

Minutes
Lakeway Municipal Utility District
Board of Directors Meeting
May 8, 2019

The Board of Directors met in REGULAR session at 9:30AM at 1097 Lohmans Crossing, Lakeway, Texas, with the following:

Directors Present:	Lawrence Christian Jerry Hietpas Don Goff John Sayre Larry Burmeier
--------------------	---

Directors Absent:	None
-------------------	------

Staff Present:	Earl Foster Loyd Smith
----------------	---------------------------

QUORUM

1. Determine Quorum and Call to Order

Meeting was called to order at 9:30 AM.
Burmeier declared a quorum of Directors present.

2. Pledge of Allegiance was led by Burmeier.

CITIZENS

3. None

AGENDA ITEMS:

4. Discussion and Possible Action on purchase of equipment Skid Steer Bucket and Compact Excavator.

- Foster reviewed quotes received from Buy Board vendors explaining the equipment was needed for the ODWW Project, but would be useful to the District after the project was completed, and that the E&O Committee and the Finance Committee had reviewed the quotes as well.
- General Board discussion.
- Hietpas moved the purchases be approved as presented; Goff seconded.
- Motion passed unanimously.

5. Discussion and Possible Action on Proposal for SCADA Software, Server, and development.
 - Foster reviewed the SCADA software and explained the importance of strict security for the system, and that this proposal includes a separate server for SCADA with firewall permission for select computers to have access. He also explained that the new features need to be in place by December 2020.
 - Burmeier asked if this need was security vs. upgrade.
 - Foster explained that this is a need as there will be no support for the current software.
 - Hietpas asked who Bitterroot Utility Services is; Foster replied that it is the company that John Hastings, retired LMUD Water Supervisor, formed to provide software and support to Utilities.
 - Sayre noted the SCADA system definitely needs protection.
 - Burmeier asked if approval was being requested for the entire project, or just the initial \$29K; Foster replied it was the Board's choice.
 - Hietpas moved that to approve \$110K for the proposed upgrades and improvements; Sayres seconded.
 - General Board discussion.
 - Motion passed unanimously.

6. Discussion and Possible Action on Pay App #2 for painting exterior of E-2 elevated water tank on Rolling Green and labeling of tank.
 - Foster updated the progress on the project and noted this payment would be held until the project was complete.
 - Hietpas asked if we were using the longer life lights now; Foster replied that we are, but said they are still changed out every 6 months and used in other less critical areas after 6 months on the tank.
 - Sayre moved to approve Pay App #2 as presented; Christian seconded.
 - General Board discussion.
 - Motion passed unanimously.

7. Discussion and possible action on Water Plant TCEQ Inspection.
 - Foster explained that the TCEQ Inspection of the Water Plant recently concluded. He noted that it is a grueling examination of paperwork, testing, chlorination, calibration, etc. He noted that Raf Mendoza, Water Plant Supervisor, did a great job in his first TCEQ Inspection since assuming the role of Supervisor. There were no violations, and LMUD continues to operate a Superior Water operation.
 - Hietpas asked if Wastewater was involved in the inspection; Foster said no, but that inspection would be next.

- Sayre moved that the Board commend Mendoza for a job well done; Hietpas seconded.
- General Board discussion.
- Motion passed unanimously.

8. Discussion and possible action on Payment Portal Issues with CUSI.

- Foster turned the Item over to Smith for review.
- Smith said that over Easter weekend, LMUD's billing software and service provider (CUSI) had a server go down. As a result of this, when customers tried to pay their bill on-line, an error message was displayed. Since the customers thought the payment didn't take, some tried it again multiple times. Unfortunately, each payment the customer tried worked, so that multiple payments were charged to the customer's credit card or bank account depending on which method they were using to pay their bill.
- Smith said that 30 customers were affected by the issue; some had as many as 7 or 8 charges to their credit card or bank account. When the LMUD staff arrived at the office on Monday morning after Easter, they quickly became aware of the problem and contacted CUSI and the identified customers as soon as the information became available. Customer refunds were deposited back into their bank or credited back to their credit cards electronically. LMUD had to cut checks to some of the customers for timing reasons. \$257 in overdraft charges were refunded to the customers by LMUD, and that amount will be deducted from the next CUSI bill to LMUD. Smith added that most customers were very understanding, and that all appeared satisfied once all refunds had been made.

Burmeier left the meeting due to a prior commitment; Hietpas chaired the rest of the meeting.

9. Discussion and possible action Discussion and possible action on Zebra Mussel Project.

- Foster reviewed videos of underwater cleaning of the barge equipment removing Zebra mussels.
- Goff asked how long the Zebra Mussels had been in Lake Travis; Foster replied around 3 years.
- Foster noted the intake hoses on the B4 Barge are at two different depths: two at 17 feet and 2 at 3-5 feet.
- Hietpas stated that the Zebra mussels are not toxic, and do not get beyond the Water Plant; Foster confirmed that statement.
- Foster said the B3 Barge is not active every day, but that we are looking at using it more to reduce build up.
- Goff asked what the cost has been to protect the barges; Foster replied that the B4 Barge has cost about \$15K, and the B3 Barge about \$5K.
- Foster explained that LMUD is constructing a system to feed chemical at the Barges to avoid mussels in the pipes. The chemical LMUD is planning to use is called Earthtech, which contains copper that prevents the mussels from attaching

to the pipes. LMUD just got approval from the TCEQ for the project, and LMUD will begin feeding chemical before the end of May 2019. A side benefit of the chemical is that it will improve taste and odor of the water.

- General Board Discussion.
- No action was taken.

10. Discussion and possible action on Public Meeting May 9th and Progress of Out of District pressure sewer system for the first 17 sections of Lakeway Phase I.

- Foster reported that LMUD has now received Golf Course approval for Phase I plans, and that LMUD will attempt to notify every resident as construction moves into their neighborhood. Foster expressed his gratitude to the Golf Course for their cooperation.
- Two public meetings will be held on Thursday, May 9 at the activity center. One will be at 10:30AM, and the other will be at 5:30PM.
- Burmeier and Christian will attend the 10:30AM meeting, and Hietpas and Sayre will attend the 5:30PM meeting.
- Foster noted the goal is to complete the Main Line on the golf course by September, and to go out for bid for the Lift Station and Force Main to S-5 Treatment Plant by that time.
- General Board discussion.
- No action was taken.

11. Discussion and possible action on Financials, Calendar.

- Foster reviewed the financials, noting we are doing well against budget.
- Hietpas asked about plans for the cash on hand; Foster noted several capital projects that will utilize the funds on hand.
- With numerous Board and Staff members having conflicts for the normal meeting date of June 12, the June meeting was moved to June 5.
- General Board Discussion.
- No Action was taken.

CONSENT AGENDA

Christian moved to approve all items on the Consent Agenda as presented; Goff seconded. Motion passed unanimously.

12. Approve Minutes of Regular Meeting on April 10, 2019.
13. Approve expenditures over \$25,000.
-

ADJOURNMENT

The meeting was adjourned at 11:08AM



Loyd Smith, Finance/Administration Manager

Minutes approved on the 5th day of June, 2019.



Larry Burmeier, President, Board of Directors

ATTEST:



Don Goff, Secretary, Board of Directors

