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**MINUTES**  
of the November 8, 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:** Lori Steffek, Office Manager

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The meeting was called to order by Mr. Dixon McNair, President, at 4:00 p.m. on November 8, 2018, at the Fayette County WCID - Monument Hill District Office located at 100 Country Club Drive in La Grange, Texas.

The Minutes from the September 13, 2018 tax rate public hearing and regular Board of Directors meeting were both presented for approval. The Board did not meet in October 2018 due to the lack of a quorum.

Mr. Chester Johnson made a motion, seconded by Mr. James Benes, to approve the Minutes of the September 13, 2018 tax rate public hearing and regular Board of Directors meeting as presented. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reminded the Board that due to not having had a regular board of directors meeting in October, he would be presenting for review and approval his Treasurer's Reports and Disbursements for both September and October 2018.

Mr. Benes reviewed the September 2018 Operating Fund Treasurer's Report with the Board. Available beginning of the month balance was \$176,291.97. Total cash receipts for the month were \$38,545.67. Total expenses for the month of September were \$27,481.83, leaving the District with a total combined end of the month operating fund bank balance of \$187,355.81. Mr. Benes reviewed Operating Fund September 2018 disbursements pending approval for a total of \$32,660.74. Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the September 2018 Operating Fund Treasurer's Report, and to pay the September 2018 Operating Fund disbursements as presented for a total of \$32,660.74. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the September 2018 Construction Fund Report with the Board. The beginning of the month combined balance was \$551,373.01. Total interest earned was \$1,727.13. The combined end of the month balance was \$553,100.14. There were no pending Construction Fund disbursements for the month of September. Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the September 2018 Construction Fund Treasurer's Report with no pending disbursements to be approved. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the September 2018 Debt Service Fund Report with the Board. The beginning of the month balance was \$80,456.43. The District received \$24.80 in interest income during the month and \$824.05 in property tax revenue and penalties. The debt service fund end of the month balance was \$81,305.28. Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the September 2018 Debt Service Fund Report as presented with no pending disbursements to be approved. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the October 2018 Operating Fund Treasurer's Report with the Board. Available beginning of the month balance was \$187,355.81. Total cash receipts for the month were \$34,177.03. Total expenses for the month of October were \$36,982.78, leaving the District with a total combined end of the month operating fund bank balance of \$184,550.06. Mr. Benes reviewed Operating Fund October 2018 disbursements pending approval for a total of \$24,982.13. Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the October 2018 Operating Fund Treasurer's Report, and to pay the October 2018 Operating Fund disbursements as presented for a total of \$24,982.13. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the October 2018 Construction Fund Report with the Board. The beginning of the month combined balance was \$553,100.14. Total interest earned was \$7.49. Total expenses for the month was \$32,395.00. The combined end of the month balance was \$520,712.63. Mr. Benes reviewed the pending Construction Fund disbursements for \$33,395.00. Disbursements include payment to BEFCO Engineering for engineering on the alarming system (\$110.00) and on the Sanitary Sewer and Evaluation Study (\$5,285.00); payment to Macaulay Controls for the Antx Scout system, installation and training (\$28,000.00). Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the October 2018 Construction Fund Treasurer's Report and to approve the pending disbursements in the amount of \$33,395.00. The motion passed unanimously with all Directors being present and voting.

Mr. Benes reviewed the October 2018 Debt Service Fund Report with the Board. The beginning of the month balance was \$81,305.28. The District received \$33.16 in interest income during the month and \$5,761.02 in property tax revenue and penalties. The debt service fund end of the month balance was \$87,099.46. Mr. Chester Johnson made a motion, seconded by Mr. Bobby Gilmore, to approve the October 2018 Debt Service Fund Report as presented with no pending disbursements to be approved. The motion passed unanimously with all Directors being present and voting.

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

1. Needed District Road Repair is needed at 210 and 305 Rolling Hill Drive and on Oak Bend Dr at Buckeye Trail. Mrs. Steffek has contacted Kirby Farek, with J & P Paving out of Flatonia, and he will be meeting with Mr. McNair the week of November 13<sup>th</sup> to assess what needs to be done and provide a cost estimate.
2. River Drive between Country Club Court and the River Lift Station is in serious need of repair. Something must be done, and soon, in order to prevent ourselves from getting into a situation where a vacuum truck is needed for the lift station but we don't have a road to get there. Mr. McNair and Mr. Loehr will need to meet and review road condition and then address the County Commissioner's Court concerning this repair since the road belongs to the county.
3. Water Plant #1's driveway is in serious need of repair. Mrs. Steffek was asked to contact Anders & Sons to obtain a cost estimate on the needed road repairs.

Mrs. Steffek reported the following during the Operations Report:

1. Water Meter Replacement – (26) meters are scheduled to be replaced the week of Nov. 12<sup>th</sup>.
2. TTHMs –
  - i. 3Q2018 TCEQ TTHM samples were both passing, however, they were not low enough to decrease the LRAA to below 80 mg/L. A public notice will need to be distributed to all customers once notification is received from TCEQ.
  - ii. Anticipate 4Q2018 TCEQ TTHM samples to be pulled sometime in November due to the end of the year rush.
  - iii. Water Equipment & Treatment Services (WETS) is waiting on lab results for the most recent round of samples they collected on November 2<sup>nd</sup>. Previous sample results indicated unbelievable results, so a second set of samples were collected.
3. Water Plant #1 / Well #4 / Well #3 –
  - a. Well #3 & 4's VFDs were restored to 60 Hz, thus removing any restriction on well production/pumping capacity from either well.

- b. Increased flow of Well #4 created problems for the chlorination system – the 25 PPD rotometer was unable to adequately chlorinate. A new 50 PPD rotometer was installed on Oct 30<sup>th</sup> and appears to be working well.
  - c. The chlorination system received a semi-annual PM service at the same time as the new rotometer was installed.
  - d. The GST and PT were inspected on November 2<sup>nd</sup>.
  - e. The 90 flange elbow going from the booster pump room to the pressure tank blew out on October 17<sup>th</sup>. We switched to FWSC water and remained on their water until October 19<sup>th</sup>. The repair was made late in the day on October 18<sup>th</sup>. We purchased 119,000 gallons from FWSC.
  - f. Zapata Electric has been unable to finish their work since the flow meter 4-20 mA pulsing modules I ordered weren't the correct modules needed. Faster pulsing modules were ordered (even exchange) and were scheduled to ship November 5<sup>th</sup>. Once the new modules are received, Zapata Electric will come out to install and complete their installation.
  - g. Installation of the Aquavox Scout Alarm System has been completed and the system is fully functional with the exception of displaying the master meter readings due to the above-mentioned flow meter module problem.
- 4. Water Plant #2 –
    - a. The GST and PT were inspected on November 2<sup>nd</sup>.
  - 5. The annual Eminent Domain report for 2019 was filed with the Texas Comptroller's office on November 1<sup>st</sup>.
  - 6.

Mr. Bradley Loehr, the District's engineer, was unable to attend the meeting, however, he emailed an update to the Board. The email was reviewed by Mrs. Steffek and addressed the following:

- 1. Sewer System Improvements - The bid package is approximately 90% complete and will be sent out to the Buy Board for pricing/estimating.
- 2. Water Plant 1 to Water Well 3 Radio to Radio System - Jeff Zapata is still waiting on the correct type of pulse indicator needed to electronically measure the proper flow of water from Well 4 to the aerator/ground storage tank. According to Mrs. Steffek the modules have shipped from the manufacturer. She will notify Mr. Zapata as soon as they arrive.
- 3. AQUAVX Scout Alarm/Monitoring System – all equipment has been installed and Macaulay Controls has been paid.
- 4. Water Source/Plant/Distribution System TTHM Issue – Per Gene Kruppa, WETS has completed their initial study, but the data didn't seem to be reliable/trustworthy based upon the initial lab reports. Mr. Orelup did another round of testing and hasn't received those results back yet from the lab.
- 5. Road to the River Lift Station – Mrs. Steffek requested that Mr. Loehr inspect River Drive from Country Club Court to the River Lift Station prior to the board meeting and report to the Board his assessment. Mr. Loehr reported the big concern is that the water on top of the road has insufficient cross-slope to divert water to the adjacent ditch. There is an 18" reinforced concrete pipe (RCP) under Country Club Court to drain water from the "bluff" side of the road to the golf course side of the road. There are parallel ditches on both sides of the road. It's BEFCO's recommendation to discuss with Commissioner Berckenhoff about applying more materials (4-8") to the road to build up the structure and grade a proper cross-slope from the road centerline to each adjacent road edge. This would be for a stretch of about 75-100' in length. Additionally, would like to have them grade the ditches to improve drainage to the 18" RCP.

Mr. Benes discussed with the Board his thoughts on the increasing frequency of failing meters throughout the District. It's his belief that the batteries are failing and creating a series of "reverse flow" issues. Based on the failures being experienced, he suggested that the board consider increasing the number of meters being purchased every two months to something greater than the previously approved 20 meters. After some discussion, Mr. Bobby Gilmore made a motion, seconded by Mr. Chester Johnson, to purchase and install 30 meters every two months at a cost of \$179 per meter and \$40 installation per meter. Mrs. Steffek was asked to make sure that all the meters in the District have been changed out prior to the renewal of the Itron Maintenance Contract on October 31, 2019. The motion passed unanimously with all directors being present and voting.

Mrs. Steffek presented the proposed 2019 Holiday Schedule for Board Approval. She reported that instead of observing Texas Independence Day, which falls on a Saturday in 2019, the District would observe Columbus Day on October 14<sup>th</sup>, otherwise all holidays were the same as 2018 and followed the 2019 Federal holiday schedule for the dates being used. In total, the District would observe 12 holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving (Thursday & Friday), Christmas Eve (floating holiday) and Christmas Day. Mr. Seth Gunn made a motion, seconded by Mr. Bobby Gilmore, to approve the 2019 Holiday Schedule as presented. The motion passed unanimously with all directors being present and voting.

Mrs. Steffek discussed with the Board her desire to purchase (2) Rosemount Model #2088 Pressure Transmitters with in line manifold at a cost of \$900.00 each plus the cost to install them at a cost of \$1000.00. These transmitters will allow the Scout SCADA system to measure and display the ground storage tank level and the pressure at Water Plant 1, both critical pieces of data for system operations. In agreement, Mr. James Benes made a motion, seconded by Mr. Chester Johnson, to purchase (2) Rosemount Model #2088 Pressure Transmitters with in line manifold at a cost of \$900.00 each plus the cost to install them at a cost of \$1000.00. The motion passed unanimously with all directors being present and voting.

Items were identified and placed on the agenda for the next regular Board of Directors on Thursday, December 13, 2018 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, Mr. Bobby Gilmore made a motion, seconded by James Benes, to adjourn the meeting. The motion passed unanimously with all Directors being present and voting.

The meeting was adjourned at 4:51 p.m.

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Mr. Bobby Gilmore  
Secretary

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Mr. Dixon McNair  
President