

Minutes
Lakeway Municipal Utility District
Board of Directors Meeting
April 8, 2020

On March 13, 2020, Governor Abbott issued a disaster proclamation certifying that the novel coronavirus COVID-19 poses an imminent threat of disaster for all counties in the State of Texas. Governor Abbott also issued Executive Order GA-08 (March 19, 2020), which was extended by Executive Order GA-14 (March 31, 2020), requiring all Texans to take actions to slow the spread of COVID-19 by minimizing social gatherings and in-person contact with people who are not in the same household until April 30, 2020.

INSTRUCTIONS FOR PUBLIC PARTICIPATION

On March 16, 2020, Governor Abbott suspended various provisions of the Open Meetings Act that require government officials and members of the public to be physically present at a specified meeting location. **Pursuant to that suspension, the Board will meet via telephone and members of the public will not be allowed to attend this meeting in person.**

Public comment can be made via email or telephone; no in-person input will be allowed. Submit written comments via email to boardmeetingopenforum@Lakewaymud.org before 9:30 AM on April 8, 2020 for distribution to the Board members prior to commencement of the meeting. Oral comments can be made at the beginning of the meeting by using the telephone number and access code listed above. All public comment will occur at the beginning of the meeting only. When making comments, please provide your name, address, and the number of the agenda item you wish to address.

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

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

Staff Present: Earl Foster
Lloyd Smith

QUORUM

- Foster related measures taken in all departments; Administration, Water, Wastewater, and Field to ensure separation of individuals. In the Water area, 4 operators (including the Supervisor) have separation; two are working one day, while the other two work the next day. In the Wastewater area, 4 operators (including the Supervisor) have divided responsibilities and no contact with each other.
- The Field team consists of 14 employees including one Supervisor and one Assistant Supervisor. These are divided into 3 teams who each work 12 hour days and then are off 1 day. Each individual is responsible for disinfecting the vehicles and Field Office each shift. The Field team continues to work on the Out of District Wastewater Project. A complete inventory of all safety equipment has been taken and will continue to be monitored.
- Foster also shared that the Administrative team rotates with at least 2 associates working from home each day; three laptops have been secured to enable working from home. The District office is closed to the public; payments and other transactions may be handled on line, by telephone, by internet and/or by passing documents through the slot by the front door or the Red Drop Box by the parking lot.
- Foster also recommended that as an employer of emergency responders, to direct that the District opt out of the paid sick leave provisions under the federal “Emergency Paid Sick Leave Act,” and to opt out of the family and medical leave provisions under the federal “Emergency Family and Medical Leave Expansion Act” as allowed by the “Families First Coronavirus Response Act and the Coronavirus Aid, Relief, and Economic Security Act” and the federal regulations implementing those Acts.
- Burmeier asked if there was a weekly report on safety activities; Foster replied that he has daily communication with all Supervisors regarding same.
- Sayre asked if Foster and Smith were in the office at the same times; Foster said they rotated days in the office, but that some days like Board meetings both had to be in the office.
- Hietpas moved that the District opt out of the paid sick leave provisions under the federal “Emergency Paid Sick Leave Act,” and to opt out of the family and medical leave provisions under the federal “Emergency Family and Medical Leave Expansion Act” as allowed by the “Families First Coronavirus Response Act and the Coronavirus Aid, Relief, and Economic Security Act” and the federal regulations implementing those Acts; Goff seconded.
- General Board discussion.
- Motion passed unanimously.

7. Discussion and possible action to approve a Deferred Payment Plan Policy.

- Foster noted that part of the Governor’s Declaration was for Utilities not to shut off individuals for lack of payment, and LMUD has actually had 2 or 3 calls about deferred plans. As a result, we worked up a plan and document to allow payment

to be made weekly. Foster noted LMUD had nothing to accommodate this, so we created this as specific to the Corona Virus issue.

- Goff asked if this was something we would advertise; Foster said no, it would be handled on an as-needed basis with individual customers.
 - Sayre noted it would open a “can of worms” to advertise; Christian agreed.
 - Burmeier said the customer would have to work out the payment plan with staff.
 - Sayre moved to approve the payment plan as presented; Christian seconded.
 - General Board discussion
 - Motion passed unanimously.
8. Discussion and possible action to approve an ORDER OF THE BOARD OF DIRECTORS OF THE LAKEWAY MUNICIPAL UTILITY DISTRICT REGARDING THE DISTRICT’S RESPONSES TO THE NOVEL CORONAVIRUS COVID-19 INCLUDING PROVISIONS AUTHORIZING TEMPORARY CLOSURE TO THE PUBLIC OF THE DISTRICT’S ADMINISTRATIVE OFFICE, CONDUCTING BOARD AND COMMITTEE MEETINGS REMOTELY AS ALLOWED BY LAW, MAKING DEFERRED PAYMENT PLANS AVAILABLE TO QUALIFIED CUSTOMERS, AND TAKING OTHER ACTIONS IN RESPONSE TO COVID-19; REPEALING CONFLICTING ORDERS; AND PROVIDING AN EFFECTIVE DATE.
- Foster noted that this Order codifies everything the Board discussed in items 6 & 7.
 - Hietpas moved to accept the order as presented; Goff seconded.
 - General Board discussion.
 - Motion passed unanimously.
9. Discussion and possible action to approve NPW pump at Palos Verdes Plant (S-4) replacement/repair.
- Foster presented pictures of the needed repairs and quotes to rectify, recommending the low quote of approximately \$13K noting it would take 4-6 weeks to complete.
 - Sayre asked if there was a workaround; Foster replied we have two and that prevents us from using potable water.
 - Burmeier asked if this would clean up the whole pump; Foster replied yes, they would epoxy the whole thing upon completion.
 - Hietpas said that waiting 6 weeks would in no way effect the quality of service to our customers; Foster agreed.
 - Goff moved to approved Option 3 per the General Manager’s recommendation; Christian seconded.
 - General Board Discussion
 - Motion passed unanimously.
10. Discussion and possible action on status of Out-of-District pressure sewer system for the Lakeway Phase 1, Secs. 1-17.

- Foster said there was not a lot to update; clean-up was finished on Porpoise and two other connections were completed. Plan is to start laying pipe by hole 16 on the golf course. Contractor has started at S-5, and bores have been done under Lakeway Drive. He noted we have lost about two weeks due to weather; the trencher just does not work well in wet soil. We continue to work on emergency hook-ups.
- Sayre asked if we had heard anything from the unsuccessful bidder; Foster said no, that there was nothing to protest as LMUD did everything properly.
- Burmeier cautioned that although the golf course is closed, members are still playing; Foster said we will watch for them.
- Hietpas asked when the contractor would finish; Foster said in about 10 months, but that we could begin using some of it in 8-9 months.
- Hietpas said completion around February 2021; Foster agreed.
- General Board discussion.
- No action was taken.

11. Discussion and possible action on Financials, Calendar.

- Foster stated that the financials look good-everything is in line.
- Hietpas asked about interest rates on CD's; Foster said it is low, that we got one last week at 1.6% for two years.
- Foster also said the CDAR's CD's would mature this month, and that money would be transferred to Texpool for the time being.
- Burmeier proposed that the next meeting also be held by telephone.
- Foster said the next meeting would be May 13th, and we would plan to do it by telephone again.
- General Board discussion.
- No action was taken.

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.

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

12. Approve Minutes of Regular Meeting on March 11, 2020.
13. Approve Minutes of Special Meeting on March 18, 2020.

ADJOURNMENT

The meeting was adjourned at 10:19AM



Loyd Smith, Finance/Administration Manager

Minutes approved on the 13th day of May 2020.



Larry Burneier, President, Board of Directors

ATTEST:



Don Goff, Secretary, Board of Directors