

Fayette County Water Control & Improvement District – Monument Hill

100 Country Club Drive
La Grange, TX 78945
(979) 968-5514

MINUTES

of the June 12, 2025

Regular Board of Directors Meeting

Directors Present:	Seth Gunn, President; Jay Watson, Vice President; Bobby Gilmore, Secretary; Mike Wallace, Treasurer; Chester Johnson, Director
Directors Absent:	
Others Present:	Bradley Loehr, Engineer; Terra Williams, Inframark; Lori Steffek, Office Manager

The regular meeting was called to order by Mr. Seth Gunn, President, at 11:01 a.m. on June 12, 2025, at the Fayette County WCID - Monument Hill District Office located at 100 Country Club Drive in La Grange, Texas.

Agenda Item #1 Administer Oath of Office to James “Jay” Watson, Jr.. Mr. Watson was sworn in and welcomed to his new position as vice president on the Fayette County WCID – Monument Hill board of directors.

Agenda Item #2 Public Comments: None

Agenda Item #3 Approval of Minutes from the May 8, 2025 regular Board of Directors meeting: The Minutes from the April 10, 2025 regular Board of Directors meeting was presented for approval.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the Minutes of the May 8, 2025 regular Board of Directors meeting. The motion passed unanimously with five Directors being present and voting.

Agenda Item #4 Treasurer’s Reports and approval of bills: Mrs. Steffek presented the May treasurer’s reports. The May Operating Fund beginning of the month balance was \$309,268.31. Property tax revenue, in the amount of \$334.20, was received during the month. TexPool change in valuation gains of \$930.14 were reported. Cash receipts for the month totaled \$40,486.40. Expenses for the month of May totaled \$30,320.21, leaving the district with a total combined end-of-the-month operating fund bank balance of \$319,434.50. Mrs. Steffek reviewed Operating Fund disbursements for the period of May 9 – June 12, 2025, pending approval, for a total of \$32,401.14. Extraordinary expenses for the month included reimbursement to BEFCO Engineering for surveying at Water Plant 2, in the amount of \$1,060.00, and payment to JAH-CON for the inspection of all the master meters (water, interconnect and wastewater) within the district.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the May 2025 Operating Fund Treasurer’s Report, and to pay the Operating Fund disbursements for the period May 9 – June 12, 2025, as presented for a total of \$34,401.14. The motion passed unanimously with five Directors being present and voting.

Mrs. Steffek reviewed the May 2025 Debt Service Fund Report. The combined beginning of the month balance was \$108,871.27. Property tax revenue, including penalties and interest, in the amount of \$417.08 was received during the month. The district received \$2.11 in interest income from the RTSB MM Debt Service account. TexPool change in valuation gains of \$372.34 were reported. There were no disbursements for the period of May 9 – June 12, 2025.

The RTSB end of the month balance was \$7,520.57. The TexPool end of the month balance was \$102,142.23. The Debt Service Fund had a combined end-of-the-month balance of \$109,662.80.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the May 2025 Debt Service Fund Report with no disbursements pending approval for the period May 9 – June 12, 2025. The motion passed unanimously with five Directors being present and voting.

Agenda Item #5 President's Report: No report was given.

Agenda Item #6 Operations Report: Mrs. Steffek reported the following during the Operations Report:

1. TCEQ:
 - a. 2024 Drinking Water Quality Report / Consumer Confidence Report (CCR): Inframark has updated the District's 2024 CCR and it now includes the mandatory public notice for the recent Chemical Monitoring Violation that the District received from TCEQ. The revised/final CCR was uploaded to the website on June 4th with a distribution alert sent to all subscribers. The board will be approving the CCR later in the meeting.
 - b. Notice of Violation- Chemical Monitoring, Routine Major: In addition to the public notice requirement for the Chemical Monitoring Violation, the District will need to have the water samples collected that were missed during the 01/01/22 – 12/31/2024 monitoring period before being returned to a state of "compliance". TCEQ will be issuing an order to its water sampling contractor to collect the required Entry Point 001 samples sometime prior to 12/31/2025.
2. Water Plant 1, Well #4: Daniel Wick pulled the pump and motor and everything was testing and working fine; however, the #4 wire/cable powering the pump/motor was skinned up in multiple places, allowing moisture to get to the wire, which caused faulty error codes to the VFD's. The cost to replace the wire is expected to cost a couple thousand dollars. Daniel Wick ordered the wire on June 9th and will install it as soon as it arrives. He will also be responsible for super chlorinating the well in order to get a clean bac-T sample. The well should be back in service by the end of June, at the latest.
3. FYE March 31, 2025 Financial Audit: Medack & Oltmann conducted the District's audit at the office on June 5th. The final audit will be presented to the board for approval at the July 10, 2025 regular meeting.
4. Possible Home Development on Spur 92: Mr. Tim Clarkson came by the office on June 5th to discuss the possibility of purchasing approximately 2 acres located at the front of the Delagrangue estate's home on Spur 92. The property is currently owned by the Torres' who own Los Pinos Imports. Mr. Clarkson is anticipating 7-9 home sites, each being about 50 feet wide. He was referred to Bradley Loehr to discuss whether the District has the ability to provide that amount of water. Fayette WSC's and the District's CCN boundary line run through this property, so it's possible some sort of agreement would need to be worked out with FWSC concerning which entity will provide water to the development. Ronnie Wick, FWSC's General Manager, was notified concerning the possible development on June 9th. The Board also generally discussed drainage issues associated with the property and the potential for water run-off impacting residents along Richard Rd and Country Club Drive, although the board generally acknowledged they have no oversight relating to drainage.

Mrs. Terra Williams reported total water produced for the month of May was 2.264M gallons, with the average daily production rate being 73,000 gallons. Maximum water production for one day was 117,000 gallons and minimum production was 37,000 gallons. It was reported that 1,555,973 gallons of wastewater were sent to the City of La Grange for treatment during the month of May. The maximum wastewater flow in one day was 78,125 gallons and minimum flow was 39,457 gallons, producing an average of 50,193 gallons of wastewater per day being sent to the City for treatment. May rainfall was 10.6 inches.

Agenda Item #7 Engineer's Report: No report was given.

Agenda Item #8 Consider and take appropriate action on needed erosion solutions at Water Plant 2: Mr. Loehr reported to the Board that BEFCO Engineering had surveyed and marked the County right-of-way, which comes up almost to the fence line at Water Plant 2, allowing the District to move forward with its plans to concrete the driveway without concern of encroachment on the adjacent property to the southeast. Mrs. Steffek reported that she'd met with Harvey Berckenhoff, PCT 3 County Commissioner, concerning the District's desire to replace, and possibly shift, the existing driveway with concrete, relocate two main water lines leading to the water plant and to replace the culvert. Mr. Berckenhoff was fine with the proposed improvements in the County's right-of-way, asking only that the District

complete the permit paperwork for culvert replacement. Mrs. Steffek and Mr. Berckenhoff discussed coordinating to inform the neighborhood and county residents about the construction that will most likely impact driving on Country Club Dr. for a couple days.

Mr. Loehr reviewed Hess Landscape's estimate previously presented at the May 8, 2025 meeting. Included in the estimate were the following:

1. Remove and install new culvert at Country Club Dr., remove and dispose of old culvert, including labor and materials. Cost estimate \$1,926.66.
2. Grade out existing driveway from near road to 10 ft. inside of the double gate, installation of forms and rebar and 12" turn down along the perimeter, and installation of 4,000 psi concrete at 5" thickness, including labor and materials. Cost estimate \$7,344.00.
3. Remove old gravel behind concrete drive and install new limestone 8" thick to back. Cost estimate \$1,220.60.

Mr. Mike Wallace made a motion, seconded by Mr. Chester Johnson, to have Hess Landscape remove and install a new 24" culvert (including labor, materials, hauling off and disposal of old culvert); grade out existing driveway to 10 ft. inside of the double gate, install forms and rebar and 12" turn down along the perimeter, and install 4,000 psi concrete at 5" thickness including labor and materials; remove old gravel behind concrete drive and install new limestone 8" thick to the back of the water plant. The motion passed unanimously with five Directors being present and voting. The Board has now approved all items relating to Hess Landscape's May 7, 2025 Estimate.


Agenda Item #9 Consider and take appropriate action on reviewing and renewing District's Drought Contingency Plan: Mr. Loehr informed the board that the District is expected to review its drought contingency plan (DCP) every five years and the current DCP was last reviewed in 2013. Mr. Loehr and Mrs. Steffek asked the board for their input in on what kind of water restrictions they would like to see implemented. Discussion included dividing the District for water restrictions between Bluff Haven & Frisch Auf! in lieu of odd & even address, old DCP referring to the previous water well capacity, need to simplify the DCP, providing a one page summary of stages and restrictions and implement a minimum surcharge for overuse that reflects the water rate costs of purchasing water from Fayette WSC. The Board expressed their desire for a DCP that represents responsible management of the district's water resources, consumption and aquifer level triggers. A draft of the revised drought contingency plan will be provided to the Board sometime in the fall. Public input on the revised plan would be sought prior to adoption. The agenda item was tabled, and no action was taken.

Agenda Item #10 Consider and take appropriate action on approving 2024 Water Quality Report (CCR), as prepared by Inframark: Mrs. Steffek presented the 2024 Water Quality Report, also known as the CCR, to the board for their approval. The 2024 report, on page 3, includes the mandatory Public Notice for the district's chemical monitoring violation it received for the period 01/01/22 – 12/31/2024.


Mr. Chester Johnson made a motion, seconded by Mr. Jay Watson, to approve the 2024 Water Quality Report (CCR) as presented. The motion passed unanimously with five directors being present and voting.

Agenda Item #15 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 meeting scheduled for Thursday, July 10, 2025, at 11 a.m., at the District offices, 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. Bobby Gilmore, to adjourn the meeting. The motion passed unanimously with five Directors being present and voting. The meeting was adjourned at 12:11 p.m.



Mr. Bobby Gilmore
Secretary



Mr. Seth Gunn
President

Fayette County WCID-Monument Hill
Operating Fund Report
May-25

		Annual Budget	To Date Budget	To Date Actual	Monthly Budget	This Month Actual
Operating Fund Report						
Receipts:						
4100	Water	282,000.00	47,000.00	39,211.49	23,500.00	20,866.02
4200	Sewer	216,000.00	36,000.00	34,737.06	18,000.00	16,283.40
4300	MHPOA (clerical services)	17,600.00	2,933.33	2,944.62	1,466.67	1,472.31
4320	Property Tax	64,000.00	10,666.00	2,378.75	5,333.00	334.20
5391	Interest on Deposits	-	0.00	18.77	0.00	9.25
5392.1	TexPool Op Fund Acct Change in Valuation	8,400.00	1,400.00	1,832.85	700.00	930.14
Total Budgeted Receipts:		\$ 588,000.00	\$ 97,999.33	\$ 81,123.54	\$ 48,999.67	\$ 39,895.32
4101	Bulk Water Sales			0.00		0.00
4110	Taps-Water			0.00		0.00
4111	Customer Svc Inspection-Water			0.00		0.00
4120	Reconnection Fees			0.00		0.00
4210	Taps-Sewer			0.00		0.00
4330	Pen & Int. Service			140.20		124.51
4331	Pen. & Int. Standby			0.00		0.00
4322	Pen. & Int. Maint Tax			140.26		36.75
2114	Utility Tax			355.94		179.82
3951	Trans from Savings			0.00		0.00
3953	Trans from Capital			0.00		0.00
2151	Renters Deposit			250.00		250.00
3957	Bank Loan			0.00		0.00
5380	Miscellaneous			0.00		0.00
Total Receipts:				\$82,009.94		\$40,486.40
Operating Fund Beginning of Month Balance						\$309,268.31
Available Operating Funds:		1-May-25				\$349,754.71
Disbursements:						
Water Expenses						
6100	Bulk Water Purchased	2,000.00	333.33	0.00	166.67	0.00
6134	Contract Labor Water	52,000.00	8,666.67	8,409.40	4,333.33	4,204.70
6135	Maint & Repair Water	30,000.00	5,000.00	1,017.40	2,500.00	430.00
6136	Meter Installation Water	-	0.00	0.00	0.00	0.00
6137	Meter Reading	1,000.00	166.67	967.01	83.33	0.00
6141	Electric Utility Water	26,000.00	4,333.33	3,216.97	2,166.67	1,759.81
6142	Chemicals Water	17,400.00	2,900.00	1,018.18	1,450.00	509.09
6143	TCEQ Compliance Expense	10,000.00	1,666.67	0.00	833.33	0.00
6143.1	Generator Maintenance & Inspection	5,000.00	833.33	0.00	416.67	0.00
6144	Repair Materials Water	12,000.00	2,000.00	9.99	1,000.00	0.00
6145	Meter Expense	1,000.00	166.67	0.00	83.33	0.00
6151	Telephone Water	3,000.00	500.00	211.38	250.00	105.69
6175	Inspection Expense Water	3,500.00	583.33	1,000.00	291.67	1,000.00
Sewer Expenses						
6201	Sewage Treatment	110,000.00	18,333.33	18,294.84	9,166.67	9,147.42
6201.1	Sewage Treatment - Overage	24,000.00	4,000.00	606.41	2,000.00	531.90
6234	Contract Labor Sewer	13,500.00	2,250.00	2,102.34	1,125.00	1,051.17
6235	Maint & Repair Sewer	10,000.00	1,666.67	3,370.85	833.33	590.00
6241	Electric Utility Sewer	3,000.00	500.00	379.16	250.00	203.23
6244	Repair Materials Sewer	5,000.00	833.33	10.99	416.67	0.00
6251	Telephone Sewer	2,500.00	416.67	0.00	208.33	0.00
General Expenses						
1317	Furniture & Fixtures	-	0.00	1,094.36	0.00	0.00
6310	Director's Fees	7,000.00	1,166.67	1,200.00	583.33	700.00
6311	Salaries & Wages	52,245.00	8,707.50	8,037.70	4,353.75	4,018.85
6313	Group Insurance Premiums	17,000.00	2,833.33	2,787.88	1,416.67	1,393.94
6314	Employers Tax Expense	6,000.00	1,000.00	717.58	500.00	330.36
6315	Workers Comp Premiums	1,300.00	216.67	175.00	108.33	87.50
6320	Legal Fees	3,000.00	500.00	0.00	250.00	0.00

		Annual Budget	To Date Budget	To Date Actual	Monthly Budget	This Month Actual
6321	Audit	9,000.00	1,500.00	0.00	750.00	0.00
6322	Engineering Fees	8,000.00	1,333.33	920.00	666.67	920.00
6324	Laboratory Expense	6,000.00	1,000.00	254.15	500.00	135.70
6325	Election Expense	-	0.00	0.00	0.00	0.00
6326	Permit Fees	650.00	108.33	0.00	54.17	0.00
6330	Appraisal District Fees	4,000.00	666.67	966.75	333.33	966.75
6332	Service Acct Collection (ACH)	200.00	33.33	30.00	16.67	15.00
6334	Contract Labor/Temp. Expense	-	0.00	0.00	0.00	0.00
6335	Maint. & Repairs Office Bldg	2,000.00	333.33	70.00	166.67	0.00
6338	Legal Notices	2,000.00	333.33	461.25	166.67	0.00
6340	Printing & Office Supplies	3,000.00	500.00	1,270.02	250.00	0.00
6350	Postage	3,000.00	500.00	1,241.66	250.00	700.00
6351	Phone/Internet Office	2,200.00	366.67	323.98	183.33	164.41
6353	Insurance & Bond Premiums	15,000.00	2,500.00	2,161.68	1,250.00	1,080.84
6353.1	Director & Personnel Bond Premiums	500.00	83.33	50.00	41.67	0.00
6354	Travel & Per Diem	2,000.00	333.33	156.01	166.67	0.00
6359	Information Technology	3,000.00	500.00	807.82	250.00	174.85
6362	Dues & Subscriptions	5,000.00	833.33	0.00	416.67	0.00
7362	Interest on Notes		0.00	0.00	0.00	0.00
7395	Miscellaneous	2,005.00	334.17	99.00	167.08	99.00
3957	Payments on Notes	33,000.00	5,500.00	32,696.13	2,750.00	0.00
Total Budgeted Disbursements		518,000.00	\$86,333.33	\$96,135.89	\$43,166.67	\$30,320.21

6171	Tap Connection-Water			0.00		0.00
6271	Tap Connection-Sewer			0.00		0.00
7306.01	Capital Outlay - Johnson Lift Station	0.00		0.00		0.00
7306.02	Capital Outlay - WP Facility Imprvmnts	0.00		0.00		0.00
7306.03	Capital Outlay - AMR System	15,000.00		0.00		0.00
7306.04	Capital Outlay - LS Facility Improvmnts	0.00		0.00		0.00
7306.05	Capital Outlay - LG Sewer Meter	0.00		0.00		0.00
7306.07	Capital Outlay-Pumphouse Repairs	0.00		0.00		0.00
7306.08	Capital Outlay-Painting Pressure Tanks	0.00		0.00		0.00
7306.09	Capital Outlay-Fire Hydrants	20,000.00		0.00		0.00
7306.10	Capital Outlay-WP2 GST	0.00		0.00		0.00
7306.11	Capital Outlay-SS Eval / Improvements	0.00		0.00		0.00
7306.12	Capital Outlay-Sewer pumps/rebuild	10,000.00		0.00		0.00
7306.16	Capital Outlay - Well #4	0.00		0.00		0.00
7306.17	Capital Outlay -Tank Mixers	5,000.00		0.00		0.00
7306.19	Capital Outlay - Water Lines	0.00		0.00		0.00
7306.20	Capital Outlay-Well #3	0.00		0.00		0.00
7306.22	Capital Outlay-Sewer Lines	20,000.00		0.00		0.00
7306	Capital Outlay-Total			0.00		
3915	Renters Deposit Return			0.00		0.00
4310	Overcharge Return			0.00		0.00
2114	Utility Tax Payment			0.00		0.00
4311	Returned Checks			0.00		0.00
Total Disbursements:				\$96,135.89		\$30,320.21

Operating Fund Cash Balance

31-May-25

\$319,434.50

Account Balances And Locations

Operating Accounts	NBT	RTSB	TexPool	Total
Beginning of Month Balances	\$47,534.18	\$7,505.55	\$254,228.58	\$309,268.31
Receipts, Interest, Valuation Changes	\$39,183.09	\$373.17	\$930.14	\$40,486.40
Disbursements	\$30,320.21	\$0.00	\$0.00	\$30,320.21
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Ending Month Balances	\$56,397.06	\$7,878.72	\$255,158.72	\$319,434.50

Account balances reflect the balance at the maturity day during the month or the end of the month balance.

*TexPool balances are invested in compliance with the Public Funds Investment Act (PFIA). The TexPool daily yield on June 9, 2025 was 4.28%.

Prepared By:  Treasurer Date: 6.12.25

Fayette County WCID - Monument Hill
Operating Fund
Board Approval of Disbursements May 9 - June 12, 2025

Operating Fund Disbursements		Check		Veri-	Not
Account	Vendor	Number	Amount	fied	Paid
6332	NBT - ACH Acct Service Collection	ACH	15.00	X	X
6314	IRS - employer/employee 941 taxes	EFT	1,147.46	X	X
6151	Lori Steffek - reimb cell phone/tablet expense	14132	105.69	X	X
6142	PVS/DX - cylinder rental	14133	120.00	X	X
6310	Bobby Gilmore - directors fees	14134	184.70	X	X
6310	Seth Gunn - directors fees	14135	184.70	X	X
6310	Chester Johnson - directors fees	14136	184.70	X	X
6310	Mike Wallace - directors fees	14137	92.35	X	X
6351	Sparklight - office phone/internet	14138	164.41	X	X
6322	BEFCO Eng - April PE Fees	14139	920.00	X	X
6142	PVS/DX - cylinder rental	14140	389.09	X	X
6175	JAH-CON - master water meter inspections (4)	14141	1,000.00	X	X
6235	JAH-CON - sewer flow meter inspection	14141	250.00	X	X
6330	FCAD - 3rd Qtr 2025 Tax Collection	14142	966.75	X	X
6313	TX Health Benefits - Emp & Dep Ins Premium	14143	2,187.26	X	X
6311	L Steffek - paycheck	DD	1,246.31	X	X
6141	FEC-Well# 1	14144	877.74	X	X
6241	FEC-River lift pump	14144	93.76	X	X
6141	FEC-Booster tank	14144	384.40	X	X
6241	FEC-Johnson Lift Station pump	14144	93.65	X	X
6141	FEC-Well# 3	14144	415.70	X	X
6311	L Steffek - paycheck	DD	1,246.32	X	X
6201	LG Utilities - sewer treatment	14145	9,147.42	X	X
6201	LG Utilities - overage sewer treatment	14145	633.70	X	X
6241	LG Utilities - The View Lift Station electricity	14146	38.57	X	X
6351	Sparklight - office phone/internet	14147	164.57	X	X
6134	Inframark - May contract water operations	14148	4,405.39	X	X
6234	Inframark - May contract sewer operations	14148	1,101.34	X	X
6135	Inframark - non contract water labor	14148	305.58	X	X
6144	Inframark - water repair materials	14148	31.53	X	X
6235	Inframark - non contract sewer labor	14148	309.69	X	X
6244	Inframark - sewer repair materials	14148	78.83	X	X
6324	Inframark - bacT samples	14148	135.70	X	X
6359	Barcom - Managed IT / Backup (Jun)	14149	174.85	X	X
6322	BEFCO Eng - May PE Fees	14150	480.00	X	X
6142	PVS/DX - cylinder rental	14151	120.00	X	X
7306.03	BEFCO Eng - WP2 surveying for erosion issues	14152	1,060.00	X	X
6353	TML IRP - monthly property, liability ins premium	14153	1,080.79	X	X
6315	TML IRP - worker's comp ins premium	14153	87.50	X	X
6135	Hess Landscape - May mowing water plants	14154	430.00	X	X
6235	Hess Landscape - May mowing sewer plants	14154	240.00	X	X
6151	Lori Steffek - reimb cell phone/tablet expense	14155	105.69	X	X
Total for Paid			32,401.14		
Total for Unpaid			-		
Total Operating Fund Disbursements			\$32,401.14		

Disbursements listed above are approved for payment by the action of the Board of Directors

Director's Signature 

Date: 6.12.25

Fayette County WCID - Monument Hill

Debt Service Fund Report

May-25

Debt Service Fund Report

Receipts:		To Date Actual	This Month Actual
4325	Property Tax Revenue (I&S)	2,674.48	375.75
4326	Property Tax - Interest & Penalty	157.70	41.33
5391.2	Debt Service Fund Interest	3.99	2.11
5392.3	TexPool Debt Svc Acct Change in Valuation	733.71	372.34
Total Receipts:		3,569.88	\$791.53

Debt Service Fund Beginning of Month Balance

1134	Round Top State Bank MM	\$7,101.38
1135	Round Top State Bank CD	\$0.00
1114	TexPool Debt Service Account	\$101,769.89
Total Fund Deposits		\$108,871.27

1-May-25

Available Debt Service Funds: **May-25** **\$109,662.80**

Disbursements:		To Date Actual	This Month Actual
6332.2	Debt Svc Fund Bank Charges	0.00	0.00
6340.2	Debt Svc Fund Printing Charges	0.00	0.00
3956	Series 2017 Bond Sale Debt Service	0.00	0.00
7363	Bond Administration Fees	0.00	0.00
Total Fund Disbursements		0.00	0.00

Debt Service Fund End of Month Balance **31-May-25** **\$109,662.80**

Account Balances And Locations

Debt Service Fund Account	RTSB MM	RTSB CD	TexPool	Total
Beginning of Month Balances	7,101.38	-	101,769.89	\$108,871.27
Receipts, Interest, Valuation Changes	\$419.19	\$0.00	\$372.34	\$791.53
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
End of Month Balances	7,520.57	-	102,142.23	\$109,662.80

Account balances reflect the balance at the maturity day during the month or the end of the month balance.

*TexPool balances are invested in compliance with the Public Funds Investment Act (PFIA). The TexPool daily yield on Jun 9, 2025 was 4.28%.

Prepared By:  , Treasurer Date: 6.12.25