**FLYING L PUBLIC UTILITY DISTRICT**

**REGULAR MEETING – DECEMBER 9, 2019**

**M I N U T E S**

**CALL TO ORDER:** The December 9, 2019 regular meeting, of the Flying L Public Utility District; is called to order by President Patrick Raab at 6:31 PM. Additional Board Members in attendance are Don Bateman, June Baker, Steve Childers, and Austin Christensen. Also, in attendance are Recording Secretary Leslie Rector, Field & Office Administrator Janet Williams, and Water and Wastewater Operator Jerry Hefley.

**A quorum was established.**

**Guest(s) in Attendance:** Bob Williams, Rayla Childers, Terry Peek, Charlie Thomas, Garry Schneider, Diane & Terry Segura, Jeff Biggs, Lawrence Tucker, Chris Molnar, and Bob Haueter.

**PUBLIC COMMENT:** Some of the questions asked were from the following: Terry Peek – Why did the water rates go up when the PUD has a large cash balance? Lawrence Tucker – What is the operating budget for the PUD? Jeff Biggs – heard most of the hydrants are not working, what do you plan on doing about it? Terry Segura – Do you plan on adding new sewer hookups? And do I pay the same as homes with sewer? Patrick informed Terry Segura that there are no plans to add additional areas for sewer access and homes with sewer service pay an additional monthly sewer fee. He also commented that all financial records are not brought to each meeting, and the figures inquired about will be available at the next meeting. Patrick said that we are a business not a POA.

**MINUTES OF PREVIOUS MEETING:** After a review of the November Regular Meeting minutes, **a** **motion** was made by Christensen, 2nd by Bateman to approve the minutes from the November Meeting. **Unanimous**

**REVIEW AND PAY BILLS:** After reviewing the monthly financial report, dated December 9, 2019 **a motion** was made by Christensen, 2nd by Baker to accept the report and pay the bills totaling $16,967.93 with a transfer of $17,000 from M&O #266 to Bandera Bank #816. **Unanimous**

**Bandera Bank & Hondo Bank: $407,920.30**

**Savings & CDs at Randolph Brooks FCU: $216,359.61**

**FUND BALANCE: $624,279.91**

**REPORT OF MONTHLY WORK PROJECTS AND OPERATION:** Jerry Hefley said the Soft Starts are working great, haven’t had any problems. The pumps are not running as long, which will lower the electricity cost. He said there are only 2 hydrants that are not working properly. There was a report that the hydrant on Glen Valley was seeping water. Jerry said he would take a look at it tomorrow. Janet reported the well levels are: Well #1 @ 214 and Well #2 @ 324’ (up slightly).

**OLD BUSINESS (Discuss and Consider)**

**Drought Restrictions:** Bandera County remains in Moderate Drought. **A motion** was made by Christensen, 2nd by Baker to not make a change at this time. **Unanimous**

**Water Valve Locations:** A vote was taken in October to hire someone to find valves in Section 2 on the Ranch Property. Steve Childers asked if there was any progress to hire someone to find additional valves. Janet said her and her husband have located and mapped numerous valve locations in the community over the past 12 years. Janet’s original suggestion was to have RGB come out and test the valves that have been located to make sure they are working and if not replace the valve. Once RGB gives us a cost on any valves that need replacing it will be presented to the Board for consideration. Jerry Hefley said there is a lot of iron in the system, and that is why we treat the water with phosphate. The best maintenance for this is to exercise the valves and I do that periodically with the water valves as well as hydrants. Don verified that right now we have located as many as we can and we know of none that are malfunctioning. Jerry reminded the Board that he can exercise maybe one or two valves a week in addition to his main tasks. **A motion** was made by Bateman, 2nd by Christensen not to hire someone to locate valves as none are broken at this time. **Unanimous**

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

**Social Media Policy:** Copies of a proposed Social Media Policy was handed out. Since this is the first time social media was used to communicate PUD news/information, it would be a good idea to have guidelines/rules in place. Patrick feels there is a better way to communicate than social media. The Board wants to make sure the Social Media Policy drafted has the legal and necessary guidelines to protect the PUD and it patrons, **A motion** was made by Christensen, 2nd by Bateman to have our lawyer read over the draft and make any suggestions or changes. **3 For, 1 Opposed - Passed**

**Electronic Payments and PUD Website:** Steve Childers is looking to set up a website where customers of the Flying L PUD can pay their water bill and obtain information on the PUD, to keep them informed, such as history, well levels, meeting dates and times, emergency notifications, etc. He along with Chris Molnar (current IT Mgr for the Ranch Resort) will design and set up the website. The estimated cost includes an up-front cost of $2,600 on the 1st year and a $2,000 yearly fee. A fiber line would be run to the PUD building. It was suggested to have a workstation over a PC, encrypted files, and to back up PUD paper documents into digital storage. Chris Molnar would over see the website with remote management, anti virus, backup service. Remote help is included in the annual fee, any other needed work is $65/hr.

Janet stated the current billing system through RVS offers an add on for customer bank drafts for a one time fee of $350 and the bank will do bank-drafts at no cost to PUD. For $125 RVS offers a “light integration” to accommodate credit and debit cards but there would be service and convenience fees to the customer. Janet will do more research on this system that integrates with the current RVS system for next month’s meeting.

Patrick suggests a second bid on a web setup for comparison. **A motion** was made by Christensen, 2nd by Baker to obtain a second bid on this project. **Unanimous**

**Fire Hydrants:** Steve Childers said to Jerry that he wants to support him in, in whatever he needs. Jerry said like any city does, they have a maintenance plan to exercise the valves and service the hydrants. Janet researched and received costs from two hydrant maintenance companies (Capital Hydrant and the Fire Hydrant Repair & Service Co). Patrick read off the costs of maintenance and replacement. The costs range from $65 per hydrant to Inspect and Operation Check to Replacement at a cost of $5,900-7,600 per hydrant). Jerry flow tests hydrants when there is a call in because of cloudy water and he flow tests the hydrant while clearing the water. When not busy with the sewer and water plant he flow tests additional hydrants. A “guest” suggested that the Fire Department in Bandera City may come out and check the hydrants. Bob Haueter, Chairman POA; requested that the PUD put something out to the community, because this subject was brought up at two of their meetings to reassure the residents that the fire hydrants are operational. **A motion** was made by Christensen, 2nd by Baker to contact Fire Hydrant Repair and Service to come out and fix the two hydrants that aren’t working properly. **Unanimous** (One of the two may need to be replaced.)

**Financial Statement:** Board Members receive a copy of the current financial statement each month, showing budgeted funds, used funds, and remaining funds. Steve Childers is looking to receive a Profit and Loss Statement for each entity of PUD (trash, sewer, and water). He can’t tell whether the PUD is running ahead or behind budget. Austin responded you can’t have more than one profit and loss, but you can run a filtered report to show profit and loss on a specific account. Janet went over some of the line items to help Steve understand how to read the current Financial Report figures. Austin volunteered to get with Janet to come up with another type of financial report by using different settings and filters.

**Nomination of Officers:** June Baker nominated Steve Childers for the position of President and Don Bateman nominated Patrick Raab for President. Having no other nominations a vote was taken: 3 for Patrick, 2 for Steve. Patrick Raab was elected President. Patrick nominated Don Bateman for Vice President and June nominated Steve Childers for Vice President. Having no other nominations a vote was taken: 3 for Don Bateman, 2 for Steve. Don Bateman was elected Vice President. Don nominated Austin Christensen for Secretary and Austin nominated Don Bateman for the position of Secretary. Having no other nominations a vote was taken and Austin was elected Secretary.

**Resignation of Field and Office Administrator, Janet Williams:** Janet submitted her written resignation to Patrick Raab a few weeks ago. The Board needs to hire a new Field and Office Administrator. Please submit any ideas or suggestions to Patrick to be presented at the next Board Meeting. Patrick knows of 2 people that run water systems in Bandera County. The Board is looking for an experienced individual. **A motion** was made by Christensen, 2nd by Childers to post the job opening and description on job websites, the community bulletin board, and in the Bandera Bulletin. **Unanimous**

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

**Adjourn:** Having no further business, President Patrick Raab adjourned the meeting at 8:00 PM

Presented for review and approval,

Leslie L. Rector, Recording Secretary

for the Flying L Public Utility District