**FLYING L PUBLIC UTILITY DISTRICT**

**REGULAR MEETING – MAY 11, 2020**

**M I N U T E S**

**CALL TO ORDER:** The May 11, 2020 regular meeting, of the Flying L Public Utility District; is called to order by President Patrick Raab at 6:32 PM. Additional Board Members in attendance are Steve Childers, Austin Christensen, June Baker and Don Bateman. Also, in attendance are Recording Secretary Leslie Rector, the representatives from Water Utility Management, Charlene Greenhill and Barbara Pierce - Field and Office Administrators, and Water and Wastewater Operator Jerry Hefley.

**A quorum was established.**

**Guest(s) in Attendance:** Randy Lawlis, Chris Molnar, Nathan Laws, and Bob Haueter.

**PUBLIC COMMENT:** Bob Haueter relayed the complaints and concerns he received regarding the recent trash disposal bins. Patrick Raab stated the trash removal company Republic neglected to do a scheduled pick-up on that Friday and the illegal weekend dumping and extra day escalated the problem.

**MINUTES OF PREVIOUS MEETING:** After a review of the March 9, 2020 Regular Meeting Minutes, **a motion** was made by Christensen, 2nd by Bateman to approve the Minutes of March 9, 2020. **Unanimous**

**REVIEW AND PAY BILLS:** After reviewing the monthly financial report, dated May 11, 2020 **a motion** was made by Christensen, 2nd by Bateman to accept the report and pay the bills totaling $28,528.59 transfers of $17,000 and $20,000 from M&O #266 to Bandera Bank #816. **Unanimous** It was necessary to increase the balance in the Operating Account, so **a motion** was made by Christensen, 2nd by Bateman to transfer an additional $22,000 from M&O #266 to Bandera Bank #816. **Unanimous**

**Bandera Bank & Hondo Bank: $502,064.40**

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

 **FUND BALANCE: $719,540.06**

**REPORT OF MONTHLY WORK PROJECTS AND OPERATION:** Jerry reported, on the Wastewater side; the Chart Recorder had to be completely rebuilt. The chlorine completely eroded it. He is still working with the electrician to get the Wastewater System completed. Jerry will be looking for another electrician.

On the Water-side, the fire hydrant on Flying L Drive was replaced and the community water supply did not have to be shut off. All the fire hydrants are working. There was one new water tap and another one will be scheduled soon.

**OLD BUSINESS (Discuss and Consider)**

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

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

**Record Retention Schedule:** Charlene was going through the documents in the office and realized there are many documents, some dating back to 1997; that are not required to keep. She is collecting the data on the records for the Board, so they can make the final decision to keep or destroy. This will be presented at the next meeting.

**Updating Office Furniture and Supplies:** Charlene and Barbara are working in the office and have discovered a need for additional items. She has purchased a new office chair and a table for more workspace along with basic office supplies. Depending on what records the Board wants to maintain, there may be a need for some metal shelving and plastic bins. They have had problems with the Brother printer and the billing printouts. It may have been caused by recent updates with the RVS operating systems. The Board said to get what she needs to operate the office efficiently.

**Financial Reports:** Charlene said she did not receive the bank statement from Bandera Bank. But she will have that soon to update the Financial Report. *(The above numbers reflect the updated Financial Report)*

Steve Childers is recommending a new way to look at PUD’s financial statements, focusing on the month-to-month details. He would like to compare this year and last year for the month to see what’s happening per month, this year and last year – year-to-date, and then the percentage of the budget over or under. He would like additional reports on a regular basis and will get with Charlene on that.

**Problems with RVS in the Lap Top:** Many of the water bills when out incorrectly in the month of April. Charlene worked diligently to resolve the problem. After contacting RVS and installing and uninstalling apps, and with the help of Kathy Robertson the issues with the billing were resolved.

**Upcoming Audit:** Charlene contacted Eric Ede to make sure she would have all the documents he requires to complete the audit. He will send her the list of documents he needs and pick up the items on or after July 1.

**Customer Request to Refund a Tap Fee:** The Contractor paid for a Tap Fee and then realized there was already a Tap in place on the property. Thinking that the tap fee was previously paid for, he requested a refund. Charlene informed the Contractor that the tap fee had not previously been paid.

**Internet in the PUD Building Office:** Steve Childers spoke with BEC regarding a $99/mo business contract to run internet access into the office. The paperwork will need Patrick’s signature. **A motion** was made by Childers, 2nd by Bateman to install fiber in the PUD Building. **Unanimous**.

**New Credit Card:** Charlene inquired about obtaining a new Credit Card with her name on it for PUD. She will fill out the application and present it to the Board next month.

**Website Updates, On-line Bill Pay:** This process was started several months ago to create a website for informational purposes and for the convenience of paying the water bill. The bill pay needs, an internet connection, a computer/workstation set up in the office to transmit files back and forth to RVS. This workstation will be on 24/7 to pay water bills. From the PUD website they will be transferred into the bill pay system. Tech support will be necessary to help set up bill pay and the app that actually manages the bill pay for us. All of this will cost $2,895. He recommended an additional $63.75/mo for a Maintenance Contract, which includes backup, full technical support, and antivirus. **A motion** was made by Christensen, 2nd by Baker to proceed with online bill pay. **Unanimous**

**Fire Hydrant Plan:** Jerry reports that there is one more hydrant located on Flying L Drive that needs to be replaced at a cost of about $6,000 and two more need to be rebuilt. **A motion** was made by Christensen, 2nd by Baker to replace a hydrant on Flying L Drive and repair the other two. **Unanimous** Jerry will evaluate the remaining hydrants and give that information to the Board for next year’s budget consideration. Jerry can do the needed servicing of the hydrants once they are in working condition.

**A Planning Meeting for the Upcoming Budget:** Steve suggested holding a budget-planning meeting before the next meeting. The Board preferred to hold just one meeting to finalize the budget. Charlene will bring a proposed budget to the June meeting.

**Trash Problems & Improvements:** Steve spoke with Constable Rod Chalmers in regards to illegal dumping. Chambers gave some suggestions to help stop the dumping. He suggested signs and cameras (real or dummy) and community support to report suspected illegal dumping. Photos are required to help the Constable identify the suspected dumper. The Board also feels they need to add another dumpster since there is ever increasing residents in the community. Charlene/Barbara will call Republic to find out prices on another dumpster and when our current contract expires. **A motion** was made by Christensen, 2nd by Bateman to have a 6th dumpster on site, and to order 5 signs and 2-4 Dummy Cameras. **Unanimous** Steve will look into ordering the signs and cameras.

**Next Meeting:** The next month’s regular meeting date for the Flying LPUD is scheduled for Monday, June 8, 2020 at 6:30 PM.

**Adjourn:** Having no further business, the meeting was adjourned at 7:49 PM

Presented for review and approval,

Leslie L. Rector, Recording Secretary

for the Flying L Public Utility District