vote: All ayes

After discussion, a motion was made to accept the minutes from the Special Meeting February 8, 2022.

Motion: Cleveland
Second: Featherston
Vote: All ayes

- B. Open Forum. Mr. Doug Jones, resident in DeCordova Bend Estates signed in to address the Board. Ray Lewis welcomed Mr. Jones to the meeting. Mr. Jones introduced himself to the Board and thanked them for their time. Mr. Jones resides at 3901 Fairway Drive and is on the DCBE Board of Directors. He holds a Seat on their Long-Range Planning Committee. Mr. Jones stated he is on a fact-finding mission and wanted to discuss areas of perhaps mutual interest within DCBE. Their Planning

Committee's focus is on revenue producing projects, opposed to expenditures. One area of interests is at the burn area. This area is approximately 4 acres. DCBE utilizes part of this area for trailer storage, they would like to open up about a 60,000-foot area for storage facilities as a possible joint venture. He also learned AMUD occupies about 4 lots for pumping stations. Gary Rose informed Mr. Jones the properties are owned by AMUD and informed him that AMUD leases the 4 acres at the burn area to DCBE for \$1 per year. R. English stated Staff will look into the possibility of opening up the area, but he will also need to check with our legal counsel as well. Mr. Jones will make himself available to discuss at anytime.

- C. Richard English presented the annexation of 1.903 acres in the James W. Moore Survey, Abstract 344, located in Hood County, Texas, known as 2840 Village Road, second reading. All annexation documentation is complete and Staff recommends approval.

After discussion, a motion was made to annex 1.903 acres in the James W. Moore Survey, Abstract 344, located in Hood County, Texas, known as 2840 Village Road into the Acton Municipal Utility District. (RESOL 22-02-357)

Motion: Cleveland
Second: Vernon
Vote: All ayes

- D. Richard English presented a proposal from Enprotec/Hibbs & Todd (eHT) for Engineering Services for the design and construction of the Greenleaves Drive Low Pressure Sewer Improvements Project. He also presented a memorandum dated June 23, 2021 that was presented at the Budget Workshop regarding this project. This project is approved under the 2022 Fiscal Year Budget. Staff recommends approval of the proposal.

Chris Hay, P.E. of eHT stated this area is pretty well built out with the exception of about 3 lots. There are a lot of drainage issues in this area and the lots are small for septic systems. eHT did an analysis to run the sewer lines in the front yards or back yards. The cost is approximately the same. This proposal reflects running the sewer lines in the front yards which will make it easier for maintenance and less cumbersome than the back yards.

After discussion, a motion was made to approve the proposal for Engineering Services for the design and construction of the Greenleaves Drive Low Pressure Sewer Improvements Project.

Motion: Cleveland
Second: Rose
Vote: All ayes

E. 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 has been completed. Finishing out the Control Building and the SBR Support Building are anticipated to continue through February, including installation of equipment, piping, valves, electrical and instrumentation. Construction Status Meeting (CSM) #13 was held January 20th; the next CSM is anticipated for February 17th. The project is continuing on schedule.
- WWTP #2 Improvements – eHT has advertised the project for bid. A pre-proposal meeting will be held February 24th and potential bidders will be able to schedule site visits to the plant the week of February 21st. The bid opening is scheduled March 9th. eHT anticipates awarding the project at the March Board meeting. The project has been advertised as a Competitively Sealed proposal method, including both cost and qualification factors for evaluation of bid proposals.
- Tank 4 Disinfectant Residual Improvements – Everything is installed; the Contractor is currently trying to set a training schedule with the residual control system manufacturer for full system startup and training for the new residual control system. It is anticipated that AMUD will be able to proceed to project closeout for the March Board Meeting.
- Lift Station 11 Improvements – eHT continuing to move forward with 90% completion of preparing bid documents in preparation of advertising the project. Anticipate advertising the project for bid this spring.
- Hood County CDBG First Time Sewer Service Project in Port Ridglea East – eHT has provided AMUD Staff with the easement compensation evaluation and is preparing the project manual and drawings for advertisement, with bid alternates for the more difficult installations. Easement exhibits were sent to Staff February 11th for the easement acquisition process. Once plans are completed and easements are acquired, the project can be advertised for bids.
- Blackhawk Circle Water Line Improvements – A pre-construction conference was held on February 11th. It is anticipated that the Contractor, Day Services, LLC will get started March 15th, pending material availability. The contract time allows 90 days for completion of the project.

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 various utility capacity verification requests that have been submitted to the District:
 - a. Legacy Ranch – The Developer's Engineer submitted a revised development plan showing a total of 588 connections, a significant increase from the previous plan. eHT is reviewing water and wastewater system impacts based on the revised development plan.

3. System Mapping – eHT is continuing to work on the transition to host the District’s GIS mapping. The website has been setup and Staff is able to access the site. Continuing to coordinate the final steps in making the transition.
4. TWDB Reports
 - a. 2021 Water Use Survey – eHT is working with Staff to prepare this report due to the TWDB by 3/1/2022. Also working with T J Riggio to prepare the Emergency Preparedness Plan (EPP) due March 1, 2022. Senate Bill 4 is the driving force behind this Plan due to the 2021 winter storm.
 - b. 2021 Water Loss Audit – eHT has begun working with Staff to prepare this report due to the TWDB by 5/1/2022.
 - c. 2021 Water Conservation Plan Annual Report – eHT has begun working with Staff to prepare this report due to the TWDB by 5/1/2022.

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

Motion: Featherston
Second: Vernon
Vote: All ayes

F. The Operational Report was presented by T J Riggio. He reported unaccounted water for the month of January is 6.06%; 12 month rolling average is 9.61%. He reported we pumped a total of 50.2 million gallons of water in the month of January; 47.7 million gallons was pumped from our water wells; 2.5 million gallons was taken from SWATS. We are at a 5 year high on monthly production and gallons sold.

T. Riggio reported UTGCD rate calculation for the month of January is \$0.0228 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 January, Well No.’s 15P and 20 were down; Well No. 30 is inactive. Well No. 15P usually does not run this time of the year; Well No. 20, the well ran a little but no readings were taken; he informed the Board that when the well was turned there was a slug that came through and stained the equipment; T. Riggio has ordered more cleaning solutions. Crews flushed the well and after flushing for two days the water came out clear.

Under the Wastewater Report, T. Riggio reported WWTP No. 1 is at 54% average permitted flow. WWTP No. 2 is at 65% average permitted flow. T. Riggio reported there were 22 wastewater problem calls for the month of January; 6 gravity problem calls and 10 grinder pump problem calls; 7 were E-1 grinder pumps, 3 were Keen 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 – 21 meters were changed out, 67 meters fiscal year to date.

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

Motion: Cleveland
Second: Vernon
Vote: All ayes

- G. Bob Evert presented a request for Board consideration to write off the net uncollectible accounts in the amount of \$574.94 for the month of January, 2022.

After discussion, a motion was made to write off the net uncollectible accounts in the amount of \$574.94 for the month of January, 2022.

Motion: Featherston
Second: Rose
Vote: All ayes

- H. Bob Evert presented the Financial Report. He reported Water Revenue for January is down from last month and up from the same period last year. Sewer revenue is up slightly from last month and up from the same period last year. Three new grinder pumps were sold during the month of January; one in Port Ridglea East and two in the Acton Area. Impact Fee revenue is \$80,430 consisting of \$51,000 from water and \$29,430 from sewer. Wholesale water revenue was not billed during the month; it will be reflected in the February report. Irrigation revenue is \$544 for the month.

B. Evert reported Personnel Services decreased in Water, Sewer and Administrative due to four pay periods in the current month versus five pay periods in the prior month, no longevity checks and less overtime. Under Water Expense, Materials & Operations decreased due to no TCEQ water system fee and less contracted repairs and inventory purchases. Under Sewer Expense, Equipment Repairs decreased due to minimal equipment or vehicle repairs during the month. Under Administrative Expense, Office Expenses increased due to postage, printing and periodic office maintenance; and Travel, Dues, Subscriptions increased due to membership dues for Texas Rural Water Association.

Regarding Capital Items, B. Evert reported on the following: Under Water Line Replacements we paid \$834 for engineering for the Blackhawk Circle Waterline Project; under Well Rehab we paid \$10,300 at Well No. 20 for SCADA; under SWATS Capital we paid \$62,755 for SWATS Capital monthly payment; under WWTP – DCBE Expansion we paid \$606,208 for construction and engineering; under Sewer Line Extensions we paid \$9,701 for a sewer tap on Wedgefield; under I&I Abatement/Upgrade we paid \$910 for pipebursting/manhole rehab; and under

Lift Stations we paid \$3,510 for engineering at Lift Station No. 11. B. Evart reported cash funds used for Capital Items current month is \$107,945; year to date is 294,584; Bond funds used for Capital Items current month is \$399,972; year to date is \$1,450,506.

B. Evart presented a 13-month cash flow analysis as of January 2022. He presented the Analysis of Undesignated Funds and Designated Funds as of January 2022.

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

Motion: Vernon
Second: Cleveland
Vote: All ayes

- I. The General Manager's Report was presented by Richard English. He reported on the following items:
 1. The Regular Meeting for March is scheduled for 9:00 a.m., Wednesday, March 16, 2022. Committee meetings are scheduled Thursday, March 10th.
 2. AMUD Office closed Monday, February 21st for President's Day.
 3. Monthly meeting of the Brazos Regional Public Utility Agency – Wednesday, February 23rd at 2:00 p.m. at the AMUD Office.
 4. Semi-Annual Impact Fee Advisory Committee Meeting – Wednesday, February 23rd at 3:30 p.m.

Open Items –

- a) SWATS Plant Update – Presented water quality reports; source, raw and finished water for the month of December, 2021 and the beginning of January, 2022. Chloride levels are continuing to be 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: Rose
Vote: All ayes

J. Items from Board Members:

Rose:
None

Cleveland:
None

Vernon:
None

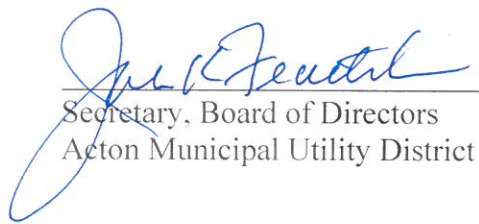
Featherston:
None

Lewis:
None

Adjournment

A motion was made to adjourn at 10:05 a.m.

Motion: Vernon
Second: Featherston
Vote: All ayes


Secretary, Board of Directors
Acton Municipal Utility District