

**FLYING L PUBLIC UTILITY DISTRICT
REGULAR MEETING – JUNE 8, 2020
M I N U T E S**

CALL TO ORDER: The June 8, 2020 regular meeting, of the Flying L Public Utility District; is called to order by President Patrick Raab at 6:31 PM. Additional Board Members in attendance are Steve Childers, June Baker, and Don Bateman. Austin Christensen is absent. 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: Cissy Elkins, Bob and Janet Williams, Jeff and Ellen Biggs, Chris Molnar, and Bob Haueter.

PUBLIC COMMENT: Janet stated the rules for the open meetings act was not upheld, there hasn't been a required Public Budget Hearing notice or meeting, you need to amend the current budget before adopting a new one and to have the proposed budget available to anyone requesting it 10 days before the Hearing. Regarding Record Retention, does anyone on the Board have the credentials to determine what records are to be kept or destroyed? TCEQ determines what is to be kept and the length of retention.

Sissy spoke about the dumpsters and suggested menacing signs, within the limits of the law; to help deter illegal dumping and to have some men monitor the dump site to help eliminate the dumping problem. Patrick said signs have been posted and cameras installed.

MINUTES OF PREVIOUS MEETING: After a review of the May 12, 2020 Regular Meeting Minutes, a **motion** was made by Baker, 2nd by Childers to approve the Minutes. **Unanimous**

REVIEW AND PAY BILLS: After reviewing the monthly financial report, dated June 8, 2020 a **motion** was made by Baker, 2nd by Bateman to accept the report and pay the bills totaling \$21,442.92 and transfer of \$20,000 from M&O #266 to Bandera Bank #816 on June 9th. **Unanimous**

Bandera Bank & Hondo Bank:	\$464,116.30
Savings & CDs at Randolph Brooks FCU:	\$217,475.66
FUND BALANCE:	\$681,591.96

Financial Report: Steve briefly went through some items on the newly created financial report, comparing this year and last year's income and expenditures. Some items touched on were increased maintenance on water and sewer and hydrant(s) maintenance this year along with the new website totaling about \$40k with a good increase in income from last year.

REPORT OF MONTHLY WORK PROJECTS AND OPERATION: Jerry reported, on the Water-side; number 2 booster pump failed one time during the recent storms. He collected all the piping at Well #2, some of it is good and can be reused. Water level at #2 is 286' and at #1 188.6', both down a little. A total of 8 fire hydrants have been worked on or replaced. We are required to flush all dead end water lines once a month. The best result will be accomplished by starting closest to the Water Plant and go out. While reading water meters last month he put together a long list of the meter boxes that need to be replaced. Well #2 has been rebuilt and is working great. The rebuilding of Well #1 will begin tomorrow. While turning off valves to isolate a leak he discovered the valves he turned off shut off water far away from the leak. He may have to check all known valves in the system.

On the Wastewater side: All electrical has been completed. He has to hire someone to help haul off the old panel boxes for scrap metal. He will go through it first because some of it is good to use. One of the effluent pumps broke down a breakaway gear. He could not remove the set-screws and called Odessa Pumps to assist. The bearings needed to be replaced. They were ordered. He will assist Odessa Pumps to install the new bearings to learn how to replace them. He does not know the cost on that project yet. He's been keeping an eye on the Lift Stations when it rains. The Lift Station and effluent pumps run about twice as long when it rains than on a dry day, which means storm water is getting into the system. He can do a smoke test later in the year to help locate the entry point. Two Lift Station pumps are running longer than they should. With permission he will take one out at a time to see if he can fix the problem himself. The Wastewater perimeter fence needs to be cleaned up, a TCEQ requirement.

Website Update: We only received the monitor, still waiting on the computer. So there is a delay until the computer is received, but everything is in place waiting on the computer and then training on the system.

OLD BUSINESS (Discuss and Consider)

Drought Restrictions: No entity in our area has changed their drought rating. The Board decided no change was necessary at this time. **Tabled**

NEW BUSINESS (Consider for Action and Review):

Record Retention Schedule: Charlene said accounting records need to be kept for a minimum of seven years. More research will be done to make sure TCEQ regulations are met in regards to water and sewer documents. **Tabled**

Customer Forgiveness Program: Charlene stated that a customer with a high water bill asked her if we had some type of program to help deal with a high water bill. Charlene said many utility districts have relief programs. One being, after a high bill is received; instead of paying that bill an average of the last 6 months can be used to replace the high bill as a one time courtesy. The other would be to pay off the high bill over a 6-month period without late fees. After some discussion, a **motion** was made by Childers, 2nd by Bateman to make a policy to give customers a one time forgiveness using the previous six month's average as a replacement bill and if it happens again they can still have the option of a six month payment plan. **Unanimous**

Hydrant Maintenance Program and Schedule: Steve presented a Fire Hydrant Proposal including a maintenance and fee schedule. Patrick Raab suggested the Board take the time to review the information before making a decision. **Tabled**

Proposal for Flushing Waterlines: Steve proposed to Table that as well as it's all part of the same discussion. **Tabled**

Contact Letter to Customers for New Website and Online Payments: Steve made a suggestion to send out a letter to everyone in the community to let them know the new payment options, which are on-line, by phone, as well as check payments by drop box or by mail. A **motion** was made by Childers, 2nd by Bateman to send out a contact letter to all of our customers about the payment options once it's up and running. **Unanimous**

Cleaning Up Shop/Removing Items Not in Use: The Shop has not been well maintained for many years. Some of the parts are still good and need to be tagged as such. The plan is to recycle the unusable parts when the electrical boxes are hauled off for scrap metal. Jerry said when everything is taken to the scrap yard a check will be issued to the Flying L PUD.

Tap and Meter Fees: Charlene said they noticed we are charging \$50 for a meter when the actual cost is now \$65 and the PUD is paying contractors more than they are collecting causing an overall yearly deficit of about \$8,000. The Board decided not to make a motion until current costs are obtained. **Tabled**

30-Day Notice: Charlene Greenhill of Water Utility Management said she was giving their 30-Day notice of resignation. All accounting records will be done for audit and they will work with the PUD in transition.

Executive Session: The regular meeting was adjourned to enter Executive Session at 7:17 PM to discuss duties, pay scale, and communications to the PUD for the Water and Wastewater Operator's position.

The Regular Meeting was reconvened at 8:29 PM. A **motion** was made by Baker, 2nd by Bateman to raise the hourly rate to \$50 and to have an allowance of \$20/hr for additional experienced help. **Unanimous**

Next Meeting: The next month's regular meeting date for the Flying L PUD is scheduled for Monday, July 13, 2020 at 6:30 PM.

Adjourn: Having no further business, the meeting was adjourned at 8:31 PM

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