
MINUTES
of the March 10, 2022
Regular Board of Directors Meeting &
Budget Adoption Public Hearing

Directors Present: Dixon McNair, President; Seth Gunn, Vice Present; Gary Kramer, Treasurer; Bobby Gilmore, Secretary; Chester Johnson, Director
Directors Absent:
Others Present: Bradley Loehr, Engineer; Lori Steffek, Office Manager; Cierra Craig, Inframark (via telephone)

The meeting was called to order by Mr. Dixon McNair, President, at 4:00 p.m. on March 10, 2022, at the Fayette County WCID - Monument Hill District Office located at 100 Country Club Drive in La Grange, Texas.

Mr. McNair recessed the regular board of directors meeting and opened the public hearing on the proposed Operations/Maintenance and Capital Improvements Budget for fiscal year April 1, 2022 – March 31, 2023 at 4:00 p.m.

Mr. McNair stated that the Board had unanimously approved the proposed FY 2022-2023 Operations/Maintenance and Capital Improvements Budget at a duly posted, open meeting on February 10, 2022.

No members of the public were in attendance. No public comments on the District’s proposed FY 2022-2023 Operations/Maintenance and Capital Improvements Budget were received.

Mr. Bobby Gilmore, made a motion, seconded by Mr. Chester Johnson, to adjourn the public hearing. The public hearing on the proposed FY 2022-2023 Operations/Maintenance and Capital Improvements Budget was adjourned at 4:02 p.m.

Mr. McNair reconvened the regular Board of Directors meeting at 4:02 p.m.

Mr. McNair, being aware that Mr. Loehr had another 4 p.m. meeting to attend, invited him to present his Engineer’s Report so he could get to his other commitment.

Agenda Item #6 Engineer’s Report: Mr. Loehr reported the following:

1. Park Place Sewer Line Relocation Project: Mrs. Steffek will update the Board on this project during her Operations Report.
2. Emergency Preparedness Plan (EPP): The District’s Emergency Preparedness Plan, mandated by Senate Bill 3, was submitted to TCEQ and PUCT on February 28, 2022 and satisfied the March 1, 2022 filing deadline. A bound copy of the plan has been provided to the District along with electronic copies.
3. 2022 River Lift Trunk Sewer Line Replacement Project: Mr. Loehr reported that the contracts had been reviewed and approved by the District’s legal counsel. Mr. McNair executed the contracts. A date will need to be established for the pre-construction meeting. Supak Construction, Inc. will have 360 days to from the date of the pre-construction meeting to complete the project. The project time length is anticipated to be between 3 – 5 months.

Agenda Item #1 Public Comments - No public comments were received.

Agenda Item #2 Approval of Minutes from the February 10, 2022 Regular Board of Directors meeting: The Minutes from the February 10, 2022 regular Board of Directors meeting were presented for approval.

Mr. Gary Kramer made a motion, seconded by Mr. Chester Johnson, to approve the Minutes of the February 10, 2022 regular Board of Directors meeting as presented. The motion passed unanimously with all Directors being present and voting.

Agenda Item #3 Treasurer's Reports and approval of bills: The February Operating Fund available beginning of the month balance was \$372,750.88. Property tax revenue for the month was \$4,458.20. Total cash receipts for the month were \$37,886.04. Total expenses for the month of February were \$27,582.96, leaving the District with a total combined end of the month operating fund bank balance of \$383,053.96.

Mr. Kramer reviewed Operating Fund disbursements for February 11 – March 10, 2022, pending approval, for a total of \$28,216.65. No unusual expenses were reported.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the February 2022 Operating Fund Treasurer's Report, and to pay the Operating Fund disbursements as presented for a total of \$28,216.65. The motion passed unanimously with all Directors being present and voting.

Mr. Kramer reviewed the February 2022 Construction Fund Report with the Board. The beginning of the month combined balance was \$469,481.84. Total interest earned was \$18.69 which reflects interest earned at NBT and one month of interest at TexPool. There were no expenses during the month of February. The Construction Fund end of the month combined balance was \$469,500.53.

Construction Fund disbursements pending approval, in the amount of \$9,032.50, for the period February 11 – March 10, 2022 includes payment to BEFCO (\$9,032.50) for time spent on the River Lift trunk sewer line replacement project.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the February 2022 Construction Fund Treasurer's Report and to pay the Construction Fund disbursements as presented, for the period February 11 – March 10, 2022, for a total of \$9,032.50. The motion passed unanimously with all Directors being present and voting.

Mr. Kramer reviewed the February Debt Service Fund Report. The beginning of the month balance was \$150,312.68. The District received \$5,829.99 in property tax revenue (including penalties and interest) and \$15.38 in interest income from RTSB MM account. The RTSB Money Market Debt Service Fund end of the month balance was \$82,327.56. The RTSB Certificate of Deposit end of the month balance was \$73,815.11. The combined end of the month balance for the money market account and the certificate of deposit was \$156,142.67. Debt Service Fund disbursements, pending approval, for the period February 11 – March 10, 2022 reflect payment of the April 1st bond payment in the amount of \$53,163.75, which included a \$250 bond administration fee.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the February 2022 Debt Service Fund Report and to approve the pending debt service disbursement in the amount of \$53,163.75. The motion passed unanimously with all Directors being present and voting.

Agenda Item #4 President's Report: Mr. McNair informed the board that he would be unable to attend the May 12, 2022 regular board meeting and asked Mr. Gunn to officiate over the meeting.

Agenda Item #5 Operations Report: Mrs. Steffek reported the following during the Operations Report:

1. City of La Grange Waste Water Treatment Contract: Ms. Lisa Patterson has provided suggested contract revisions to Mr. Loehr and Mrs. Steffek. More will be discussed under Agenda Item #10.
2. Park Place Sewer Line Relocation Project: Materials have been ordered. Once arrived, locates will be submitted in accordance with Deen Construction's time frame. TxDOT permit expires 4/30/2022. Mrs. Steffek will contact the Monument Hill State Historic Site manager and inform her of the upcoming sewer line work once a start date has been established by Deen Construction.

Ms. Cierra Craig, of Inframark, reported that for the month of February, there were normal operations for the water plants, distribution system, collection system, and lift stations. Inframark billed the District \$3,000 for its contract operations and \$311.49 for lift station and water line maintenance (bac-t sampling), for the month of February. Total water produced for the month was 1.435M gallons, with the average daily production rate being 51,000 gallons. Maximum water production for one day was 82,000 gallons and minimum production was 39,000 gallons. Ms. Craig reported that 1,678,137 gallons of wastewater was sent to the City of La Grange for treatment during the month of February. Maximum wastewater flow in one day was 83,025 gallons and minimum flow was 46,016 gallons, producing an average of 59,933 gallons of wastewater per day being sent to the City for treatment.

Agenda Item #7 Consider and take appropriate action on adopting proposed FY 2022-2023 Operations / Maintenance & Capital Improvements Budget: Mr. McNair presented the FY 2022-2023 Operations/Maintenance and Capital Improvements Budget for consideration. In the proposed budget, the District anticipates revenues of \$494,600 and expenses of \$424,600, thus enabling \$70,000 to be allocated toward non-bond related capital improvement projects which will include payment of the Government Capital loan payment, saving for a new ground storage tank needed at Water Plant #2 as well as allocating funds for unexpected sewer pump rebuilds and/or replacement. Bond related capital improvement projects for the sanitary sewer system, totaling \$470,000, include a portable generator for the lift stations which will be shared with Fayette Water Supply Corporation, to power their Panarama water plant during times of emergency in exchange for their providing emergency water to the District.

Mr. Chester Johnson made a motion, seconded by Mr. Seth Gunn, to adopt the FY 2022-2023 Operations/Maintenance and Capital Improvements Budget as presented. The motion passed unanimously with all Directors being present and voting. A copy of the signed budget is to be attached to the Minutes of the meeting as a permanent record.

Agenda Item #8 consider and take appropriate action on approving mutual aid agreement between District and Fayette WSC for the period April 1, 2022 – March 31, 2024: Mrs. Steffek reported that the District's legal counsel had not yet drafted the mutual aid agreement. This item was tabled until the regular board meeting in April. No action was taken on this item.

Agenda Item #9 Consider and take appropriate action on purchasing generator to be shared by Fayette WSC as part of mutual aid agreement: Mrs. Steffek reported that Electric Motor Service has been contacted for a cost estimate on a new portable generator that can power all of the District's lift stations as well as Fayette Water Supply Corporation's Panarama water plant. This generator will be shared with Fayette WSC during times of emergency and will be part of the mutual aid agreement discussed earlier. Since purchasing two generators to power both of the District's water plants is fiscally impossible at this time, the District is relying on Fayette WSC to be their water provider during times of emergency, in fulfillment of Senate Bill 3's mandates. At this time, a final estimate hasn't been obtained due to the complexities involved. This matter was tabled until the regular board meeting in April. No action was taken on this item.

Agenda Item #10 Consider and take appropriate action on renewing La Grange Utilities waste water contract: Mrs. Steffek explained that Ms. Lisa Patterson, the District's attorney, was initially delayed in reviewing the contract due to caring for an ill parent. Ms. Patterson has now had an opportunity to review the contract, previously approved by the City of La Grange at their January 2022 meeting, and provided suggested revisions to the District. A copy of her suggested revisions, as well as a copy of the contract already approved by the City of La Grange, were presented to the board. Mrs. Steffek requested that the directors take both copies with them and review. Any comments, or suggested changes, should be sent to Mrs. Steffek so she can forward them to the District's attorney. This matter was tabled until the next regular meeting in April. No action was taken at this time.

Agenda Item #11 Consider and take appropriate action on matters related to the 2022 River Lift Station Trunk Replacement Line Project: No action was taken at this time.

Agenda Item #12 Consider and take appropriate action on matters related to the Series 2017 Bond projects and all other associated projects: No business to be discussed at this time.

Agenda Item #14 Consider and take appropriate action on items to be placed on the next agenda: Items were identified and placed on the agenda for the next regular Board of Directors on Thursday, April 14, 2022 at 4 p.m. at the District office, located at 100 Country Club Drive, La Grange, Texas.

There being no further business to come before the Board, Mr. Chester Johnson made a motion, seconded by Mr. Gary Kramer, to adjourn the meeting. The motion passed unanimously with all Directors being present and voting.

The meeting was adjourned at 4:26 p.m.

Mr. Bobby Gilmore
Secretary

Mr. Dixon McNair
President