

**WELLBORN SPECIAL UTILITY DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
TUESDAY, MARCH 24, 2020 – 6:00 p.m.  
TELECONFERENCE  
Toll Free: 1 866 899 4679  
Access Code: 620-335-853**

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**AGENDA**

1. Call meeting to order
  - a. Pledge of Allegiance
  - b. Invocation
2. Hear Visitors: The board is pleased to hear from visitors on any item that does not appear on the posted Agenda. In order to respect the Board's time, please limit remarks to five minutes. The Board will receive the information, ask staff to investigate the matter and/or possibly place the issue on a future agenda
3. Consider February 18, 2020 minutes of the Board of Directors regular meeting
4. Consider and act upon Pay Estimate #10 to 5-T utilities on the Bryan Supply Line to Bird Pond Plant Contract
5. Consider and act upon Pay Estimate #2 to B-5 Construction on the Jones Road Interconnect Second Pump Addition
6. Consider and act upon approval for Calling to Cancel the District Election for May 2, 2020, if Candidates are unopposed by the February 14, 2020 deadline.
7. Consider and act upon recommendation from Finance Committee on water rates
8. Consider new board member recommendation
9. Consider and act upon postponing disconnects for 30 days
10. Manager's report
  - Financial report
  - Update on monthly activities – see General Manager's monthly report
  - Update on accounts payable
11. Executive Session: Convene into executive session, pursuant to Texas Government Code, Title 5, Subchapter D, Section 551.072 to address acquisition of property/groundwater rights
12. Reconvene into Open Session
13. Consider and act on Executive Session Matters
14. Other Business
15. Adjourn

All items on the agenda are for discussion and/or action. The Board of Directors reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, to the extent authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development).

I certify that the above agenda for the Meeting of the Board of Directors of Wellborn Special Utility District was posted on the bulletin board at the office of Wellborn Special Utility District located at 6784 Victoria Ave, College Station, Texas 77845 and was posted online at wellbornsud.com on March 20, 2020 on or before 5:00 pm pursuant to Chapter 551 of the Texas Government

  
Stephen Cast, General Manager

WSUD March 2020 Board of Directors Meeting  
Tue, Mar 24, 2020 6:00 PM - 10:00 PM (CDT)

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**Access Code:** 620-335-853

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Minutes  
Wellborn Special Utility District  
Board of Directors Meeting  
February 18, 2020

**Board Members Present:**

George Faulkner, President  
Gary Lightsey, Vice President  
Gwen Hattaway  
Jerry Ransom  
John Himmel  
Paula Downie  
Larry Michalcheck

**Board Members Absent:**

Travis Miller

**Staff Present:**

Stephen Cast, General Manager  
Campbell Young, Asst. General Manager  
Julia Skrivanek, Office Manager  
Tammy Falco

**Guest:**

David Stanley, CP&Y, Inc.  
Rachael Gaddis, CP&Y, Inc.

1. Meeting called to order at 6:00 p.m., February 18, 2020 at the Wellborn SUD office located at 6784 Victoria Ave, College Station, Texas. Pledge of Allegiance led by President, George Faulkner. Invocation led By President, George Faulkner.

2. **Hear Visitors:** The board is pleased to hear from visitors on any item that does not appear on the posted Agenda. To maintain decorum and respect the Board's time, please limit remarks to five minutes. The Board will receive the information, ask staff to investigate the matter and/or place the issue on a future agenda: Welcome to, David Stanley and Rachael Gaddis of CP&Y, Inc.

3. **Consider January 21st, 2020 minutes of the Board of Directors regular meeting:**  
Minutes approved as presented.

4. **Consider January 30, 2020 minutes of Special Board of Directors Meeting:** Minutes approved as presented.

5. **Consider and Act upon Change Order #2 to 5-T Utilities on the Bryan Supply Line to Bird Pond Plant Contract:** Jerry Ransom moves to approve Change Order #2 in the amount of \$900.00 per the recommendation of the General Manager and the District Engineer. Gary Lightsey seconds. All for. Motion carries.

6. **Consider and act upon Pay Estimate #1 to B-5 Construction on the Jones Road Interconnect Second Pump Addition:** John Himmel moves to approve Pay Estimate #1 in the amount of \$66,726.00 per the recommendation of the General Manager and the District Engineer. Paula Downie seconds. All for. Motion carries.

7. **Consider and act upon Adjustment and Relocation of Utilities Agreement between Wellborn SUD and the City of College Station for Royder Road:** Jerry Ransom moves to

approve the Adjustment and Relocation of Utilities Agreement between Wellborn SUD and the City of College Station for Royder Road. Gary Lightsey seconds. All for. Motion carries.

8. **Consider rate change/summer rate policy:** Presentation by Stephen Cast, General Manager on possible rate change/summer rates. Management will bring recommendation to the Board at the March 17, 2020 Board Meeting.

9. **Consider Report on TWDB project funding:** Report presented by Stephen Cast, General Manager.

8. **Manager's Report:** Manager's report presented by Stephen Cast:

- WSUD Reporting Violation September and October Routine Chlorite Sampling
- Financial Report
- Update on monthly activities
- Update on accounts payable

10. **Executive Session:** Adjourn into Executive Session at 7:20 p.m.

11. **Reconvene into Open Session:** Reconvene into Open Session at 7:45 p.m.

12. **Consider and act upon Executive Session Matters:** Jerry Ransom moves to continue current negotiations and to also begin negotiations with the Strawser's. Gary Lightsey seconds. All for. Motion carries.

13. **Other Business:**

- TRWA Rural Water Conference – March 26-27, 2020, San Antonio, Texas.
- Directors WSUD email addresses

14. Meeting adjourned at 7:50 p.m.

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George Faulkner, President

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Gwen Hattaway, Secretary



**PROGRESS ESTIMATE**  
**CP&Y, INC.**  
Texas Registered Firm No. F-1741  
P.O. BOX 2727, LONGVIEW, TEXAS 75606

Estimate No.: 10  
Date: 11-Mar-20  
Project: Wellborn SUD Bryan Supply to Bird Pond Plant  
Period: 2/1/2020 To: 2/29/2020  
Contractor: 5-T Utilities, Inc.  
Address: P.O. Box 1318, Huntsville, TX 77340  
Amount of Contract as Awarded: \$ 779,701.85

Notice to Proceed Date: 15-Feb-19  
Contract Time: 120 14-Jun-19  
% Complete (Time): 316  
% Complete (\$): 99  
Project No.: 20-WE

PREVIOUS PAYMENTS AUTHORIZED

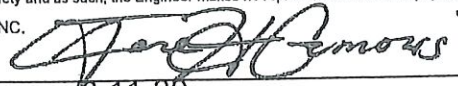
#1 \$	180,553.00	#9 \$	84,262.39
#2 \$	66,183.55	#10 \$	
#3 \$	103,815.89	#11 \$	
#4 \$	55,854.19	#12 \$	
#5 \$	153,693.78	#13 \$	
#6 \$	32,522.47	#14 \$	
#7 \$	8,882.50	#15 \$	
#8 \$	50,894.11	#16 \$	

Change Orders:  
#1 \$ 6,321.44 #5 \$   
#2 \$ 900.00 #6 \$   
#3 \$  #7 \$   
#4 \$  #8 \$   
Total Change Orders: \$7,221.44  
Total Adjusted Contract: \$ 786,923.29

Total Payments 736,661.88  
Previously Authorized: 736,661.88

Item	Description	Quantity Original Estimate	Unit of Measure	Unit Price (\$)	Qty Completed to Date	Value of Completed Work (\$)
<b>WATER LINE</b>						
1.	10" AWWA C900 DR 18 PVC Pipe w/Tracer Wire	8,210	L.F.	\$23.42	8,210	192,278.20
2.	10" AWWA C900 DR 18 RJ PVC Pipe w/Tracer Wire by Boring	180	L.F.	\$41.08	180	7,394.40
3.	10" AWWA C900 DR 18 RJ PVC Pipe w/Tracer Wire in Casing	1,260	L.F.	\$28.72	1,260	36,187.20
4.	16" SDR 26 HDPE Encasement by Open Cutting	20	L.F.	\$150.40		0.00
5.	Bore and install 16" SDR 26 HDPE by Direct. Boring	760	L.F.	\$102.44	880	90,147.20
6.	Bore and install 16" Steel Encasement	310	L.F.	\$93.54	297	27,781.38
7.	Install 16" Steel Encasement by Open Cutting	100	L.F.	\$72.36	70	5,065.20
8.	Bore under Tree or Driveway	420	L.F.	\$30.00	420	12,600.00
9.	8" Gate Valve	2	Ea.	\$1,250.89	2	2,501.78
10.	10" Gate Valve	5	Ea.	\$1,350.89	5	6,754.45
11.	12" Gate Valve	2	Ea.	\$2,498.00	2	4,996.00
12.	Install New Service and Meter	1	Ea.	\$1,203.34	1	1,203.34
13.	Repair Fence to Same Condition or Better	5	Ea.	\$2,000.00	2	4,000.00
14.	Standard 1" Air Release Valve	3	Ea.	\$1,552.89	3	4,658.67
15.	Standard 4" Flush Valve	1	Ea.	\$1,848.29	2	3,696.58
16.	Tracer Wire Test Station	11	Ea.	\$112.00	13	1,456.00
17.	Tie-in New 8" Line to Existing 12" Line	1	Ea.	\$6,500.00	1	6,500.00
18.	Tie-in New 10" Line to Existing 12" Line	1	Ea.	\$12,789.92	1	12,789.92
19.	Water Line Sign	10	Ea.	\$35.00	10	350.00
20.	WW Line Clearance Crossing	1	Ea.	\$950.00	1	950.00
21.	Turf Saving Method	3,060	L.F.	\$4.80	3,060	14,688.00
22.	Clearing for Water Line	0.51	AC.	\$10,000.00	0.51	5,100.00
23.	Finish Grading, Seeding, and Fertilizing	3.86	AC.	\$2,350.00	3.86	9,071.00
24.	Trench Safety	8,210	L.F.	\$0.90	8,000	7,200.00
25.	Testing and Sterilization	9,650	L.F.	\$0.50	9,650	4,825.00
26.	Stormwater Pollution Prevention Plan	1	Ea.	\$8,000.00		0.00
27.	Meter Box, Mechanical, Piping, Valves, etc.	1	L.S.	\$30,077.00	1	30,077.00
<b>VALVE STATION</b>						
28.	Driveway, Sitework, Fencing, etc.	1	L.S.	\$21,250.00	1.00	21,250.00
29.	Mechanical - Pipe, Valves, Meter, Fittings, etc.	1	L.S.	\$55,466.80	1.0	55,466.80
30.	Building - Foundation, Masonry, Roofing, etc.	1	L.S.	\$33,500.00	1.0	33,500.00
31.	Electrical and Instrumentation	1	L.S.	\$93,500.00	1.00	93,500.00
<b>ADDITIVE ALTERNATE</b>						
1.	Additional Electrical and Instrumentation to relocate existing Equipment inside proposed Valve Station	1	L.S.	\$77,495.00	1.00	77,495.00
<b>CHANGE ORDERS</b>						
C.O. 1		1	L.S.	\$6,321.44	1	6,321.44
C.O. 2		1	L.S.	\$900.00	1	900.00
	Materials on Hand, Bonds, Insurance	1	L.S.			

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer represents to the Owner that to the best of the Engineer's knowledge, information and belief, the Work (excluding trench safety) has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT PAYABLE. The Contractor is solely responsible for trench safety and as such, the Engineer makes no representation that this pay item has been performed in a manner consistent with the Contract Documents.

CP&Y, INC.   
By 3-11-20  
Date 3-11-20

Total Amount to Date 780,704.56  
Less 1.28 % Retained 10,000.00  
Net Total 770,704.56  
Less Previous Payments 736,661.88  
Amount Payable This Estimate 34,042.68

Approved: WELLBORN SUD  
By   
Date

**PROGRESS ESTIMATE**  
**CP&Y, INC.**  
 Texas Registered Firm No. F-1741  
 P.O. BOX 2727, LONGVIEW, TEXAS 75606

Estimate No.: 2 and Final  
 Date: 11-Mar-20  
 Project: Jones Road Interconnect Second Pump Addition  
 Period: From: 2/01/2020 To: 2/29/2020  
 Contractor: B-5 Construction Company, Inc  
 Address: P.O. Box 1488 Magnolia, Tx 77353  
 Amount of Contract as Awarded: \$ 93,916.00

Notice to Proceed Date: 17-Aug-19  
 Contract Time: 120 14-Dec-19  
 % Complete (Time) 163  
 % Complete (\$) 100  
 Project No.: 26-WE

**PREVIOUS PAYMENTS AUTHORIZED**

#1 \$ <u>66,726.90</u>	#9 \$ _____
#2 \$ _____	#10 \$ _____
#3 \$ _____	#11 \$ _____
#4 \$ _____	#12 \$ _____
#5 \$ _____	#13 \$ _____
#6 \$ _____	#14 \$ _____
#7 \$ _____	#15 \$ _____
#8 \$ _____	#16 \$ _____

Change Orders:  
 #1 \$ \_\_\_\_\_ #5 \$ \_\_\_\_\_  
 #2 \$ \_\_\_\_\_ #6 \$ \_\_\_\_\_  
 #3 \$ \_\_\_\_\_ #7 \$ \_\_\_\_\_  
 #4 \$ \_\_\_\_\_ #8 \$ \_\_\_\_\_  
 Total Change Orders: \$0.00  
 Total Adjusted Contract: \$ 93,916.00

Total Payments 66,726.90  
 Previously Authorized: 66,726.90

Item	Description	Quantity Original Estimate	Unit of Measure	Unit Price (\$)	Qty Completed to Date	Value of Completed Work (\$)
<b>Well No. 1</b>						
1.	For furnishing all labor, tools, materials, equipment, and incidentals necessary for the installation of all mechanical items including pump, piping, valves, etc. as shown and specified	1	L.S.	\$58,080.00	1.00	58,080.00
2.	For furnishing all labor, tools, materials, equipment, and incidentals necessary for the installation of the electrical items as shown and specified	1	L.S.	\$16,661.00	1.00	16,661.00
3.	SCADA and instrumentation work to be provided by TraC-n-trol, Inc. as shown and specified	1	L.S.	\$19,175.00	1.00	19,175.00

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer represents to the Owner that to the best of the Engineer's knowledge, information and belief, the Work (excluding trench safety) has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT PAYABLE. The Contractor is solely responsible for trench safety and as such, the Engineer makes no representation that this pay item has been performed in a manner consistent with the Contract Documents.

CP&Y, INC.

By   
 Date 3-11-20

Total Amount to Date 93,916.00

Less 0 % Retained 0.00

Net Total 93,916.00

Less Previous Payments 66,726.90

Amount Payable This Estimate 27,189.10

Approved:  
 WELLBORN SUD

By \_\_\_\_\_  
 Date \_\_\_\_\_

ORDER OF CANCELLATION  
EJEMPLO DE ORDEN DE CANCELACIÓN

The Wellborn Special Utility District hereby cancels the election scheduled to be held on  
(official name of governing body)  
May 2, 2020 in accordance with Section 2.053(a) of the Texas  
(date on which election was scheduled to be held)  
Election Code. The following candidates have been certified as unopposed and are hereby  
elected as follows:

*El Wellborn Special Utility District por la presente cancela la elección que, de lo contrario,  
(nombre oficial de la entidad gobernante)  
se hubiera celebrado el May 2, 2020 de conformidad, con  
(fecha en que se hubiera celebrado la elección)  
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido  
certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado  
a continuación:*

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Gwen Hattaway	Director of the Board
Paula Downie	Director of the Board
John Himmel	Director of the Board

A copy of this order will be posted on Election Day at each polling place that would have  
been used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales  
que se hubieran utilizado en la elección.*

\_\_\_\_\_  
President (Presidente)

\_\_\_\_\_  
Secretary (Secretario)

(seal) (sello)

\_\_\_\_\_  
Date of adoption (Fecha de adopción)

See reverse side for instructions  
Instrucciones en el reverso



CERTIFICATION OF UNOPPOSED CANDIDATES FOR  
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)  
*CERTIFICACIÓN DE CANDIDATOS ÚNICOS*  
*PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)*

To: Presiding Officer of Governing Body  
*Al: Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2020

*Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el May 2, 2020*

List offices and names of candidates:  
*Lista de cargos y nombres de los candidatos:*

Office(s) <i>Cargo(s)</i>	Candidate(s) <i>Candidato(s)</i>
Director of the Board	Gwen Hattaway
Director of the Board	Paula Downie
Director of the Board	John Himmel

\_\_\_\_\_  
Signature (*Firma*)

George Faulkner  
Printed name (*Nombre en letra de molde*)

President  
Title (*Puesto*)

\_\_\_\_\_  
Date of signing (*Fecha de firma*)

(Seal) (*sello*)



# Rate Calculations - Full Year Average

Results					
Inputs			Income		
Increase Type	Minimum	Month	Year	Monthly (\$)	Yearly (\$)
None	\$ 26.00	\$ 516,895.43	\$ 6,202,745.11	\$ -	\$ -
Add 6 Tiers above 50K*	\$ 26.00	\$ 526,436.41	\$ 6,317,236.90	\$ 25,977.88	\$ 311,734.55
\$1 Minimum Increase	\$ 27.00	\$ 534,079.07	\$ 6,408,948.90	\$ 8,900.00	\$ 106,800.00
Total:				\$ 34,877.88	\$ 418,534.55
					6.74%

\*Adding tiers from 50K to 100K  
gallons - starting at \$7.10 and  
increasing by 10% every 10K  
gallons (Max rate is \$12.58)

WELLBORN SUD  
INCOME AND EXPENSE REPORT  
AS OF: FEBRUARY 29TH, 2020

	CURRENT MONTH	YEAR TO DATE ACTUAL	TOTAL BUDGET	BUDGET BALANCE REMAINING
<u>OPERATING REVENUE</u>				
SALES WATER	404,282.22	812,374.98	6,667,000.00	5,854,625.02
PENALTIES	5,787.71	15,539.02	75,000.00	59,460.98
SALES BULK WATER	2,500.00	6,234.50	40,000.00	33,765.50
SALES INSTALLATIONS	4,589.10	35,565.50	160,000.00	124,434.50
TOTAL OPERATING REVENUE	417,159.03	869,714.00	6,942,000.00	6,072,286.00
<u>COST OF SALES</u>				
WATER PURCHASE	25,206.19	57,742.32	1,100,000.00	1,042,257.68
BRAZOS RIVER AUTHORITY	0.00	0.00	316,000.00	316,000.00
BVGCD FEE	736.55	1,338.58	0.00	( 1,338.58)
TOTAL COST OF SALES	25,942.74	59,080.90	1,416,000.00	1,356,919.10
GROSS PROFIT	391,216.29	810,633.10	5,526,000.00	4,715,366.90
<u>OPERATING EXPENSES</u>				
ADMINISTRATION FEES	0.00	150.00	4,000.00	3,850.00
ADVERTISING	0.00	696.38	3,000.00	2,303.62
AUTO & TRUCK - GASOLINE	3,356.30	6,576.09	35,000.00	28,423.91
BAD DEBTS	19.90	( 22.80)	3,500.00	3,522.80
BILL PROCESSING FEES	3,447.77	4,019.14	42,000.00	37,980.86
BOARD MEETING EXPENSE	378.97	864.97	4,200.00	3,335.03
BUSINESS PROMOTION	245.17	2,620.70	5,000.00	2,379.30
CREDIT CARD PROCESSING FEES	1,089.20	1,991.74	7,500.00	5,508.26
ON-LINE PAYMENT PROCESSING FEE	3,924.48	8,222.71	35,000.00	26,777.29
CONTRACT SERVICES	0.00	0.00	10,000.00	10,000.00
DAMAGES	0.00	0.00	10,000.00	10,000.00
DIRECTORS EXPENSE	0.00	0.00	10,000.00	10,000.00
RESERVE FOR DEPRECIATION	108,858.00	217,716.00	1,308,000.00	1,090,284.00
AMORTIZATION-REFINANCING COST	2,877.00	5,754.00	34,528.00	28,774.00
DUES AND SUBSCRIPTIONS	499.45	6,524.45	30,000.00	23,475.55
INSURANCE - GENERAL	0.00	0.00	56,000.00	56,000.00
INSURANCE - HEALTH	12,612.03	25,224.06	155,000.00	129,775.94
INSURANCE - LIFE	390.42	650.70	3,500.00	2,849.30
INSURANCE - DENTAL	1,208.91	2,417.82	12,000.00	9,582.18
INSURANCE - AFLAC	149.38	298.76	0.00	( 298.76)
INTEREST - BONDS - 2006 TWDB	0.00	23,810.00	47,620.00	23,810.00
INTEREST-BONDS-2010 USDA	0.00	7,260.00	14,559.78	7,299.78
INTEREST-BONDS 2013	0.00	148,962.50	297,925.00	148,962.50
INTEREST- USDA NOTES	6,502.33	13,042.52	76,037.55	62,995.03
INTEREST-TWDB 2008 PLANT	0.00	29,125.00	58,250.00	29,125.00
INT-OPEN MARKET BONDS 1.6	0.00	25,425.00	50,850.00	25,425.00
JANITORIAL SERVICES	834.86	1,862.48	15,000.00	13,137.52
LICENSES & PERMITS	0.00	0.00	1,900.00	1,900.00
MILEAGE	593.40	1,149.00	7,000.00	5,851.00
MISCELLANEOUS	0.00	100.00	1,000.00	900.00
POSTAGE AND FREIGHT	78.65	559.96	6,000.00	5,440.04
PRE-EMPLOYMENT EXPENSES	147.80	147.80	1,500.00	1,352.20
PRINTING	108.00	108.00	3,500.00	3,392.00

WELLBORN SUD  
INCOME AND EXPENSE REPORT  
AS OF: FEBRUARY 29TH, 2020

	CURRENT MONTH	YEAR TO DATE ACTUAL	TOTAL BUDGET	BUDGET BALANCE REMAINING
PROFESSIONAL FEES	18,714.50	29,036.50	160,000.00	130,963.50
PENSION PLAN EXPENSE	2,975.25	6,325.84	50,000.00	43,674.16
RADIO EXPENSE	523.58	1,570.74	6,500.00	4,929.26
REGULATORY MONITORING	392.00	392.00	10,000.00	9,608.00
REGULATORY MONITORING- SWTP	315.00	465.00	14,000.00	13,535.00
REPAIR & MAINTENANCE WATER SYS	11,923.29	42,185.99	425,000.00	382,814.01
REPAIR & MAINTENANCE SWTP	392.79	4,712.19	35,000.00	30,287.81
REPAIR & MAINTENANCE EQUIP	0.00	7,314.24	10,000.00	2,685.76
REPAIR & MAINTENANCE VEHICLES	2,753.09	3,253.25	26,000.00	22,746.75
REPAIR & MAINTAIN-HARLAN RD	0.00	0.00	2,500.00	2,500.00
REPAIR & MAINTENANCE BLDGS	0.00	85.00	2,500.00	2,415.00
REPAIR & MAINTENANCE OFF EQUIP	0.00	0.00	1,000.00	1,000.00
RENTAL	0.00	1,876.47	7,000.00	5,123.53
RENTAL COPY MACHINE	525.00	525.00	8,000.00	7,475.00
RENTAL-WELLS	4,500.00	9,000.00	54,000.00	45,000.00
SALARIES	83,963.27	167,857.55	1,166,000.00	998,142.45
SCHOOLS	1,557.45	2,277.35	10,000.00	7,722.65
SECURITY SYSTEMS	227.97	347.94	25,000.00	24,652.06
SERVICE AGREEMENTS	1,232.00	2,959.17	15,000.00	12,040.83
SUPPLIES-OFFICE	855.67	2,086.40	13,000.00	10,913.60
SUPPLIES- OTHER	185.60	735.49	4,500.00	3,764.51
TAXES - PAYROLL	6,348.74	12,714.58	85,000.00	72,285.42
TELEPHONE	1,439.25	2,530.28	12,000.00	9,469.72
TELEPHONE - SWTP	184.81	369.62	2,200.00	1,830.38
TELEPHONE - CELLULAR	916.78	1,814.17	10,000.00	8,185.83
UNIFORMS	( 98.76)	( 98.76)	6,500.00	6,598.76
UTILITIES	766.60	1,399.45	8,000.00	6,600.55
UTILITIES-SWTP	8,678.00	16,480.00	90,000.00	73,520.00
UTILITY WATER PRODUCTION	14,708.09	35,244.87	185,000.00	149,755.13
WELL CHEMICALS	1,991.01	3,699.07	60,000.00	56,300.93
SURFACE WTP CHEMICALS	<u>13,857.14</u>	<u>26,590.17</u>	<u>130,000.00</u>	<u>103,409.83</u>
TOTAL OPERATING EXPENSES	327,150.14	919,006.55	4,983,070.33	4,064,063.78
 <u>NON-OPERATING REVENUE</u>				
IMPACT FEE-OLD	0.00	67,200.00	190,000.00	122,800.00
IMPACT FEE - NEW	23,860.00	116,061.00	550,000.00	433,939.00
INTEREST INCOME	4,756.86	9,843.75	80,000.00	70,156.25
MISCELLANEOUS INCOME	3,120.94	11,197.48	20,000.00	8,802.52
CEO TOWER LEASE	900.00	1,800.00	15,000.00	13,200.00
AT&T TOWER LEASE	1,150.00	3,450.00	12,000.00	8,550.00
WIRESTAR TOWER LEASE	800.00	1,600.00	9,600.00	8,000.00
DEV. COST SHARING CONTRACTS	<u>800.00</u>	<u>800.00</u>	<u>3,050.00</u>	<u>2,250.00</u>
TOTAL NON-OPERATING REVENUE	35,387.80	211,952.23	879,650.00	667,697.77
 NET OPERATING INCOME	 99,453.95	 103,578.78	 1,422,579.67	 1,319,000.89
 NET INCOME	 99,453.95	 103,578.78	 1,422,579.67	 1,319,000.89

\*\*\* END OF REPORT \*\*\*



## WELLBORN SPECIAL UTILITY DISTRICT

## BALANCE SHEET

AS OF: FEBRUARY 29TH, 2020

## ASSETS

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CURRENT ASSETSCASH

PROSPERITY - CHECKING	248,795.20	
PROSPERITY - DAILY MM	1,715,935.84	
PROSPERITY - PAYROLL	16,873.27	
GUARANTY B& - IMPACT FEE-OLD	111,702.73	
GUARANTY B&T-IMPACT FEE- NEW	753,162.92	
CASH ON HAND	<u>400.00</u>	
TOTAL CASH		2,846,869.96

INVESTMENTS

THE BANK & TRUST (RES) 6/8/20	112,236.90	
THE BANK AND TRUST (RES) 10/20	316,580.54	
PROSPERITY - HARLAN RD.MAINT	2,214.61	
PROSPERITY BANK 9/24/20	218,092.30	
GUARANTY B&T - CD 5/22/20	260,631.52	
GUARANTY BANK & TRUST-MM	548,596.16	
THE BANK & TRUST(RES) 4/20/20	329,080.37	
GUARANTY B&T-BIRDPOND PROJECT	188,704.64	
GUARANTY B&T-UNION PACIFIC	34,407.17	
PROSPERITY CD - 11/5/20	<u>257,928.42</u>	
TOTAL INVESTMENTS		2,268,472.63

ACCOUNTS RECEIVABLE

A/R TRADE	<u>102,917.96</u>	
TOTAL ACCOUNTS RECEIVABLE		102,917.96

OTHER

INTEREST RECEIVABLE	2,988.66	
ACCRUED CONTRACT REVENUE	8,119.89	
PREPAID INSURANCE	28,662.00	
PREPAID BVRA FEES	216,000.00	
PREPAID WELL SERVICE	<u>6,000.00</u>	
TOTAL OTHER		<u>261,770.55</u>

TOTAL CURRENT ASSETS

5,480,031.10FIXED ASSETSLAND

LAND	804,800.40	
LAND-MUMFORD RD/OSR	8,166.25	
LAND - ELLIOTT PROPERTY	<u>51,670.00</u>	
TOTAL LAND		864,636.65

EQUIPMENT & VEHICLES

EQUIPMENT & VEHICLES	<u>589,263.89</u>	
TOTAL EQUIPMENT & VEHICLES		589,263.89

## WELLBORN SPECIAL UTILITY DISTRICT

## BALANCE SHEET

AS OF: FEBRUARY 29TH, 2020

<u>FURNITURE &amp; EQUIPMENT</u>		
FURNITURE & FIXTURES	53,954.89	
OFFICE EQUIPMENT	<u>181,510.13</u>	
TOTAL FURNITURE & EQUIPMENT		235,465.02
<u>WATER SYSTEM</u>		
WATER SYSTEM	32,291,953.38	
SURFACE WATER TREATMENT PLANT	8,415,976.97	
2013 SYSTEM IMPROVEMENTS	11,490,648.17	
CITY OF CS TIE-IN PROJECT	64,603.18	
2015 OFFICE RENOVATION	1,826,570.48	
MUMFORD RAIL YARD/UP	( 392.08)	
UP MUMFORD RAIL YARD-TANK CONT	( 2,500.00)	
UP MUMFORD RAIL YARD-LINE CONT	( 3,500.00)	
CEDAR ROCK ADDITION	18,704.54	
DOWLING/CAPSTONE WATER LINE	1,067,519.86	
BRUSHY PLANT IMPROVEMENTS	608,086.67	
BIRD POND INTER CONNECT	<u>903,197.87</u>	
TOTAL WATER SYSTEM		56,680,869.04
<u>ORGANIZATION COSTS</u>		
ORG COSTS SUD CONVER	<u>41,527.25</u>	
TOTAL ORGANIZATION COSTS		41,527.25
<u>BUILDING</u>		
BUILDING	<u>307,948.65</u>	
TOTAL BUILDING		307,948.65
<u>ACCUMULATED DEPRECIATION</u>		
ACCUMULATED DEPRECIATION	( 13,066,535.55)	
TOTAL ACCUMULATED DEPRECIATION		( 13,066,535.55)
TOTAL FIXED ASSETS		<u>45,653,174.95</u>
<u>OTHER ASSETS</u>		
CCN - BOUNDARY COSTS	721,802.76	
AUTOMATIC METER READING SYSTEM	8,975.65	
DEFERRED BOND COSTS	660,798.93	
AMORTIZATION - OTHER COSTS	( 360,991.55)	
		<u>1,030,585.79</u>
TOTAL OTHER ASSETS		<u>1,030,585.79</u>
TOTAL ASSETS		<u>52,163,791.84</u> =====

## WELLBORN SPECIAL UTILITY DISTRICT

## BALANCE SHEET

AS OF: FEBRUARY 29TH, 2020

LIABILITIES

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CURRENT LIABILITIESPAYABLES

AUDITOR A/P ACCURAL	268,270.15	
ACCOUNTS PAYABLE CONTROL	32,548.30	
A/P STATE ASSESSMENT	10,845.32	
PAYROLL TAXES PAYABLE	( 358.08)	
INSURANCE PAYABLE	30,950.78	
ACCRUED INTEREST PAYABLE	13,757.45	
ACCRUED INT. PAYABLE-2006 BONDS	33,009.17	
ACCRUED INT. PAYABLE-2007 BOND	32,486.67	
ACCRUED INT. PAYABLE-2008 BONDS	27,357.00	
ACCRUED INT PAYABLE-2013 BONDS	154,905.67	
BOND PREMIUM - 2013 BONDS	84,226.73	
ACCRUED LEAVE BENEFITS	48,048.56	
TOTAL PAYABLES		736,047.72

DEFERRED LIABILITIES

TOTAL CURRENT LIABILITIES

736,047.72LONG TERM LIABILITIESNOTES & BONDS PAYABLE

N/P J. P. MORGAN	1,175,000.00	
N/P USDA #6 - Bond 2010	484,000.00	
N/P TWDB 2008 PLANT	2,110,000.00	
N/P OPEN MARKET 2008	990,000.00	
N/P USDA #3 - OSR	182,234.66	
N/P USDA #5 - OSR	285,918.78	
N/P USDA #11 - OSR	205,853.61	
N/P USDA #15 - OSR	203,667.42	
N/P USDA #13 - OSR	1,013,907.68	
N/P BOND 2013	7,780,000.00	
TOTAL LONG-TERM DEBT		14,430,582.15

TOTAL LONG TERM LIABILITIES

14,430,582.15DEPOSITSDEPOSITS

DEPOSIT FEES	884,050.00	
TOTAL DEPOSITS		884,050.00

TOTAL DEPOSITS

884,050.00

TOTAL LIABILITIES

16,050,679.87

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TOTAL EQUITY

36,113,111.97

TOTAL LIABILITIES &amp; EQUITY

52,163,791.84

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**Wellborn Special Utility District  
February 14, 2020  
Manager Report**

**February 13, 2020**

Gregory Hopcus, R.P.L.S. with McClure & Brown Engineering/Surveying Inc., is re-plating property in the town of Millican and requested a letter of approval from Wellborn Special Utility District.

**February 13, 2020**

Gregory Hopcus, R.P.L.S. with McClure & Brown Engineering/Surveying Inc., is re-plating property on Old Arrington Road and requested a letter of approval from Wellborn Special Utility District.

**February 17, 2020**

Travis C. Tatum, P.E., CWI with Dunham Engineering, called to establish date for tank inspection.

**February 17, 2020**

Alex S. Pfefferkorn, PE, CFM with Jones Carter Engineering, contacted Wellborn Special District concerning Millican Reserve Meadows Phase 3.

**February 17, 2020**

Travis Martinek, with Clark & Wyndham, provided the waterline construction cost contributed to Wellborn Special Utility District in 2019. Waterline contributed were Indian Lakes Phase 32, \$75,900.00 and Phase 34, \$40,200.00.

**February 18, 2020**

Travis Martinek, with Clark & Wyndham, submitted fire flow test, Bacteria test and construction drawings for Indian Lakes Phase 35.

**February 18, 2020**

Joe Schultz, P.E., of Schultz Engineering LLC, submitted construction plans for Mission Ranch Condo Project.

**February 20, 2020**

Terry Winn, P.E., with CP&Y Engineering, contacted Michael Malina of B-5 Construction concerning restricted flow rate of new pump on Jones Road. Mr. Winn scheduled a meeting at the pump location on February 25 to correct the problem.

**February 21, 2020**

Joe Schultz, P.E., of Schultz Engineering LLC, provided the waterline construction cost contributed to Wellborn Special Utility District in 2019. Attached is a copy of the projects for 2019.

**February 21, 2020**

Jeff L. Robertson, P.E. with McClure & Browne Engineering/Surveying Inc., contacted Wellborn Special Utility District concerning easements for the Millstone Development on Pratt Road.

**February 24, 2020**

Allen Day, General Manager Brazos Valley Groundwater Conservation District, requested a Finance committee met considered amending the 2020 Budget.

**February 24, 2020**

James Smith, P.E. City of College Station, contacted Wellborn SUD concerning a conflict of a Wellborn Special Utility District 16" water line and a City of College Station storm drain. The Wellborn SUD line was relocated to accommodate proposed storm drain as directed by City of College Station Engineers. The line will require relocating again at contractor's expense.

**February 27, 2020**

Leonard H. Dougal, Jackson Walker L.L.P., provided and outline of correct use of Impact Fees. Attached is a copy of Leonard Dougal Memo.

**February 27, 2020**

Eleanor R. Rivera, P.E. with Binkley & Barfield, Consulting Engineers, contacted Wellborn Special Utility District concerning Luther Street Extension (City of College Station) from FM 2154 to North Dowling.

**March 3, 2020**

Terry Walker, Utility Coordinator with Halff Associates, Inc., requested utility information for Feasibility Study of SH 40 & FM 2154 widen project.

Project #	Project Name	Waterline Cost
<b>2019 Wellborn SUD Projects</b>		
15-431	Waterford Heights Ph. 1	\$ 156,920.00
17-541	Aggieland Business Park - Ph. 3B	\$ 86,130.00
17-572	Winding Creek Ph. 1	\$ 297,200.00
19-713	Cottagewood	\$ 7,650.00
18-620	Waterford Heights Ph. 2	\$ 93,500.00
18-621	University Heights	\$ 55,100.00
18-623	Aggieland Business Park - Ph. 3D	\$ 84,030.00
19-714	Mission Ranch Ph. 102	\$ 97,135.00
	2019 Total Waterline Cost	\$ 877,665.00

**Note:** Construction of the waterlines was completed in 2019.



## Stephen Cast

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**From:** Dougal, Leonard <ldougal@jw.com>  
**Sent:** Thursday, February 27, 2020 5:10 PM  
**To:** Cast, Stephen  
**Subject:** WSUD Impact Fees and Uses of Funds [IMAN-JWDOCS.FID27392]  
**Attachments:** TCEQ Memo Impact Fee 2009.pdf

Stephen:

You have asked whether WSUD can use impact fee funds collected from the most recently adopted impact fees to pay debt associated with capital projects that were identified in a prior WSUD capital improvement plan (CIP). I have reviewed Loc Gov't Code ch 395, which governs impact fees, your recent Orders adopting your latest impact fee and information on your December 2008 CIP. As an example of WSUD's past CIPs, the attached TCEQ memo shows that WSUD adopted a December 2008 capital improvement plan which included a 2.0 MGD Surface Water Treatment Facility (\$2.962M) and 12 inch and 16 inch Transmission Lines (\$1.279M), plus additional costs for Engineering land and Easement Acquisitions.

I find no prohibition on use of current impact fees to pay for debt associated with capital projects that were included in a past CIP. Further, there is not a requirement in the Code for a precise accounting to match impact fees to approved CIP projects, other than to ensure funds are not spent for projects not in a CIP and that such funds are not diverted by the city or district to "purposes" other than the purposes in the approved CIP. I believe that provision is to keep cities and districts from spending, for example, water impact fees on projects for parks, roads or other capital projects not of the type that the impact fees were originally adopted for. So, water system impact fees need to be placed in a fund to be spent on water system capital improvements (which are included in a CIP). Further, given that debt financing often occurs for 20 – 30 years, which is certainly known to the Legislature, if there was an obligation to precisely match collected impact fees to specific capital projects from the period of adoption of such fees, the Code could have set forth a process to do so – and it does not. Instead, the Code makes clear that the funds must be spent on projects included in a CIP.

Let me know if you want to discuss this.

### Some relevant terms from the Code:

(2) "Capital improvements plan" means a plan required by this chapter that identifies capital improvements or facility expansions for which impact fees may be assessed.

Sec. 395.024. ACCOUNTING FOR FEES AND INTEREST. (a) The order, ordinance, or resolution levying an impact fee must provide that all funds collected through the adoption of an impact fee shall be deposited in interest-bearing accounts clearly identifying the category of capital improvements or facility expansions within the service area for which the fee was adopted. ***[NOTE: I don't know what the accounting practice is on this, but I expect so long as the "category" is "water system capital improvement fund" that would suffice, as opposed to "the 5000 foot 12" water line from Wellborn Road to College Station fund" ]***

(b) Interest earned on impact fees is considered funds of the account on which it is earned and is subject to all restrictions placed on use of impact fees under this chapter.

(c) Impact fee funds may be spent only for the purposes for which the impact fee was imposed as shown by the capital improvements plan and as authorized by this chapter.

(d) The records of the accounts into which impact fees are deposited shall be open for public inspection and copying during ordinary business hours.

## MANAGER REPORT

### Water Production:

Wellborn Well # 1, 3, 4, 5, 6, 7, 8.....	20,625,000
Surface Water .....	20,012,000
Purchased College Station.....	000
Purchased City of Bryan .....	9,760,000
Water Sold.....	43,467,600
Flushing.....	1,780,000
	86%

Water billed during month of February	\$403,167.00
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Customer Count	8785
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# Wellborn SUD Service Order Report

	Water Quality	Reread Meter	Leak Main	Leak Meter	Miscellaneous	Total
2018		0				
January	11	5	34	40	84	174
February	4	3	15	14	27	63
March	10	1	27	19	30	87
April	5	3	27	18	31	84
May	11	1	18	13	27	70
June	23	3	16	15	21	88
July	10	5	17	11	28	71
August	8	19	19	4	34	91
September	4	19	10	5	23	83
October	10	10	21	21	35	97
November	6	4	21	9	17	57
December	2	7	8	6	9	32
2019						
January	8	10	24	15	19	76
February	4	12	16	13	18	63
March	2	12	13	12	15	54
April	7	9	10	16	32	74
May	8	1	3	14	22	48
June	9	1	14	9	15	48
July	12	4	16	10	10	52
August	2	2	10	7	7	28
September	6	31	14	14	36	101
October	12	11	15	19	24	81
November	10	10	18	14	32	84
December	1	4	6	10	25	46
2020						
January	7	2	12	10	34	65
February	3	3	14	12	8	40
	Water Quality	Reread Meter	Leak Main	Leak Meter	Miscellaneous	Total



## Monthly Leak Repairs

Date	Location	Line Size	Customers	Time	Total	Hours/Month	
2/3/2020	Jack Rabbit	1"	1	2	2	6,175,000	0.0000003
2/13/2020	Cynthia	2"	2	2	4	6,175,000	0.0000006
2/17/2020	OSR	2"	8	3	24	6,175,000	0.0000039
2/17/2020	Carter Lake	2"	2	2	4	6,175,000	0.0000006
2/17/2020	FM 2154	8"	40	4	160	6,175,000	0.0000259
2/18/2020	Timberline	3"	30	3	90	6,175,000	0.0000146
2/28/2020	FM 2154	8"	40	6	240	6,175,000	0.0000389

1 0.0000849

0.99992

## February 2020 Installs

Date	Location
2/7/2020	510 Hayes
2/7/2020	512 Hayes
2/7/2020	514 Hayes
2/7/2020	516 Hayes
2/7/2020	518 Hayes
2/7/2020	520 Hayes
2/6/2020	4115 Bison Bend
2/7/2020	4030 Arboleda
2/7/2020	3668 Haskell Hollow
2/7/2020	3685 Haskell Hollow
2/7/2020	3892 Still Creek Lp
2/14/2020	500 Hayes Irrigation
2/14/2020	500 Hayes
2/14/2020	502 Hayes
2/14/2020	504 Hayes
2/14/2020	506 Hayes
2/14/2020	508 Hayes
2/14/2020	501 Hayes Irrigation
2/14/2020	501 Hayes
2/14/2020	503 Hayes
2/14/2020	505 Hayes
2/14/2020	507 Hayes
2/14/2020	509 Hayes
2/14/2020	3680 Haskell Hollow
2/14/2020	1394 Seamist

MBER	ACCOUNT NO#	LOCATION	JOB CODE	STAT	STAFF	REQUESTED BY	JOB DATE	COMPLETION DATE	GROUP ID
8239	308-2304	10235 CALHOUN RD	WTQUA	COMP	*Invalid*	DENISE & ROBERT COLL	2/07/2020	2/07/2020	WATER
	ORDER	WATER CLOUDY - PLEASE RUN FLUSH PLEASE CALL TO GET IN GATE.							
		713-557-0413							
8240	101-8949	18699 ANASAZI BLUFF DR	WTQUA	COMP	*Invalid*	DONALD KEITH SEWELL	2/07/2020	2/07/2020	WATER
	ORDER	WATER HAS A BAD SMELL, PLEASE FLUSH							
	COMPLETION	FLUSH RUN							
		CA							
8254	308-2304	10235 CALHOUN RD	WTQUA	COMP	*Invalid*	DENISE & ROBERT COLL	2/10/2020	2/14/2020	WATER
	ORDER	WATER HAS A MORE MILKIER COLOR THAN LAST WEEK. CUSTOMER HAS							
		DRAINED EVERYTHING INCLUDING HOT WATER HEATER AND IT WON'T							
		CLEAR UP.							
	COMPLETION	Complete							
		CA							

TOTAL PRINTED: 3

## Bills Paid 03/17/2020

USDA Bank Draft	17,819.00
CEJ Family Ranch	3,000.00
Lebon Agnello Family Partnership	1,500.00
ACT Pipe & Supply	3,736.39
ANA-Lab Corp	165.00
Aggieland Automotive	1,531.00
Aggieland Grass & Stone	1,346.00
Aggieland Printing	108.00
Aqua-Tech Laboratories	1,082.00
B-5 Construction Company, Inc	27,189.10
BMI-Biosolids Mgmt	3,870.00
Brazos Valley Groundwater	2,162.42
Brenntag Southwest	10,507.14
CEO Security	263.94
CP&Y	20,136.38
College Station Utilities	46.87
Computer Works	1,328.78
Cramer Marketing	171.42
Core & Main LP	20,116.05
DXI Industries	1,991.01
Druery's Flat Fixing	424.75
Fed Ex	22.54
H&E Equipment Exchange	84.75
H&E Equipment Exchange	2,540.05
Hach Co.	1,309.65
Hajaco	57.96
Harold Beck & Sons Inc.	3,078.92
Hilltop Securities	750.00
Howell Service Corp	834.86
Jackson Walker	372.00
Kwik Kar	201.29
Laser Answering Service	523.58
Lindsay Communications	345.00
Napa Auto	711.74
Napa Auto	66.50
On The Move	675.00
Praxair	77.27
Quill	695.86
Quill	291.90
Redtail Equipment Rental	158.60
Summit Electric	46.20
Texas Excavation Safety System	348.65
Thornton Musso Bellemin	5,000.00
Tyler Technologies	161.00
USA Blue Book	674.59
USA Blue Book	1,635.11
Ubeo of East Texas	525.00
Valley Valve & Pipe Supply	40.08
WC Tractor	4,323.84
TOTAL	<u>\$144,047.19</u>