**FLYING L PUBLIC UTILITY DISTRICT**

**REGULAR MEETING – MARCH 9, 2020**

**M I N U T E S**

**CALL TO ORDER:** The March 9, 2020 regular meeting, of the Flying L Public Utility District; is called to order by Vice President Don Bateman at 6:32 PM. Additional Board Members in attendance are Steve Childers and Austin Christensen. Patrick Raab and June Baker are absent. Also, in attendance are Recording Secretary Leslie Rector, the representative from Water Utility Management, Charlene Greenhill - Field and Office Administrator, and Water and Wastewater Operator Jerry Hefley.

**A quorum was established.**

**Guest(s) in Attendance:** Terry Peek, Charlie Thomas, Lawrence Tucker, Janet & Bob Williams, and Barbara Pierce.

**PUBLIC COMMENT:** Terry Peek was asking about the current conditions and work schedule on some of the hydrants in the community.

**MINUTES OF PREVIOUS MEETING:** After a review of the February 20, 2020 Special Meeting minutes, **a** **motion** was made by Christensen, 2nd by Childers to approve the Special Meeting Minutes from February 20th. **Unanimous A motion** was made by Childers, 2nd by Christensen to approve the minutes from the Regular Meeting. **Unanimous**

**REVIEW AND PAY BILLS:** Steve Childers had a question regarding the PUD’s policy on Credit Card usage. Janet Williams responded that the card can be used for items up to $1,000 such as office supplies. After reviewing the monthly financial report, dated March 9, 2020 **a motion** was made by Christensen, 2nd by Childers to accept the report and pay the bills totaling $32,345.12 with a transfer of $28,400 from M&O #266 to Bandera Bank #816. **Unanimous**

**Bandera Bank & Hondo Bank: $492,922.15**

 **Savings & CDs at Randolph Brooks FCU: $217,475.66**

 **FUND BALANCE: $710,397.81**

**REPORT OF MONTHLY WORK PROJECTS AND OPERATION:** Jerry reported, on the Wastewater side; the pump went out at Lift Station C. It appeared to be caused by the floats. So a decision has to be made to rebuild the pump or replace it. The motor is fine. Jerry called Steve Beavers from S&S Controls to replace all five floats, since 3 were bad.

The controls are complete and the work on the service panel is close to completion.

On the water-side, there was a power outage and had to wait for BEC to turn the power back on. They said they were unaware we were out. They came out and it was determined a large fuse blew out. On the same day, the leak on Antler was repaired. He had them install 3 valves on the main.

Steve Childers asked about flushing lines. Jerry said lines are routinely flushed. His other question was about locating water lines and valves since this was brought up months ago. Jerry said you would be digging holes all over the Ranch, and that he did call the person who put in a lot of the lines and he was not interested in coming out. Jerry commented that the only sure way to know where the lines and valves are is to dig them up. Steve had a question about the water loss and whether the Antler Circle leak should be considered flushing or water loss and that other water districts report a 7-12% loss and we are running 15% and on the last report 26%. There seemed to be no direct answer.

**Website Update:** Steve Childers said that the website is fully built and everything has been transferred into the Flying L PUD’s name. All of the Board Members can go into the website but, because of the slightly complicated route to get into it before it’s live, with the Board’s permission, he will put the site up live in the morning for a short period so that it’s easier for the Board Members to view. Since no one will know it exists, it shouldn’t be a problem. Chris Molnar plans to start on the Bill Pay this week. The mobile site still needs quite a bit of work.

**OLD BUSINESS (Discuss and Consider)**

**Drought Restrictions:** No change was necessary. **Tabled**

**NEW BUSINESS** **(Consider for Action and Review):**

**Removal of Janet Williams From All Bank Accounts: A motion** was made by Christensen, 2nd by Childers to remove Janet Williams from all of PUD’s bank accounts. **Unanimous**

**Add Charlene Greenhill to All Bank Accounts: A motion** was made by Childers, 2nd by Christensen to add Charlene Greenhill to all bank accounts. **Unanimous**

**New PUD Credit Card:** Because the current PUD Credit Card is in PUD’s name as well as Janet Williams and her bank account, that card will be cancelled. Charlene will need to apply for a new credit card possibly through Bandera Bank. A business credit card needs to have not only the business name but a person responsible for the card and she will be the only authorized signer. **A motion** was made by Childers, 2nd by Christensen to get a new business credit card in PUD’s name and Charlene Greenhill’s. **Unanimous**

**Bank Option to Transfer Excess Funds From Bandera Bank #804-266:** Due to the FDIC insurance limit of $250k, once the total balance in a bank exceeds that limit it is no longer insured. Because this is the account that receives tax income the balance needs to be lowered and transferred to another bank. **A motion** was made by Christensen, 2nd by Childers to start the process of opening another bank account at Texas Hill Co Bank. **Unanimous**

**Fire Hydrant Repairs:** The fire hydrant contractor contacted Jerry and said he would be back out in about a week or two to replace the hydrant already approved. In order to replace the one hydrant the community water will have to be shut off. This will happen overnight and the PUD will give notice to the community as soon as we have the date. The first step will be to replace the valve to the hydrant then the water can be turned back on. The installation of the hydrant can then proceed with the water on.

The next three hydrant repairs will be a total rebuild and then painted. If they need to be raised he will have that done too. This will help with water loss because all three are seeping. The price to rebuild is considerable less than replacing. Steve Childers suggested a master plan for the remaining hydrants so it can be possible a budgeted item. **A motion** was made by Christensen, 2nd by Childers to rebuild the three fire hydrants. **Unanimous**

**A New Way to Look at Financial Each Month:** Steve Childers asked to work with Charlene to create a new way to print out financial information. Charlene said that the Year-to-Date Actuals to Year-to-Date Budget for the comparison of percentages, the way it’s set up it now would run 126 pages. Steve’s goal is to make the reports easier to interpret. Charlene stated March and April is their learning time and requests that any changes start in May. Because taxes come in to the PUD’s account twice a year that may skew the percentages. Charlene said she would prepare a report next month to see if she’s captured what Steve is looking for.

**Next Meeting:** The next month’s regular meeting date for the Flying LPUD is scheduled for Monday, April 13, 2020 at 6:30 PM.

**Adjourn:** Having no further business, the meeting was adjourned at 7:20 PM

Presented for review and approval,

Leslie L. Rector, Recording Secretary

for the Flying L Public Utility District