

**NOTICE OF MEETING**  
**PECAN GROVE MUNICIPAL UTILITY DISTRICT**

The Board of Directors of Pecan Grove Municipal Utility District will hold a regular meeting on **Tuesday, May 30, 2017** at **5:30 p.m.**, at the Pecan Grove Country Club, Highway 359 at Plantation Drive, Richmond, Texas, to discuss and, if appropriate, act upon the following items:

1. Remarks from the Board President.
2. Comments from the public who have signed up to speak (comments will be limited to 3 minutes per speaker).
3. CONSENT AGENDA: The following items are considered routine by the Board and will be enacted by one motion. No separate discussion will occur on these items unless a Board member so requests, in which event, the item will be removed and placed on the Non-Consent Agenda.
  - (a) approve minutes;
  - (b) report on ditch, levee maintenance and repairs;
  - (c) approve tax assessment and collections matters, including delinquent tax collections, installment agreements, payment of tax bills and update of Billing Services Agreement with First Billing Services, LLC;
  - (d) approve financial and bookkeeping report, including payment of bills, review of investments, review of General Fund to budget comparison;
  - (e) review Critical Load Spreadsheet for District's facilities and authorize annual filing;
  - (f) approve Consumer Confidence Report and authorize operator to mail Consumer Confidence Report and file certificate of mailing with the Texas Commission on Environmental Quality;
  - (g) renewal of District's insurance policies;
  - (h) Travel Reimbursement Guidelines and Director Expenses for the Association of Water Board Directors summer conference;
  - (i) Agreement Between the Pecan Grove Municipal Utility District and the City of Richmond, Texas Providing for Training of Water Plant Employee; and
  - (j) garbage collection, including contract renewal, and recycling services.
4. Items removed from consent agenda.
5. Additional bookkeeping matters.
6. Security and public safety matters.
7. Report regarding development and maintenance of parks in the District, including:
  - (a) park rules and violations;
  - (b) report from Parks Manager;
  - (c) committee report; and
  - (d) park improvements, greenway enhancements, maintenance and repair, including approval of proposals and contracts, and take appropriate action regarding constructing a District building in Pecan Grove Park, including adopt Resolution Authorizing Application to the Texas Commission on Environmental Quality Requesting a Change of Scope and Requesting Use of Surplus Funds.
8. Operation of District facilities, including:
  - (a) report on emergency operations;
  - (b) report overconversion/pumpage;
  - (c) management report, repairs, maintenance, action items, leak detection, write-offs, customer appeals and correspondence;
  - (d) damage to District facilities, including insurance claims, backcharges and violations of Rate Order and District rules, imposition of fines and referral to collection attorney;
  - (e) message language on water bill;
  - (f) renewal proposal for monitoring at surface water treatment plant; and

- (g) sidewalk improvements.
- 9. Hearing on termination of water and sewer service to delinquent customers and authorize termination of service.
- 10. Engineering matters, including:
  - (a) District facilities - report on public water, wastewater, stormwater and levee systems;
    - (i) Emergency water interconnects; and
    - (ii) Analysis of production cost/base line fee for reclaimed water, including design of system and update regarding potential user contracts;
  - (b) Engineering design projects - authorize design, report project updates, regulatory issues, approve plans and specifications, authorize engineer to advertise for bids, review bids and award contracts and approval process payment requests, change orders, and final acceptance, as appropriate, for:
    - (i) Water plant no. 1 MCC replacement;
    - (ii) Reclaimed water system; and
    - (iii) Regional drainage issues;
  - (c) Drainage improvements projects, including process payment requests, change orders, and final acceptance, as appropriate, for:
    - (i) Plantation, Section 7;
  - (d) Construction Projects - report project updates, issues, authorize engineer to advertise for bids, review bids and award contracts, approval of progress payment requests, change orders, and final acceptance, as appropriate, for:
    - (i) Jones Creek slope repairs due to natural erosion, including update on bond application and FEMA reimbursements;
  - (e) Report on general engineering matters, including: deeds, easements, requests for service, utility commitment letters, permits, stormwater management plan and regulatory issues;
    - (i) FEMA reimbursement for emergency flood operations; and
    - (ii) Stormwater discharge general permit and notice of intent.
- 11. District website and newsletter, including recommendations for communications improvements.
- 12. Reports from Directors, Committees, and District consultants regarding correspondence and/or reports received during the month and events and activities attended during the month, and discuss District meeting location and time, and, if applicable, adopt Resolution Changing Meeting Place.
- 13. Schedule special workshop meeting to discuss use of water bond surplus, including construction of a water reuse system or other water surplus project.
- 14. Attorney's report, including Resolution Regarding Intent to Reimburse, if needed.
- 15. Convene Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to (1) seek advice on pending or contemplated litigation, including condemnation proceedings; and (2) matters in which the duty of the attorney under the Texas Disciplinary Rules of Professional Conduct conflict with Chapter 551 Texas Government Code.
- 16. Re-convene in Open Session and authorize appropriate action regarding pending or contemplated litigation.



*Lynne Blahut*  
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Attorney for the District