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**MINUTES**  
of the May 10, 2018  
Regular Board of Directors Meeting

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**Directors Present:** Dixon McNair, President; Seth Gunn, Vice President; Bobby Gilmore, Secretary; James Benes, Treasurer; Chester Johnson, Director

**Directors Absent:**

**Others Present:** Bradley Loehr Engineer; Lori Steffek, Office Manager;

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The meeting was called to order by Mr. Dixon McNair, President, at 5:03 p.m. on May 10, 2018, at the Fayette County WCID - Monument Hill District Office located at 100 Country Club Drive in La Grange, Texas.

The Minutes from the April 12, 2018 regular Board of Directors meeting and Budget Adoption Public Hearing were presented for approval.

Mr. Chester Johnson made a motion, seconded by Mr. James Benes, to approve the Minutes of the April 12, 2018 regular Board of Directors meeting and Budget Adoption Public Hearing as presented. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the April 2018 Operating Fund Treasurer's Report with the Board. Available beginning of the month balance was \$147,433.00. Total cash receipts for the month were \$34,418.16. He reported that the District received a capital credit refund from Fayette Electric Cooperative in the amount of \$2,150.73. Total expenses for the month of April were \$36,037.75, leaving the District with a total combined end of the month operating fund bank balance of \$145,813.41. Unusual expenses for the month included payment to LKC Welding for the fabrication and installation of a monorail for the booster pump room at Water Plant #2 in the amount of \$3,975.

Mr. Benes reviewed Operating Fund disbursements pending approval for a total of \$33,506.89. Extraordinary expenses for April include payment to Deen's Construction for water and sewer repairs in the amount of \$2,750; payment to Secure Vision of America for the Kamstrup water meter trial in the amount of \$8,045.00.

Mr. Chester Johnson made a motion, seconded by Mr. James Benes, to approve the April 2018 Operating Fund Treasurer's Report, and to pay the Operating Fund disbursements as presented for a total of \$33,506.89. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the April 2018 Construction Fund Report with the Board. The beginning of the month combined balance was \$712,223.64. Total interest earned was \$957.51. Total bond related capital improvements for the month amounted to \$10,915.70 which represents partial payment for the videoing of sewer lines performed by National Works, engineering performed by BEFCO, and monies spent on painting the aerator. The combined end of the month balance was \$702,265.45.

Mr. Benes reviewed the pending Construction Fund disbursements for \$8,106.95. Disbursements include payment to BEFCO Engineering for work on various bond projects in the amount of \$2,912.50 and payment to Deen's Construction for the partial replacement of a 6" sewer line and two residential sewer connections between 303-305 Rolling Hill Drive.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the April 2018 Construction Fund Treasurer's Report and to pay the Construction Fund disbursements as presented for a total of \$8,106.95. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the April 2018 Debt Service Fund Report with the Board. The beginning of the month balance was \$100,219.22. The District received \$2,154.33 in property tax revenue and \$38.84 in interest income during the month. The debt service fund end of the month balance was \$102,412.39. No disbursements were made, or pending, from the debt service fund during the month of April.

Mr. Chester Johnson made a motion, seconded by Mr. James Benes, to approve the April 2018 Debt Service Fund Report as presented with no disbursements made or pending. The motion passed unanimously with all Directors being present and voting.

Mr. Dixon McNair, in his President's Report, reviewed the following:

1. Sanitary Sewer –
  - a. 303-305 Rolling Hill – 4/17/18 repair was made to service line and culvert by Deen's Construction. 4/21/2018 Rain washed out the repair site, causing roadway to be closed for approx. 18 hrs. 4/22/2018 Deen's Construction made emergency repair to roadway.
  - b. 302-306 Rolling Hill – 5/9/2018 a 10 foot section, of an 8" sewer line, was replaced by Deen Construction.
  - c. National Works videoed sewer lines and found the following:
    - i. 204 Rolling Hill (Janecka) – manhole was discovered 3 ft below the surface. Work Order and locates have been submitted for the excavation of the manhole. Once unearthed, Mr. Loehr will need to assess what needs to be done to raise the height (risers or rebuild/extension) based on interior of manhole
    - ii. 115 Rolling Hill (Toensing) – manhole was discovered partially under concrete driveway. It, too, will need to be excavated, raised and concrete repaired
    - iii. Lookout Dr – manhole was discovered at the end of the cul-de-sac, down the hill near FEC's transformer. It will also need to be excavated and raised.
    - iv. An additional manhole was located, however, National Works personnel was uncertain of location when they reported the find. Their report will be forth coming.
2. Valley View Dr –
  - a. A bilge pump was purchased to remove water from valves in order to exercise them to determine if the line on Valley View is looped. It is NOT looped. The line will need to be extended from the hydrant at 310 Valley View to 316 Valley View. Mr. Loehr has made the recommendation that we extend the line with 6" pipe, and tie into the 2" line near 316 Valley View. An estimate will need to be obtained from Deen's Construction on the cost.
  - b. Still waiting on an estimate from Deen's Construction on the replacement of the entire length of 2" line from 316 Valley View to 501 Rolling Hill.
  - c. The new flush valve at 398 Valley View leaks, and after consulting with David Deen, and trying multiple suggestions, to get around the leaking, the decision has been made that the flush valve should be removed and replaced with a 2" PVC pipe with a shut off valve in the ground, inside of a valve box. This will allow for regular / automatic flushing and for TCEQ's samples to be taken. The work order for this repair, and locates, have been submitted.
  - d. Mr. Gilmore and Mr. McNair flushed on Monday (5/7/2018) and Tuesday (5/8/2018) from the flush valve and walked the woods below the flush valve to determine the impact of the run-off water. Flushing does NOT create run-off problems for properties below flush site.
3. Bluff Manor Apartments –
  - a. It has been confirmed that the Richard Rd water line extends underneath the apartments to the valve at the street on Spur 92. This water line will need to be re-routed prior to construction of the new apartments being built by the owners.

- b. It is possible to flush without erosion concerns from the hydrant in front of the complex. Mr. Dennis Smith, Monument Hill State Park's manager, has been consulted and is in agreement that the flush water run-off doesn't cause erosion problems for the park.
  - c. A work order and locates have been submitted for the placement of a ¾" hose bib prior to the hydrant so that the District will have a dedicated TCEQ sampling location. This will need to be contained in some sort of tamper proof enclosure to avoid the stealing of water or any cross-connection contamination possibilities.
- 4. Water Plant #1 –
  - a. Holly Water Well's contractor has been working all week on getting the new fence installed and should be done shortly. They're also cleaned up the site and leveled the dirt. The insulating of the riser to the aerator should also take place this week.
  - b. There is serious erosion taking place along the back edge, and behind the back fence, of the plant. Hess Landscape has been contacted to see if they can assist us in cleaning up the brush behind the water plant and placing large rock/boulders to avoid further erosion concerns.
  - c. The concrete pad for the GST overflow line needs to be backfilled. Hess will also be consulted concerning this matter.
  - d. Chlorine Room –
    - i. Rocky with Electric Motor Service installed the exhaust fan, and the fan switch outside the chlorine room door, however, the fan needs to be rotated so that it becomes an intake fan and not an output fan, per TCEQ rules.
    - ii. Mr. Gilmore and Mr. McNair will be installing the larger window in the door and the vent at the bottom of the door, in accordance with TCEQ rules.
- 5. Hydrants – there are several throughout the District that are in need of repair. Mr. Gene Kruppa has given us a contact name of Virgil Clark, however, he's still trying to obtain a working phone number for Mr. Clark.
- 6. Well #3 – The culvert pipe has been delivered and the County Commissioner has been notified that it's ready to be placed along Country Club Dr. Mr. Gilmore and Mr. McNair will handle raising the gates at the location to accommodate the raised height of the driveway once the culvert is installed.

Mrs. Steffek reported the following during the Operations Report:

- 1. Water Plant #2 – copper fill line became crimped on May 8<sup>th</sup>, leaving WP2's GST empty, with the BP's still running.
  - a. Interconnect with FWSC was turned on May 8<sup>th</sup> at 4:30 p.m.
  - b. Fluid Meter should be out 5/10 or 5/11 to repair
- 2. Kamstrup Water Meter Trial –
  - a. Meters were installed on April 17 & 18
  - b. Meters were read on April 25<sup>th</sup> and no failed reads were experienced.
  - c. The software interface between our billing system, RVS, and Kamstrup's meter reading software, READy, was purchased from RVS on 4/25/2018 at a one-time cost of \$750.
  - d. Very pleased with the system, its simplicity and ease of function
- 3. 2Q2018 TTHM samples were pulled May 8<sup>th</sup>. Currently, the District's LRAA is 61.7 mg/L (398 Valley View Dr) and 52.5 mg/L (Bluff Manor Apartments).
- 4. FYE March 31, 2018 Financial Audit – prep work has begun
- 5. SB 253 Certain Prohibited Investments – Letters were mailed to all financial institutions on April 19<sup>th</sup> and, so far, only TexPool has responded stating they hold no prohibited investments.
- 6. Director's Election November 6, 2018 –
  - a. Three directors are up for re-election in November: Seth Gunn, Chester Johnson and Bobby Gilmore.
  - b. The election will be ordered at the June regular meeting
  - c. The County Elections Administrator will be contacted for the handling of the election, and to begin the drafting of the necessary contract.

7. Past Due Accounts –

- a. Harvey Wenske (402 Buckeye Trail) is \$859.61 past due and makes infrequent payments. Payment plan arrangements have been offered to him on multiple occasions without any success.
  - b. Shane Drosche (214 Richard Rd) is \$309.37 past due. They make monthly payments, but never pay the full amount owed.
  - c. Darrin Tousek (211 Richard Rd) is \$253.56 past due and haven't made a payment since 12/17/2017. The house is vacant and for sale. Diggs Real Estate, the listing agent, is aware that there is an outstanding balance on the water bill and that it will need to be paid prior to closing, or else it will transfer to the new owners. Mrs. Steffek recommended turning off the water. The house must have water service to pass an inspection once it goes under contract. The current owners would have to pay the past due amount, as well as a \$50 re-connection fee, prior to restoring service.
8. Vacation – Mrs. Steffek will be on vacation from Friday, July 13<sup>th</sup> through Tuesday, July 24<sup>th</sup>. Arrangements need to be made to have someone in the office while she's gone.

In his Engineer's Report, Mr. Bradley Loehr discussed the following items:

1. Water Well #4 – Insulating of the Well took place on May 10<sup>th</sup>. At the request of the District, Blue Tex Insulation Company charged an additional \$1,250 to insulate the line from the aerator to the ground storage tank, and to insulate a line under the hydro tank.
2. Sanitary Sewer Evaluation & Study – Mr. McNair covered many of his updates already, excluding:
  - a. There is a sewer line beside the residence at 204 Lookout Drive (Corker) that is cracked on top of the truss pipe
  - b. Mr. David Deen was able to pot hole behind the Koenig's property. He believes he should be able to drive the needed steel supports for the replacement sewer line. At this point, it would be premature to get pricing information, as more data still needs to be compiled before the job could be estimated properly.
  - c. River Road – there are (2) areas from the River Lift Station to WP1 (an old, leaking sewer service and a root ball) that needs to be repaired. A work order needs to be generated for the point repairs.
3. SCADA / Radio / Omni-Site –
  - a. Radio to Radio System - Received notification that the cost savings in moving from a 30 ft to a 10 ft tower would be less than \$400. Mr. Loehr recommended that the District keep the 30 ft. tower, as previously decided. The board instructed him to go with his recommendation.
  - b. Zapata Electric has ordered materials and should start building the panels in the next week or two.
  - c. A meeting has been scheduled for May 22<sup>nd</sup> between Electric Motor Service, Macaulay Controls, BEFCO and District personnel to review project scope and plant site inspections.

Mrs. Steffek requested approval to purchase from Secure Vision of America (3) 1" Kamstrup water meters for the water meter trial currently in progress within the District. She explained that there were (3) 1" water meters that were not working and/or reading correctly and that she would like to see them replaced. Each 1" water meter costs \$378.10, or \$1,134.30 total plus \$120.00 installation charge, bringing the total to \$1,254.30. Mr. Benes stated he would like to have a few spare ¾" x 5/8" Kamstrup water meters on hand, at a cost of \$189.00 each, in the event any currently installed Sensus Iperl meters were to fail and needed to be replaced.

Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to purchase (4) 1" Kampstrup water meters (three to be replaced plus one spare) at a cost of \$378.10 each; to have Secure Vision of America install any meters needing to be replaced at a cost of \$40 per meter; and to purchase (5) ¾" x 5/8" Kampstrup spare water meters at a cost of \$189.00 each, at an amount not to exceed \$3,000. The motion passed unanimously with all Directors present and voting.

Mr. McNair asked the Board to consider changing the start time of its regular board meeting from 5 p.m. to 4 p.m. since the District's meeting is often running late and affecting the start time of the Monument Hill Property Owner's Association regular meeting at 6:30 p.m. at the District's office. Mr. Loehr was consulted on how this would impact

him and any potential conflicts he had with the City of Weimar since the hold their regular meeting on the same night, but beginning at 4 p.m. Mr. Loehr reported that under normal conditions, there might be 3-4 meetings a year that would be impacted.

Mr. Chester Johnson made a motion, seconded by Mr. James Benes, to change the Board of Directors regular monthly meeting from 5 p.m. to 4 p.m. on the second Thursday of the month. The motion passed unanimously with all Directors being present and voting.

Mrs. Steffek requested if the Board would like to see the quarterly newsletter discontinued since it appears most of the populous does not read it, or if, perhaps, they would like to cut down on the frequency of the newsletter. After a brief discussion, Mr. Chester Johnson made a motion, seconded by Mr. James Benes, to change the newsletter's distribution frequency from quarterly to twice yearly, with distribution taking place in the Spring and Fall, and to continue having the newsletter printed and direct mailed. The motion passed unanimously with all Directors being present and voting.

Under Agenda Item 9 "Consider and take appropriate action on matters related to the planning, designing and/or construction of Water Well No. 4", Mr. Loehr reported that sometime in the next two weeks, there would need to be a final walk thru conducted, and final payment submitted to Holly Water Wells. He reminded the Board that the District should hopefully receive interim approval, from TCEQ, to put Well #4 into production, within 90 -120 days.

There was no business to be discussed under Agenda Item 10 "Consider and take appropriate action on matters related to the Series 2017 Bond projects and all other associated projects".

Items were identified and placed on the agenda for the next regular Board of Directors meeting scheduled to be held on June 14, 2018 at 4 p.m. at the Fayette County WCID - Monument Hill District office located at 100 Country Club Drive, La Grange, Texas.

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

The meeting was adjourned at 6:10 p.m.

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Mr. Bobby Gilmore  
Secretary

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Mr. Dixon McNair  
President