

**FLYING L PUBLIC UTILITY DISTRICT
REGULAR MEETING – NOVEMBER 9, 2020
M I N U T E S**

CALL TO ORDER: The November 9, 2020 regular meeting, of the Flying L Public Utility District; is called to order by re-elected Don Bateman at 6:30 PM. Additional Board Members in attendance are June Baker, Austin Christensen and newly elected Judd Ryan and Nathon Laws. Also, in attendance are Recording Secretary Leslie Rector, Field and Office Administrator Steve Childers, and Water and Wastewater Operator Jerry Hefley.

A quorum was established.

Swear in New Board Members and Elect Officers: Bateman, Ryan, and Laws were given the Statement of Office and the Oath of Office. They were sworn in, forms signed and notarized. **A motion** was made by Baker, 2nd by Christensen to elect Don Bateman as President. **Unanimous / A motion** was made by Baker, 2nd by Bateman to elect Austin Christensen as Vice President. **Unanimous / A motion** was called for by Bateman for the position of Secretary. Nathon said he will volunteer for any you would like. **A motion** was made by Christensen, 2nd by Ryan to elect Nathon Laws as Secretary. **Unanimous**

Guest(s) in Attendance: Rayla Childers, Bob & Lyn Haueter, Penny Bateman, and Eric Ede, Auditor.

PUBLIC COMMENT: Bob Haueter congratulated the newly elected Board Members and extended an invitation to POA meetings in case there are PUD questions that come up in the meeting that may be answered by a member of the PUD Board. He said it is helpful to have Austin on the ACC given the interactions between PUD and POA. Jerry was asked how many homes can our current wells handle. Jerry said a water engineer may be able to give you that, but he doubts it, so continue to conserve/cut back on the water usage, change your water restrictions. Jerry said contact the Bandera Regional Water, maybe they can help. The Board said it was a reasonable request.

MINUTES OF PREVIOUS MEETING: After a review of the October 12, 2020 Regular Meeting Minutes and the October 23, 2020 Special Meeting, **a motion** was made by Baker, 2nd by Christensen to approve the Minutes from the previous Regular Meeting and the Special Meeting. **Unanimous** An additional well level figure (ground to water) will be added to the Regular Meeting Minutes to make it more complete.

Financial Review: Steve went over the Financial Statements, which includes the System Totals Report, P&L Previous Year Comparison to October, P&L Year-to-Date, P&L Budget vs Actual. Steve suggests the Board should make an amendment to the Budget.

REVIEW AND PAY BILLS: After reviewing the Vendor Expense Summary and the Balance Sheet **a motion** was made by Christensen, 2nd by Baker to accept the reports and pay the bills with a transfer of \$28,000 from System Account #266 to Operating Account #816. **Unanimous**

Bandera Bank & Hondo Bank: \$474,347.65
Savings & CDs at Randolph Brooks FCU: \$164,234.14
FUND BALANCE: \$638,581.79

REPORT OF MONTHLY WORK PROJECTS AND OPERATION: Jerry said he was unable to locate replacement check valves for Lift Station A. He will call Odessa Pumps to see if they can locate the parts. Jerry will get pricing to replace the pumps if they can't be repaired. There are four pumps in question. Lift Station B seems to be ok, a little cleaning to do there. The sewer plant is running good. The reason more sludge is being hauled out is because we don't use the drying beds any longer. It cost more to do the drying beds. The Ranch is dumping a large amount of grease into the sewer system, which smothers all the bacteria in the plant. Mr. Stevens will be contacted regarding this matter. If he doesn't want to improve the grease trap then a compound/additive will need to be added by the Ranch to break down the grease.

On the water-side: one hydrant has been black bagged, it cannot be opened. This will cost about \$6,900 and there is one more that needs repair that is in the woods. It opens but is in bad shape. Any hydrant that hasn't been touched by Gilbert and I know it works, just the top has been painted. Most all are like that. There are blue valve boxes that are now exposed that haven't been exposed for years. That took a lot of time. Flushing hydrants is not a requirement and wastes a lot of water. To flush hydrants properly you start at the well and work your way out. Flushing in the middle of a subdivision is a waste. Don Bateman asked Jerry to write down what needs to be done as far as flushing the lines. Jerry said there are a lot of dead ends in the water lines, those when needed should be flushed. There is no way to meter blow-off hydrants when flushing. Jerry will have a count on valves and hydrants next month.

Steve said when Janet resigned she brought her files from the house in boxes and when Charlene and Barbara came on board they started working on how to organize it. The bottom line is the files are in disarray with miss filings we may want to consider to get additional help to get these files put together. Don suggested putting in a little more time on organizing the filing system. Steve has some concerns with staying on top of Back-flow Prevention Tests and Customer Service Inspections

(CSI). He was in contact with someone who can come in and educate us as to what's needed as far as requirements from the state. Don will do some research on Back-flow and CSI.

OLD BUSINESS (Discuss and Consider)

Drought Restrictions: Don said Stage 3 will continue for another month, and check the well levels at the next meeting to see if the Stage Level needs to be changed. **Tabled** Jerry said he will check on the well levels each week. Leslie asked if there is a way to let the water customers know where they stand in comparison to other water users. Maybe they can do better with their water consumption if they knew what the average usage is in the community.

Water & Sewer Tap Fees: After much discussion reviewing the water and sewer tap costs over the past two years, and questions regarding the best competitive pricing, **a motion** was made by Christensen, 2nd by Baker to increase the water and sewer tap fees to \$2,500 for each. **Unanimous** The Board will look into the exact ruling on any other options for setting tap fees.

Hydrant Maintenance and Schedule: Jerry said he will continue checking seals on the hydrants and oiling them. If anything needs major repairs or replacement he doesn't have the tools for that. At least once a year they all need to be touched. Steve is hoping to get a spreadsheet listing all hydrants and when they were serviced. He redistributed a handout from the Fire Hydrant Repair & Service Co. The company said they would put together a map of all the hydrants and give us a schedule as to what needs to be done. Jerry said he already has an excel sheet and should be completed next month. If the FHR & SC comes out and finds something that needs repair you have to repair the hydrant at that time. **A motion** was made by Christensen 2nd by Laws for Fire Hydrant Repair & Service Co to come out and do an inspection on all hydrants at the cost of \$50 each. **Unanimous**

NEW BUSINESS (Consider for Action and Review):

Presentation of Annual Audit: Eric Ede of Ede & Company, LLC went over the Annual Financial Report for the Year Ended June 30, 2020. He stated page 1 is the Annual Filing Affidavit, which you will need to have three signed and notarized copies, one for TCEQ, one for the TX Water Development Board, and one for the office. The report includes all required schedules to satisfy TCEQ requirements. The Annual Financial Report includes all income and its sources, all expenditures and their breakdowns. It also shows the comparison over the previous five years. He pointed out about half of the income is from property taxes and this year there was more income from the sale of water. The PUD had a positive net position of \$23,108 on the year. He said some invoices were unaccounted for and tap fees should be on a separate line item. Be careful with all of your invoices and receipts especially tax receipts. After the review of the report presented by Eric Ede **a motion** was made by Christensen, 2nd by Baker to accept the Annual Financial Report. **Unanimous**

BISD Contract: After some discussion the Board decided more information was needed on BISD's current contract in order to make a decision. Next month any change in their cost will be reviewed. **Tabled**

Add New Board Members to All Bank Accounts and to the Insurance and Bond Policies: **A motion** was made by Christensen 2nd by Baker to add new Board Members to all the bank accounts and to remove former Board Member Patrick Raab from all bank accounts. **Unanimous** / **A motion** was made by Christensen 2nd by Baker to add all new Board Members to insurance and bond policies and to remove former Board Member Patrick Raab from same. **Unanimous**

Next Meeting: The next month's regular meeting date for the Flying L PUD is scheduled for Monday, December 14, 2020 at 6:30 PM.

Executive Session was called for by President Bateman at 8:11 PM to discuss Guidelines for the Water and Sewer Operator, Administrator Concerns, and Expected Behavior Within the Organization.

The Regular Meeting was reconvened at 9 PM. No motions were made, no formal action needed.

Adjourn: Having no further business, the meeting was adjourned at 9 PM

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