

**LLANO COUNTY MUD #1**  
**BOARD OF DIRECTORS MEETING**  
**8/30/2016**

The Llano County Municipal Utility District #1 Board of Directors held a Regular Scheduled Meeting on August 30, 2016 at 10:31 a.m., at the District Office.

Board member(s) present: Rod Bond, Bruce Lomax, Warner Tweed @ 10:34 am, L.D. Stewart, and John Walters  
Board member(s) absent: None  
Also present were General Manager, Angela Burton; Engineer, Tony Plumlee and BLPOA Director, Leah Roust

**1. PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENTS AND DISCUSSION**

Ms. Leah Roust, Blue Lake POA Director brought an issue to the Board regarding the gravel left from the road project at the Golf Course and POA property. Ms. Roust states she and Ken Taylor have been asked to come up with a plan for the land west of the golf course that is being used by the MUD as a staging area for the road project. The plan is to setup a warm up/driving range area and needs to know what the maintenance responsibilities are of the MUD for use of that area and if there is a timeline for when the gravel will be used or removed. Director Tweed and Director Stewart explained the need for the area to have the gravel available for low areas in the road. Director Bond explained the erosion should be settled pretty well in a year and the gravel could be used to fill in areas in the community as needed; not just the roads. Ms. Roust states she would like to get a timeline and keep an open line of communication so she and Mr. Taylor can start making plans for use of that area by the Golf Course. Director Lomax summarized the Board's opinion as follows:

- MUD recognizes property is owned by the POA.
- When it comes to the point the POA needs to use the property the MUD will move the gravel.
- MUD feels they have done all they need to do on the property.
- MUD recognizes possible need to us POA property in the future for construction.

**3. 2016 ROAD PROJECT UPDATE**

Tony Plumlee with Willis Engineering provided an update on the road project. Mr. Plumlee states the low asphalt areas have been addressed; there was a lot of effort put in to correct drainage problems and remove a mesquite tree on Blue Waters. Drainage issues on Blue Mountain Trail have been improved with re-grading the bar ditch and putting in a French drain. There will be some final work for several weeks. Mr. Plumlee states final invoicing will be submitted for engineer inspections, contractor invoice and he will be submitting a substantial completion letter with a 1 year warranty from the contractor. The warranty will start after the contractor receives the waivers and signed completion letter. Mr. Plumlee recommends submitting final payment to the contractor; he will get the lien releases sent us for release of final payment.

The Board discussed the reflector's that were damaged by the equipment for this road project. The reflector repairs/replacements are not part of the contract. It will require up to 3 people to set the reflectors; the Board agreed to do the major roads and exclude the side roads.

**4. ADMINISTRATIVE ASSISTANT, SHARON BOWEN, PROVIDE REPORT ON AMR METER INSTALLATIONS**

Administrative Assistant, Sharon Bowen, provided an update on the AMR meter installations. Ms. Bowen explained the installation has been delayed 3 weeks due to change out of 2 inch meters to 1 inch meters, and RG3 having delays due to weather in Louisiana. The new target date is September 12th-16<sup>th</sup>. The cost of meters has lowered to \$44,020 instead of \$44,847 due to the change in the size of 2 inch to 1 inch meters. Ms. Bowen explained this installation will allow her to read meters by laptop and enables the District to have up to date information on each meter when a consumption report is run. The consumption reports provide an accurate and accountable water usage for customers to review and help them know if there is a leak or when water is being used and allows them to make repairs or adjustments accordingly. The salesperson, Ricardo, suggested recycling the old meters for a substantial return. Director Bond asked if the consumption report can go back to the beginning of installation or if it has a time frame, such as 3 to 6 months only. Ms. Bowen will look into that question and update the Board at the next meeting. Director Tweed suggested checking Mr. Baty's meter, as he believes it is a 2 inch meter. The Board thanked Ms. Bowen for her work on this project and states she will need to provide another update at the next meeting.

**5. DISCUSSION AND ACTION TO APPROVE THE MINUTES OF THE REGULARLY SCHEDULED BOARD MEETING HELD ON JULY 26, 2016.**

Director Tweed made a motion to approve the minutes of the regularly scheduled board meeting held on July 26, 2016. Director Walters seconded the motion. All members present were in favor. Motion passed.

**6. DISCUSS, REVIEW, AND POSSIBLE ACTION TO APPROVE CAPITAL OUTLAYS AND/OR PROJECTS**

Angela Burton presented the Capital Outlay and Project report. Director Walters made a motion to commit up to \$35,000 in the Sewer account during 2015-2016 fiscal year for purchase, electrical work and installation of the Eradigator mixer and the FogRod float for the Deerhaven and Sandy Harbor lift stations. Director Lomax seconded the motion. All members present were in favor. Motion passed.

Director Tweed made a motion to commit \$7,618 during the 2015-2016 fiscal year in the Street and Light account for the Road Sealant Program. Director Stewart seconded the motion. All members present were in favor. Motion passed.



**7. REVIEW AND POSSIBLE ACTION TO APPROVE RECOVERING ADMINISTRATIVE COSTS FOR THE GENERAL FUND**

Director Lomax made a motion to transfer \$29,000 from the Sewer Fund to the General Fund to recover administrative and operating costs paid out of the General Fund for Sewer Services. Director Tweed seconded the motion. All members present were in favor. Motion passed.

**8. REVIEW AND POSSIBLE ACTION TO APPROVE THE 2016-2017 BUDGET AND TAX RATE**

Director Lomax made a motion to accept a proposed 2016-2017 Budget as discussed and the Tax Rate as follows:

- \$ .1190 for the purpose of **Debt Service Payments**
- \$ .0744 for the purpose of **Operation and Maintenance**
- \$ .1000 for the purpose of **Fire Service**
- \$ .2934 **Total Tax Rate**

Director Tweed seconded the motion. All members present were in favor. Motion passed.

**9. ESTABLISH A PRELIMINARY HEARING ON THE TAX RATE**

Director Bond moved to set a hearing and propose the 2016 tax rate on 9/22/16 at 10:15 am. Director Stewart seconded the motion. All members present were in favor. Motion passed.

**10. REVIEW AND APPROVE TAX ASSESSOR/COLLECTOR REPORTS**

The Board reviewed the Tax Assessor/Collector reports; there was no approval needed.

**11. REVIEW AND APPROVE APPRAISAL ROLL**

The Board reviewed the 2016 Appraisal Roll. Director Lomax made a motion to approve the appraisal roll. Director Stewart seconded the motion. All members present were in favor. Motion passed.

**12. GENERAL MANAGER'S REPORT**

Angela Burton provided a verbal General Manager's Report and gave a report on the July 2016 financials.

**13. COMMITTEE REPORTS**

FINANCE & PLANNING-

LEGAL AFFAIRS-

STREETS AND LIGHTS/TRASH DISPOSAL-

WATER DISTRIBUTION SYSTEM- Tony Plumlee with Willis Engineering provided a brief update on the Water Plant Consultation performed by Larry Wilke. An updated improvement suggestion will be provided. Mr. Plumlee states issues with the plant can be solved if a 50,000 gallon elevated storage tank was constructed near the entrance of Blue Lake. This would help with the pressure and alleviate the 60ft tank, hydromatic tank and a storage tank at the water plant. The Board will be discussing 5 and 10 year plans in the following months. Additional research will be done when the updated improvement recommendations is received.

SEWER SYSTEMS-

**14. EXPENDITURES REQUIRING APPROVAL**

Director Stewart made a motion to approve an amount of \$2,000 pending submittal from Allied Asphalt for sealant and striping of the MUD parking lot. Director Walters seconded the motion. All members present were in favor. Motion passed.

**15. EXECUTIVE SESSION – PERSONNEL REVIEWS**

Executive Session began at 1:15 pm and Concluded at 1:50 pm

The Board reviewed the collective evaluations from the Directors regarding the General Manager Angela Burton. Director Lomax made a motion accept the evaluation and increase effective 8/1/16 as discussed in the Executive Session. Director Tweed seconded the motion. All members present were in favor. Motion passed. Director Bond will set a time and date to discuss the review with Ms. Burton.

**16. NEW BUSINESS/OLD BUSINESS**

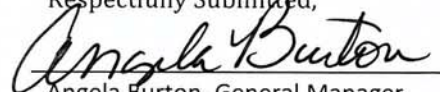
General Manager Angela Burton and Administrative Assistant Sharon Bowen will provide an update on their goals at the next meeting. Ms. Bowen will also update the Board on the AMR Installations.

**17. SET DATE AND TIME FOR NEXT MEETING**

Director Bond explained a need to reschedule the regular meeting in September due to the tax hearing and his unavailability on that day. The Board agreed to schedule the September Tax Hearing for 10:15 am and Regular Meeting at 10:30 am on 09/22/16.

Director Stewart made a motion to adjourn at 2:00 pm. Director Tweed seconded the motion. All members were in favor. Motion passed.

Respectfully Submitted,



Angela Burton, General Manager  
Llano County MUD 1