

**FLYING L PUBLIC UTILITY DISTRICT
REGULAR MEETING – JULY 13, 2020
M I N U T E S**

CALL TO ORDER: The July 13, 2020 regular meeting, of the Flying L Public Utility District; is called to order by President Patrick Raab at 6:32 PM. Additional Board Members in attendance are Steve Childers, June Baker, Don Bateman and Austin Christensen. Also, in attendance are Recording Secretary Leslie Rector, the representatives from Water Utility Management, Charlene Greenhill and Barbara Pierce - Field and Office Administrators, and Water and Wastewater Operator Jerry Hefley.

A quorum was established.

Guest(s) in Attendance: Bob Haueter (entered 2 min before the meeting ended)

PUBLIC COMMENT: None

MINUTES OF PREVIOUS MEETING: After a review of the June 8, 2020 Regular Meeting Minutes, and the two June 29th meetings (Public Budget Hearing and Special Budget Meeting) a **motion** was made by Christensen, 2nd by Baker to approve the Minutes from the June 8th, the 29th and the Public Hearing. **Unanimous**

REVIEW AND PAY BILLS: After reviewing the monthly financial report, dated July 13, 2020 a **motion** was made by Christensen, 2nd by Bateman to accept the report and pay the bills with a transfer of \$26,863 from M&O #266 to Bandera Bank #816. **Unanimous**

Bandera Bank & Hondo Bank:	\$451,803.12
Savings & CDs at Randolph Brooks FCU:	\$217,475.66
FUND BALANCE:	\$669,278.78

REPORT OF MONTHLY WORK PROJECTS AND OPERATION: Jerry reported, on the Wastewater-side – he may be able to fix the effluent pumps that he was concerned about. He feels if he plumbs them they should start properly. He will get a vacuum gauge to make sure they are holding their vacuum when not running. This will only cost about \$200 because he can move the vacuum gauge from pump to pump. This will help figure out the best course of action on the pumps going forward. At Lift Station A he observed the pump taking about 10 minutes to catch. There may be something in the pump or the rubber check valve needs to be replaced. He has a check valve on hand and will work on that pump in the morning. At the plant he sprayed for bugs and used weed killer all around and removed all the brush. He will start cleaning the effluent tank at the plant. He will discharge it into the plant to see what we have.

On the Water-side – we had a power outage last month. No Well levels were obtained. Hopefully within the week he will have both Well levels and give them to Steve Childers. Jerry will also check on drought levels in the area.

Report From Charlene Greenhill: She stated this is their last meeting and last day. She had a bookkeeper review the figures in Quick Books since she has been in charge. She affirmed that all tasks are up to date for the next staff to take over. She reported again having many issues with RVS and billing. After multiple fixes with RVS she printed out the billing register and it still wasn't correct. She supplied the board, in writing; the recent billing issues, and where to locate everything they have done to help with the transition of Administrators. The only records that have been removed were records given to the Auditor. Steve will be working on a retention schedule.

OLD BUSINESS (Discuss and Consider)

Drought Restrictions: The Board decided not to change the Water Conservation Plan until Well levels are received. **Tabled**

NEW BUSINESS (Consider for Action and Review):

Consider Appointing a Temporary Board Member: The Board discussed this topic and seeing there will only be three months without a full Board, they decided not to appoint anyone at this time. There are at least two persons interested in the position.

BEC Internet Monthly Bill: The internet bill was not automatically added to the electric bill with BEC. The Board authorized an auto debt to accommodate the BEC Fiber billing. Steve will make sure to separate the costs into the two accounts – electric and internet.

Consider Hiring a Bookkeeper to do the Bank Reconciliations & Close Out End of Month Quick Books: The Board discussed the need for a fulltime, part-time, or as needed bookkeeper. Steve will speak with Kathy Robertson to get her services and rates.

Contract with Bandera Election Official for Election Services on November 3, 2020: A motion was made by Austin, 2nd by Bateman to contract with Bandera Election Official for Election Services on November 3, 2020. **Unanimous**

Consider a New Bank Option to Transfer Excess Funds from Bandera Bank: Because the balance in that account is near the FDIC insured limit, the Board asked Steve Childers to visit with TX Hill Country Bank for new account information.

Remove Charlene Greenhill From All Bank Accounts: A motion was made by Christensen, 2nd by Bateman to remove Charlene Greenhill from all PUD Bank Accounts. **Unanimous**

The New Administrator, Steve Childers and PUD Bank Accounts: A motion was made by Christensen, 2nd by Bateman to remove Steve Childers as a signer from all PUD Bank Accounts. **Unanimous** A motion was made by Christensen, 2nd by Bateman for Steve Childers to be allowed access to all PUD bank records. **Unanimous**

Review Water & Sewer Rates and Tap Fees for Water & Sewer: Charlene Greenhill said she was a little confused about how our Tap Fees are calculated. She did affirm that the PUD is losing money on most tap fees. Better numbers will be provided next month. **Tabled**

Hydrant Maintenance: Jerry will get a list together for the next meeting on the conditions of the hydrants and suggestions on maintenance and repair or replace.

Charlene said the Appraisal District postponed their Budget Meeting until further notice. The PUD will receive another letter stating the new date.

Next Meeting: The next month's regular meeting date for the Flying L PUD is scheduled for Monday, August 10, 2020 at 6:30 PM.

Adjourn: Having no further business, the meeting was adjourned at 7:22 PM

Presented for review and approval,
Leslie L. Rector, Recording Secretary
for the Flying L Public Utility District