

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

NOTICE IS HEREBY GIVEN THAT ON **Wednesday December 18, 2024 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 November 20, 2024
- B. Open Forum
- C. Consideration Regarding a Joint Election Contract with Hood County
- D. Consideration Regarding Change Order No. 2 for Wastewater Treatment Plant No. 2 Improvements Project
- E. Engineers Report
- F. Operational Report
- G. Consideration Regarding Award of Bid for a Jetter
- H. Consideration Regarding Award of Bid for a Crane Truck
- 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: December 13, 2024

  
Richard English, General Manager  
Acton Municipal Utility District

Agenda posted: [www.amud.com](http://www.amud.com)

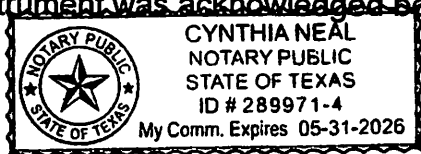
AMUD District Office

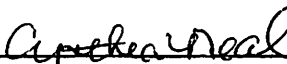
**ACKNOWLEDGEMENT**

STATE OF TEXAS }  
COUNTY OF HOOD }

This instrument was acknowledged before me on the 13<sup>th</sup> day of December, 2024 by Richard English.

Seal



  
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, December 18, 2024. Notice of said meeting was posted as prescribed by Chapter 54, Article 109, of the Texas Water Code.

#### Regular Session

December 18, 2024

#### Directors Present

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

#### Staff Present

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

#### Visitors

C. Hay, P.E.,  
Enprotec/Hibbs & Todd  
C. Rich, P.E.,  
Enprotec/Hibbs & Todd  
S. Dollins, Brazos Regional  
Public Utility Agency  
S. Bernard, 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 November 20, 2024.

Motion: Featherston  
Second: Cleveland  
Vote: All ayes

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

- C. Richard English presented a joint election contract with Hood County for the May 3, 2025 elections. The contract includes The City of Cresson, The City of Lipan, Lipan ISD, and AMUD. He stated this is a standard contract and stated if we do not need to hold an election, the AMUD election will be cancelled, and the District would not be responsible for any cost associated with the election. Board of Directors terms expiring are Don Cleveland, John Featherston, and Van Vernon.

After discussion, a motion was made to approve the joint election contract with Hood County for the May 3, 2025 elections.

Motion: Rose  
Second: Vernon  
Vote: All ayes

- D. Chris Hay, P.E. of Enprotec/Hibbs & Todd (eHT) presented a request for Board consideration to approve Change Order No. 2 for the Wastewater Treatment Plant No. 2 Improvements Project. A cost list of individual items and additional time request is included with the Change Order. The Change Order is a net cost increase of \$61,856.98. The time added results in a final completion date of July 10, 2025.

After discussion, a motion was made to approve Change Order No. 2 for the Wastewater Treatment Plant No. 2 Improvements Project with a net increase of \$61,856.98.

Motion: Cleveland  
Second: Vernon  
Vote: All ayes

- E. The Engineer's Report was presented by Chris Hay, P.E. of eHT. He reported on the following:
- WWTP #2 Improvements – Construction moving forward. Bar Constructors, Inc. (Bar) completed installation of equipment in the SBR Building, Dewatering Building, and Control Building and working toward startup of the SBR system. eHT and Bar held a status meeting December 12<sup>th</sup>; they ran into some issues with equipment and fiber optic connections while preparing for the clean water testing; these issues will likely delay the start of the clean water testing until January. Change Order No. 2 was approved today under Agenda Item 'D'; eHT is working with Bar to shorten the date of completion.
  - Pecan Plantation Elevated Storage Tank Improvements – The contractor, Phoenix Fabricators and Erectors, LLC issued an updated schedule; according to the schedule, they are currently running behind by approximately a month and 20 days.
  - Acton Loop Water Line Extension Improvements – eHT met with Staff November 13<sup>th</sup> for a design meeting to discuss the proposed layout of the water line and sewer improvements for the northern parcels. eHT updated the exhibits and sent them to Pinnacle for coordination with the landowners for easement approval. Pinnacle reached two of the four landowners; these landowners are good with the easements.

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

Motion: Featherston  
Second: Cleveland  
Vote: All ayes

- F. The Operational Report was presented by T J Riggio. Under wastewater, T. Riggio informed the Board no response has been received from TCEQ regarding the extension we filed to meet the technical requirements set forth in the Agreed Order issue June 12, 2024 to maintain compliance and avoid penalty.

T. Riggio reported WWTP No. 1 was at 66% of the average permitted flow under the existing 600K permit for the month of November; under the future 930K permit this would be 43%; WWTP No. 2 was at 49% of the average permitted flow under the existing 487K permit; under the future 820K permit this would be 29%. Both plants are within permit parameters for the month of November. He reported the low reading of 48,000 on 11/5/24 at WWTP No. 2 was due to the contractor relocating our effluent meter. The meter is calibrated to read the depth of water at a specific location.

Under water, T. Riggio reported unaccounted water for the month of November is -21.01%. He informed the Board that BRPUA has replaced both meters at SWATS. There were inaccuracies in both SWATS Xfer meters; both were under reporting; figuring in the inaccuracy, our unaccounted water for the fiscal year dropped from 16.13% to 15.6%. He reported Leak Detection Crews are currently working on a system wide survey. He reported the meter calibrating is now complete.

T. Riggio reported no positive bacteriological samples for the month of November. He reported all violations have been resolved with regard to the TCEQ Notice of Violation Report. He talked with TCEQ about the all-weather access road to Well 15 and reported we do not have to redo the road right now. This will likely need to be in next year's budget for paving the low water crossing.

T. Riggio reported both VFD's have been installed at Booster No. 4, waiting on integration. He reported the meter change out program is on hold until the billing system changes are complete, expected to be complete mid to late January. Under water wells, T. Riggio reported that the booster pump at Well No. 15 is not working; still waiting on an impeller to be machined. Well No. 23, we are waiting on a more powerful jockey pump to inject chlorine. T. Riggio reported we currently have 1 position left to hire in the field.

After discussion, a motion was made to accept the Operational Report for November, 2024.

Motion: Cleveland  
Second: Vernon  
Vote: All ayes

- G. Bob Evart presented a memorandum dated December 18, 2024 regarding an award of bid to purchase a new jetter. The low bid is from Hydro-Max Jetter in the amount of \$57,974.06. This jetter has more PSI and GPM. Staff recommends purchasing the jetter from Hydro-Max Jetter.

After discussion, a motion was made to accept the bid from Hydro-Max Jetter in the amount of \$57,974.06.

Motion: Rose  
Second: Cleveland  
Vote: All ayes

- H. Bob Evart presented a memorandum dated December 18, 2024 regarding a request to award a bid for the purchase of a crane truck. Only 1 bid was submitted from Service Truck Depot in the amount of \$163,186.00, plus title, licensing and shipping.

After discussion, a motion was made to approve the purchase of the crane truck from Service Truck Depot in the amount of \$163,186.00, plus title, licensing and shipping.

Motion: Rose  
Second: Vernon  
Vote: All ayes

- I. Bob Evart presented the Financial Report for November, 2024. 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 expenditure totals for all departments for the month and reported the totals for revenues and expenditures are all within budget. R. Lewis questioned the impact fee revenue in comparison with the growth of customers. Staff will review records and report back next month.

After discussion, a motion was made to accept the Financial Report for November, 2024.

Motion: Vernon  
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 January is scheduled for 9:00 a.m., Wednesday, January 15, 2024. Committee meetings are scheduled for Thursday, January 9<sup>th</sup>.
  2. Monthly Brazos Regional Public Utility Agency Meeting will resume after we adjourn the AMUD meeting.
  3. AMUD Office closed Tuesday and Wednesday, December 24<sup>th</sup> and 25<sup>th</sup> for Christmas and Wednesday, January 1, 2025 for New Year's Day.
  4. Presented draft legislation relating to dissolution of BRPUA.

Open Items:

- a) SWATS Plant Update – Presented water quality reports; source, raw and finished water for the month of November, 2024 and the beginning of December, 2024. Chloride levels remain high.

Informed Board we just received information on the Texas Water 2025 conference. R. Lewis and J. Featherston plan to attend.

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

Motion: Featherston  
Second: Cleveland  
Vote: All ayes

K. Items from Board Members:

Rose:

1. Stated he read a news article regarding hazardous groundwater; over 200 groundwater reports in Texas last year were contaminated with hazardous groundwater.

Cleveland:

1. Wished everyone a Merry Christmas.

Featherston:

None

Vernon:

None

Lewis:

None

Adjournment

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

Motion: Featherston  
Second: Rose  
Vote: All ayes



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Secretary, Board of Directors  
Acton Municipal Utility District