

Minutes
Lakeway Municipal Utility District
Board of Directors Meeting
June 9, 2021

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

Directors Present:	Jerry Hietpas Larry Burmeier Lawrence Christian Don Goff John Sayre
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.
Hietpas declared a quorum of Directors present.

2. Pledge of Allegiance was led by Hietpas.

CITIZENS

3. None

AGENDA ITEMS:

4. Discussion and possible action to approve purchase of hose for B-3 Water Barge.

- Foster explained that the hose is worn and needs to be replaced and we will also have to pay labor to install the hoses once received.
- Hietpas asked if the hoses were coming from a single source; Foster replied yes.
- Sayre asked what we do with the old hose; Foster replied we dispose of it properly.
- Sayre asked why we chose this vendor; Foster said we have used them before, and they have done a good job for us.
- Christian asked if it was two hoses; Foster replied yes.
- Hietpas said these hoses are very important; they provide water to our main water plant.
- Sayre moved to approve the purchase as presented; Goff seconded.

- Burmeier said the GM can purchase up to \$10K on his own authority and asked how long that had been in place.
 - Foster replied maybe 8-10 years.
 - Burmeier said “probably time to move it”.
 - Hietpas said “I think we are off subject”.
 - General Board discussion.
 - Motion passed unanimously.
5. Discussion and possible action to Purchase New Billing Software.
- Foster said that the reports we have been working on with the vendor are now accurate, and that our Masterfile is already converted. The cost will be \$33K up front, and then \$28K per year afterward.
 - Hietpas asked how long the meter conversion will take; Foster replied 6-8 weeks.
 - Hietpas asked if we were staffed for the conversion; Foster replied 4 field people will be trained.
 - Christian moved to approve the purchase as presented; Sayre seconded.
 - General Board Discussion.
 - Motion passed unanimously.
6. Discussion and possible action to approve bid for rehabilitation of 7 manholes along Edgewater Cove and Challenger.
- Foster explained that backup occurred a couple of months ago into a house; during the heavy rain we examined numerous manholes and found 7 that need rehabilitation.
 - Christian asked what they do to rehab; Foster said repair cracks, resurface, and make the rings tight and properly fitted. Foster added this will be funded through I&I.
 - Sayre asked how many manholes LMUD has; Foster replied around 400. He added there is a manhole anywhere direction or elevation changes.
 - Goff asked how often the manholes have to be rehabbed; Foster replied 15-20 years or more between rehabs.
 - Hietpas asked if this is a red flag; are we behind?
 - Foster said we may be behind a little, but not in trouble. He added a plan will be presented to the Board to address.
 - Sayre moved to approve the rehabilitation of the manholes as presented; Christian seconded.
 - Burmeier asked if a contingency is needed; Foster replied no, that this purchase is through Buy Board.
 - General Board discussion.
 - Motion passed unanimously.
7. Discussion and possible action on purchase of water meters for entire District.

- Foster explained there is no outlay of funds at this point, that this is a place holder for us to ensure we have meters available Oct 15. We can move that date if necessary. It will be an expenditure of \$1,058,250.
 - Hietpas asked what the benefits are of this change; Foster replied our current meters were purchased in 2014 and are not made anymore. Master Meter brings the information into the D.O. without the expense of cellular. They read every 12 hours, and we have already found leaks with the meters we have installed.
 - Hietpas noted he was one of the pilots, and he was notified of a leak and was able to fix it quickly without losing a lot of water.
 - Sayre made a motion to move forward with replacing meters for all LMUD customers at a cost of approximately \$1.3M; Christian seconded.
 - General Board Discussion
 - Motion passed unanimously.
8. Discussion and possible action to approve purchase of computer for reading and programing new meters.
- Foster said this computer will program the heads to the bases; there are several different types of bases and the head has to match.
 - Burmeier asked how we verify the accuracy of meters; Foster replied this is done in the vendor's lab and the guarantee is 97-103% accuracy (+/- 3%).
 - Sayre asked about software updates; Foster replied they are uploaded online.
 - Sayre asked if the updates are additional cost; Foster said only a total rewrite would be chargeable.
 - Sayre moved to approve the purchase as presented; Goff seconded.
 - General Board discussion.
 - Motion passed unanimously.
9. Discussion and possible action to approve Pay App #14 for Austin Engineering for Out of District Wastewater Force Main, Lift Station & S-5 WRP Improvements.
- Foster indicated the project is 100% complete with the exception of some clean up and putting bypass valve components into the panel.
 - Sayre asked when it will be totally complete; Foster replied by the end of June or early July.
 - Sayre moved to approve Pay App #14 as presented; Goff seconded.
 - General Board discussion.
 - Motion approved unanimously.
10. Discussion and possible action on status of Out of District pressure system for Lakeway Phase 1, Secs. 1-17.

- Foster said with rain nearly all of May progress was slowed; three new customers were installed, and a lot of maintenance done.
 - Hietpas asked about self-installs; Foster replied that these are being offered mainly for emergencies. The customer still pays the \$4,125 up front. There have been 2 successful self-installs to date, and another 2 potentials.
 - Goff asked about the septic tank on self-installs; Foster replied LMUD will pump the septic, then the customer is responsible for collapsing and filling the tank.
 - Foster said we need to hire 2 more field people; by doing this we will have 3 full crews. One crew of 3 will handle the day to day leaks, repairs, etc. Two crews of 3 will focus on ODWW.
 - Sayre commended Foster for his foresight on staffing.
 - General Board discussion.
 - No action was taken.
11. Discussion and possible action on Leak Relief request for 1200 Lakeway Village SQ.
- Foster stated any leak relief over \$2K had to be approved by the Board, and reviewed this request.
 - Goff moved to approve the request as presented; Burmeier seconded.
 - General Board Discussion.
 - Motion passed unanimously.
12. Discussion and possible action on Financials, Calendar.
- Foster reviewed financials and stated LMUD continues to be in good financial shape year to date.
 - Hietpas asked if any of our balances were too high; Foster replied he would be reporting on balances during the budget process.
 - Christian asked about Rate Stabilization; Foster replied that was established years ago and probably has no function at this point. It probably should be combined with Operations Reserve.
 - Sayre asked if Foster could present the Board with a full I&I review at some point; Foster said he will do that.
 - The Board agreed there will be no BOD meeting in July unless Hietpas feels the need to call a meeting.

CONSENT AGENDA- The following consent items may be approved by one Board vote. Any Director may pull consent items from the consent agenda for discussion.

Christian moved to approve the consent agenda; Burmeier seconded. Motion passed unanimously.

13. Approve Minutes of Regular meeting May 12, 2021.
14. Approve Expenditures over \$25,000.

ADJOURNMENT

The meeting was adjourned at 10:48AM



A handwritten signature in blue ink, appearing to read "Loyd Smith", written over a horizontal line.

Loyd Smith, Finance/Administration Manager

Minutes approved on the 11th day of August 2021.

A handwritten signature in blue ink, appearing to read "Gerald J. Hietpas", written over a horizontal line.

Gerald J. Hietpas, President, Board of Directors

ATTEST:

A handwritten signature in blue ink, appearing to read "Don Goff", written over a horizontal line.

Don Goff, Secretary, Board of Directors