
MINUTES

of the October 14, 2021

Regular Board of Directors Meeting

Directors Present:	Dixon McNair, President; Bobby Gilmore, Secretary; Jo Ann Friemel, Treasurer; Chester Johnson, Director
Directors Absent:	Seth Gunn, Vice President
Others Present:	Lori Steffek, Office Manager

The meeting was called to order by Mr. Dixon McNair, President, at 4:00 p.m. on October 14, 2021, at the Fayette County WCID - Monument Hill District Office located at 100 Country Club Drive in La Grange, Texas.

Agenda Item #1 Public Comments: No comments were received.

Agenda Item #2 Approval of Minutes from September 9, 2021 tax rate public hearing and the September 9, 2021 regular Board of Directors meeting: The Minutes from the September 9, 2021 regular Board of Directors meeting, as well as the Minutes from the September 9, 2021 tax rate public hearing were presented for approval.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the Minutes of the September 9, 2021 regular Board of Directors meeting, and the Minutes from the September 9, 2021 tax rate public hearing, as presented. The motion passed unanimously with four Directors being present and voting.

Agenda Item #3 Treasurer's Reports and approval of bills: Mrs. Friemel reviewed the September Operating Fund Report with the Board. The available beginning of the month balance was \$283,074.77. Total maintenance and operations property tax revenue received for the month was \$301.19. Total cash receipts for the month were \$39,266.56. Total expenses for the month of September were \$25,251.11, leaving the district with a total combined end of the month operating fund bank balance of \$297,090.22.

Mrs. Friemel reviewed Operating Fund Disbursements, September 10 – October 14, 2021, pending approval for a total of \$33,169.25. Unusual expenses for the month include payment to TML Intergovernmental Risk Pool for the District's property, liability and worker's compensation annual insurance premium (\$6,659.10); payment to DSHS for annual water samples (\$835.32); payment to Lori Steffek for office supplies and postage reimbursement (\$184.31).

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the September 2021 Operating Fund Treasurer's Report, and to pay the Operating Fund disbursements for the period September 10 – October 14, 2021, as presented for a total of \$33,169.25. The motion passed unanimously with four Directors being present and voting.

Mrs. Friemel reviewed the September 2021 Construction Fund Report with the Board. The beginning of the month combined balance was \$483,096.00. Total interest earned was \$9.72. Total expenses for the month were \$2,442.50. The Construction Fund end of the month combined balance was \$480,663.22.

Construction Fund disbursements pending approval, in the amount of \$2,442.50, for the period September 10 – October 14, 2021, include payment to BEFCO Engineering for time spent on the Sanitary Sewer Improvement Project (\$2,442.50).

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the September 2021 Construction Fund Treasurer's Report and to pay the Construction Fund disbursements as presented, for the period September 10 – October 14, 2021, for a total of \$2,442.50. The motion passed unanimously with four Directors being present and voting.

Mrs. Friemel reviewed the September Debt Service Fund Report. The beginning of the month balance was \$115,032.53. The district received \$502.65 in property tax revenue (including penalties and interest) and \$4.00 in interest income from the RTSB MM account. The RTSB Money Market Debt Service Fund end of the month balance was \$18,820.33. The CD end of the month balance was \$73,555.10. The combined end of the month balances for the money market account and the certificate of deposit was \$92,375.43. There were no disbursements pending approval for the period September 10 – October 14, 2021.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the September 2021 Debt Service Fund Report with no disbursements presented. The motion passed unanimously with four Directors being present and voting.

Agenda Item #4 President's Report: No report was given.

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

1. District Office:
 - a. The sidewalk, where it meets the front porch concrete, is sinking, leaving a dangerous situation. In recent weeks, I've observed more than 4 individuals trip, luckily without any falls. Something should be done to correct the situation. At the very least, we should paint the area and install "watch your step" signage in order to avoid a potential law suit in the event someone were to get hurt.
2. New Isolation Valve for MH Nursing Home – the new valve was installed on October 1st.
3. Tiemann Easement – the letter was mailed via first class, certified/return receipt requested on September 15th. The Tiemann's never picked up the certified copy. This leads to the conclusion that they received the first class mail letter, per Lisa Patterson. The board is free to move forward with the sanitary sewer project.
4. Senate Bill 3 Update: the letters for all utility providers (including those providing transmission and distribution lines), PUCT and TCEQ informing them with the details of our plant facilities requiring critical load designation have been signed by Mr. McNair and will be mailed on Monday, October 18th via certified mail, return receipt requested. This will ensure that the District can validate the letters were received. The deadline for this requirement is November 1st.
5. Master Meter Inspections: The District's water well master meters and the River Lift Station's master meter are scheduled to be inspected sometime the week of October 18th. This is required annually.

Agenda Item #6 Engineer's Report: Due to his being out of town, Mr. Bradley Loehr was unable to attend the meeting and no report was given.

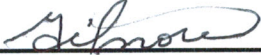
Agenda Item #7 Consider and take appropriate action on BEFCO Engineering preparing Sanitary Sewer Improvement Project bid package: Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to acknowledge the certified letter sent to Dr. & Mrs. Tiemann, concerning the need to access their property to perform the needed repairs/work, as having been received, and instructs BEFCO Engineering to continue on with design and bidding of proposed Sanitary Sewer Improvement Project from 601 Country Club Ct (Ponder (formerly Pace) residence) to near 210 Rolling Hill Drive (Reistle (formerly Kewley) residence). The motion passed unanimously with four Directors being present and voting.

Agenda Item #8 Consider and take appropriate action on matters related to the Series 2017 Bond projects and all other associated projects: No matters were discussed or acted upon.

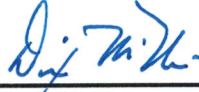
Agenda Item #9 Consider and take appropriate action on items to be placed on the next agenda: Items were identified and placed on the agenda for the next regular Board of Directors on Thursday, November 11, 2021 at 4 p.m. at the District offices, located at 100 Country Club Drive, La Grange, Texas.

There being no further business to come before the Board, Mrs. Jo Ann Friemel made a motion, seconded by Mr. Chester Johnson, to adjourn the meeting. The motion passed unanimously with four Directors being present and voting.

The meeting was adjourned at 4:14 p.m.



Mr. Bobby Gilmore
Secretary



Mr. Dixon McNair
President

Fayette County WCID-Monument Hill
Operating Fund Report
Sep-21

Operating Fund Report						
Receipts:		Annual	To Date	To Date	Monthly	This Month
		Budget	Budget	Actual	Budget	Actual
4100	Water	240,000.00	120,000.00	109,826.75	20,000.00	21,636.88
4200	Sewer	180,000.00	90,000.00	95,293.56	15,000.00	15,806.43
4320	Property Tax	54,490.00	0.00	4,235.28	0.00	301.19
4300	MHPOA (clerical services)	13,200.00	6,600.00	6,600.00	1,100.00	1,100.00
5391	Interest on Deposits	255.00	127.50	504.70	21.25	69.97
Total Budgeted Receipts:		\$487,945.00	\$216,727.50	\$216,460.29	\$36,121.25	\$38,914.47
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			500.00		0.00
4330	Pen & Int. Service			636.93		111.64
4331	Pen. & Int. Standby			0.00		0.00
4322	Pen. & Int. Maint Tax			468.05		59.62
2114	Utility Tax			995.91		180.83
3951	Trans from Savings			0.00		0.00
3953	Trans from Capital			0.00		0.00
2151	Renters Deposit			0.00		0.00
3957	Bank Loan			153,000.00		0.00
5380	Miscellaneous			70.00		0.00
Total Receipts:				\$372,131.18		\$39,266.56
Operating Fund Beginning of Month Balance						\$283,074.77
Available Operating Funds:		1-Sep-21				\$322,341.33
Disbursements:		Annual	To Date	To Date	Monthly	This Month
		Budget	Budget	Actual	Budget	Actual
Water Expenses						
6100	Bulk Water Purchased	40,000.00	20,000.00	23,198.15	3,333.33	0.00
6134	Contract Labor Water	24,000.00	12,000.00	12,000.00	2,000.00	2,000.00
6135	Maint & Repair Water	30,000.00	15,000.00	16,019.23	2,500.00	1,688.80
6136	Meter Installation Water	-	0.00	0.00	0.00	0.00
6137	Meter Reading	-	0.00	0.00	0.00	0.00
6141	Electric Utility Water	24,000.00	12,000.00	6,418.16	2,000.00	2,305.77
6142	Chemicals Water	6,000.00	3,000.00	1,748.44	500.00	377.11
6143	Small Tools	120.00	60.00	0.00	10.00	0.00
6144	Repair Materials Water	12,000.00	6,000.00	8,211.69	1,000.00	60.96
6145	Meter Expense	1,500.00	750.00	0.00	125.00	0.00
6151	Telephone Water	2,500.00	1,250.00	1,934.81	208.33	120.00
6175	Inspection Expense Water	2,000.00	1,000.00	0.00	166.67	0.00
Sewer Expenses						
6201	Sewage Treatment	100,000.00	50,000.00	59,183.89	8,333.33	9,502.25
6234	Contract Labor Sewer	12,000.00	6,000.00	6,000.00	1,000.00	1,000.00
6235	Maint & Repair Sewer	10,000.00	5,000.00	3,639.63	833.33	468.61
6241	Electric Utility Sewer	2,800.00	1,400.00	1,236.57	233.33	230.25
6242	Chemicals Sewer	-	0.00	85.15	0.00	0.00
6244	Repair Materials Sewer	7,500.00	3,750.00	580.69	625.00	80.00
6251	Telephone Sewer	2,200.00	1,100.00	1,764.00	183.33	0.00
General Expenses						
1317	Furniture & Fixtures	-	0.00	0.00	0.00	0.00
6310	Director's Fees	7,000.00	3,500.00	2,100.00	583.33	400.00
6311	Salaries & Wages	45,475.00	22,737.50	23,872.53	3,789.58	3,672.70
6313	Group Insurance Premiums	8,300.00	4,150.00	4,139.03	691.67	733.62
6314	Employers Tax Expense	4,000.00	2,000.00	2,301.40	333.33	311.58

Disbursements:			To Date Budget	To Date Actual	Monthly Budget	This Month Actual
6315	Workers Comp Premiums	200.00	100.00	0.00	16.67	0.00
6320	Legal Fees	3,500.00	1,750.00	0.00	291.67	0.00
6321	Audit	6,500.00	3,250.00	6,500.00	541.67	0.00
6322	Engineering Fees	10,000.00	5,000.00	3,660.00	833.33	627.50
6324	Laboratory Expense	2,500.00	1,250.00	1,519.20	208.33	253.60
6325	Election Expense	-	0.00	0.00	0.00	0.00
6326	Permit Fees	750.00	375.00	0.00	62.50	0.00
6330	Appraisal District Fees	3,500.00	1,750.00	1,451.46	291.67	0.00
6332	Service Acct Collection (ACH)	200.00	100.00	80.00	16.67	15.00
6334	Contract Labor/Temp. Expense	1,000.00	500.00	0.00	83.33	0.00
6335	Maint. & Repairs Office Bldg	1,200.00	600.00	220.00	100.00	0.00
6338	Legal Notices	500.00	250.00	453.00	41.67	378.00
6340	Printing & Office Supplies	3,200.00	1,600.00	1,297.88	266.67	630.92
6350	Postage	2,000.00	1,000.00	(10.04)	166.67	98.85
6351	Phone/Internet Office	2,000.00	1,000.00	873.54	166.67	145.59
6353	Insurance & Bond Premiums	7,300.00	3,650.00	100.00	608.33	50.00
6354	Travel & Per Diem	2,000.00	1,000.00	0.00	166.67	0.00
6362	Dues & Subscriptions	3,200.00	1,600.00	1,836.80	266.67	0.00
7395	Miscellaneous	2,000.00	1,000.00	3,910.00	166.67	0.00
3957	Payments on Notes	-	0.00	100.00	0.00	100.00
Total Budgeted Disbursements		392,945.00	\$196,472.50	\$196,425.21	\$32,745.42	\$25,251.11
6171	Tap Connection-Water			0.00		0.00
6271	Tap Connection-Sewer			575.00		0.00
7306.01	Capital Outlay - Johnson Lift Station	0.00		0.00		0.00
7306.02	Capital Outlay - Storage Bldg Chlorine	0.00		0.00		0.00
7306.03	Capital Outlay - WP Facility Imprvmnts	0.00		3,599.39		0.00
7306.04	Capital Outlay - AMR System	0.00		0.00		0.00
7306.05	Capital Outlay - LS Facility Improvmnts	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	10,000.00		0.00		0.00
7306.09	Capital Outlay-Fire Hydrants	0.00		0.00		0.00
7306.10	Capital Outlay-GST rehab/replacement	80,000.00		183,619.60		0.00
7306.12	Capital Outlay-Sewer pump rebuild	0.00		0.00		0.00
7306.19	Capital Outlay-Water Lines	5,000.00		0.00		0.00
7306.20	Capital Outlay-Well #3	0.00		0.00		0.00
7306	Capital Outlay-Total		187,218.99			
3915	Renters Deposit Return			0.00		0.00
8000	Base Water Rate CR (Winter Strm 2021)			3,142.24		0.00
4310	Overcharge Return			0.00		0.00
4400	Utility Tax Payment			0.00		0.00
4311	Returned Checks			102.00		0.00
Total Disbursements:				\$387,463.44		\$25,251.11
Operating Fund Cash Balance						
			30-Sep-21			\$297,090.22

Account Balances And Locations

Operating Accounts

	Nat'l Bank & Trust	Round Top State Bank	End of Month Balances
(a) Nat'l Bank & Trust Now	72,643.53		72,643.53
(b) Round Top State Bank Money Market		224,446.69	224,446.69
Totals	\$72,643.53	\$224,446.69	\$297,090.22

The above account balances reflect the balance at the maturity day during the month or the end of the month balance

Account Information

- (a) Nat'l Bank & Trust of La Grange, Now Account, earning .15% apr
 (b) Round Top State Bank Money Market

Prepared By: John Sumner, Treasurer Date: 10-14-21

Fayette County Water Control and Improvement District Monument Hill

Board Approval of Disbursements September 9 - October 14, 2021

Operating Fund Disbursements		Check		Veri-	Not
Account	Vendor	Number	Amount	fied	Paid
6332	NBT - ACH Service Account	ACH	15.00	X	X
6311	L Steffek - paycheck	DD	1,228.39	X	X
6310	Bobby Gilmore - directors fees	13027	92.35	X	X
6310	Chester Johnson - directors fees	13028	92.35	X	X
6310	Dixon McNair - directors fees	13029	92.35	X	X
6310	Jo Ann Friemel - directors fees	13033	92.35	X	X
6311	L Steffek - paycheck	DD	1,228.39	X	X
6142	DXI Industries - cylinder rental	13034	120.00	X	X
6322	BEFCO Eng - PE fees	13035	627.50	X	X
6350	Quadient Finance - postage meter rental	13036	98.85	X	X
6135	TML Health Benefits Pool - Emp & Dep Ins Premium	13037	1,259.00	X	X
6313	Accurate Meter - hydrant wrenches	13038	63.63	X	X
7395	G. Jannsen Shelter - donation in memory J McDaniel	13039	100.00	X	X
6142	DXI Industries - chlorine	13040	257.11	X	X
6340	Schulenburg Printing - Fall newsletters	13041	175.28	X	X
6324	Crisp Analytical - Asbestor water sampling	13042	130.00	X	X
6134	Inframark - contract water operations	13043	2,000.00	X	X
6234	Inframark - contract sewer operations	13043	1,000.00	X	X
6141	FEC-Well# 1	13044	1,716.61	X	X
6241	FEC-River lift pump	13044	86.56	X	X
6141	FEC-Booster tank	13044	539.25	X	X
6241	FEC-Johnson Lift Station pump	13044	117.35	X	X
6141	FEC-Well# 3	13044	65.02	X	X
6201	LG Utilities - sewer treatment	13045	7,788.56	X	X
6201	LG Utilities - overage sewer treatment	13045	1,260.09	X	X
6241	LG Utilities - The View Lift Station electricity	13046	22.92	X	X
6351	Sparklight Business - office phone / internet	13047	145.59	X	X
6353	CNA Surety - D McNair Directors Bond Renewal	13048	50.00	X	X
6353	TML IRP - property & general liability insurance 21-22	13049	6,453.50	X	X
6315	TML IRP - Worker's Comp premium	13049	205.60	X	X
6314	IRS - employer/employee 941 taxes	EFT	1,518.45	X	X
6135	Inframark - water labor	13050	150.03	X	X
6144	Inframark - water materials	13050	35.00	X	X
6235	Inframark - sewer labor	13050	142.90	X	X
6244	Inframark - sewer materials	13050	50.00	X	X
6324	Inframark - bac-T samples	13050	123.60	X	X
6314	TWC - TX unemployment taxes	EFT	36.40	X	X
6311	L Steffek - paycheck	DD	1,228.39	X	X
6350	L Steffek - reimb ofc supplies (water, tp, air freshener)	13051	161.56	X	X
6340	L Steffek - reimb certified mailings	13051	22.75	X	X
6151	L Steffek - reimb Sept. cell ph/tablet expense	13052	120.00	X	X
6135	Hess Landscape - water plant mowing	13053	215.00	X	X
6235	Hess Landscape - sewer plant mowing	13053	120.00	X	X
			-		
Total for Paid			31,047.68		
6324	DSHS - annual water samples	13054	835.32		
6322	BEFCO Eng - Sept PE fees/technician (map updates)	13055	1,221.25		
6322	BEFCO Eng - PE Fees on ER Preparedness Plan	13056	65.00		
Total for Unpaid			2,121.57		
Total Operating Fund Disbursements			\$33,169.25		

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

Director's Signature 

Date: 10.14.21

Fayette County WCID - Monument Hill

Construction Fund Report

Sep-21

Construction Fund Report

Receipts:	To Date	This Month
	Actual	Actual
5391.1 Construction Fund Interest	36.65	9.72
Total Receipts:	36.65	\$9.72

Construction Fund Beginning of Month Balances

1112 National Bank & Trust Acct	10,627.71
1113 TexPool Acct	\$472,468.29
Total Fund Deposits	483,096.00

1-Sep-21

Available Construction Funds:

Sep-21

\$483,105.72

Disbursements:

	Annual Budget	To Date Actual	This Month Actual
6332.1 Construction Fund Bank Charges		0.00	0.00
7201 Bond Issue Expense		0.00	0.00
7305 Capital Outlay-Interest Expense		0.00	0.00
7306.06 Capital Outlay-SCADA	-	0.00	0.00
7306.11 Capital Outlay-SSES & Improvements	330,000.00	3,042.50	2,442.50
7306.13 Capital Outlay-Generator	155,000.00	0.00	0.00
7306.14 Capital Outlay-Well #3 VFD	-	0.00	0.00
7306.16 Capital Outlay-Water Well #4	-	2,227.38	0.00
7306.17 Capital Outlay-Tank Mixers	-	0.00	0.00
7306.18 Capital Outlay-Aerator Rework	-	0.00	0.00
Total Fund Disbursements	485,000.00	5,269.88	2,442.50

Construction Fund Cash Balance

30-Sep-21

\$480,663.22

Account Balances And Locations

Construction Fund Accounts

	Nat'l Bank & Trust	TexPool	End of Month Balances
(a) Nat'l Bank & Trust Now	8,186.02		8,186.02
(b) TexPool		\$472,477.20	472,477.20
Totals	\$8,186.02	\$472,477.20	\$480,663.22

The above account balances reflect the balance at the maturity day during the month or the end of the month balance

Account Information

- (a) Nat'l Bank & Trust Now
- (b) TexPool

Prepared By: , Treasurer Date: 10.14.21

**Fayette County WCID - Monument Hill
Construction Fund
Board Approval of Disbursements September 9 - October 14, 2021**

Construction Fund Disbursements

Account	Vendor	Check	Amount	Veri- fied	Paid	Not Paid
7306.11	BEFCO - SS project	185	2,442.50	X	X	

Total for Paid

2,442.50

Total for Unpaid

-

Total Construction Fund Disbursements

\$2,442.50

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

Director's Signature 

Date: 10.14.21

Fayette County WCID - Monument Hill

Debt Service Fund Report

Sep-21

Debt Service Fund Report

Receipts:		To Date Actual	This Month Actual
4325	Property Tax Revenue (I&S)	5,860.99	419.42
4326	Property Tax - Interest & Penalty	648.11	83.23
5391.2	Debt Service Fund Interest	555.95	4.00
Total Receipts:		<u>7,065.05</u>	<u>\$506.65</u>

Debt Service Fund Beginning of Month Balance

1134	Round Top State Bank MM	41,477.43
1135	Round Top State Bank CD	73,555.10
Total Fund Deposits		<u>115,032.53</u>

1-Sep-21

Available Debt Service Funds: Sep-21 \$115,539.18

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	22,913.75	22,913.75
7363	Bond Administration Fees	250.00	250.00
Total Fund Disbursements		<u>23,163.75</u>	<u>23,163.75</u>

Debt Service Fund End of Month Balance 30-Sep-21 \$92,375.43

Account Balances And Locations

Debt Service Fund Account		Round Top State Bank MM	Round Top State Bank CD	End of Month Balance
(a)	Round Top State Bank MM Debt Svc	18,820.33		18,820.33
(b)	Round Top State Bank CD		73,555.10	73,555.10
Totals				<u>\$92,375.43</u>

The above account balances reflect the balance at the maturity day during the month or the end of the month balance

Prepared By: John Swanne, Treasurer Date: 10.14.21