

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 25, 2021
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

The City Council of the City of Lampasas met in Regular Session on the above date and time with Mayor Talbert presiding.

Council Members present:

Mayor Pro Tem TJ Monroe
Bob Goodart
Delana Toups

Council Members absent:

Randy Clark
Gordon Nelson
Cathy Kuehne

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Becky Sims, City Secretary/Zoning Administrator
Yvonne Moreno, Finance Director
Sammy Bailey, Police Chief
Jeffry Smith, Fire Chief
Joshua Watson, Police Officer
Glenn Adams, Plant Operator
Van Sims, W/WW Plant Operations Manager
Stephen Sewell, Plant Operations Supervisor

WORKSHOP SESSION

1. Call to order Workshop Session

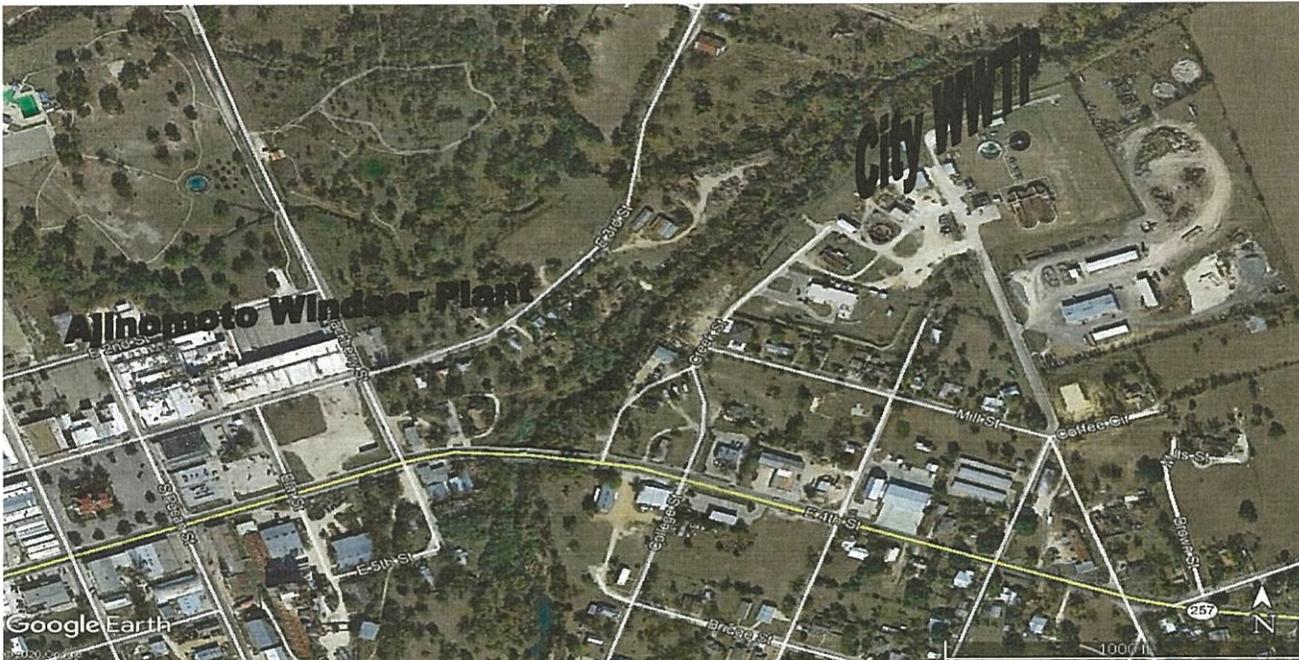
Mayor Talbert called the Workshop Session to order at 5:30 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

2. Discussion and presentation by Jason Jones, Jones-Heroy Consulting Engineer, regarding Pre-Treatment Study and Recommendations.

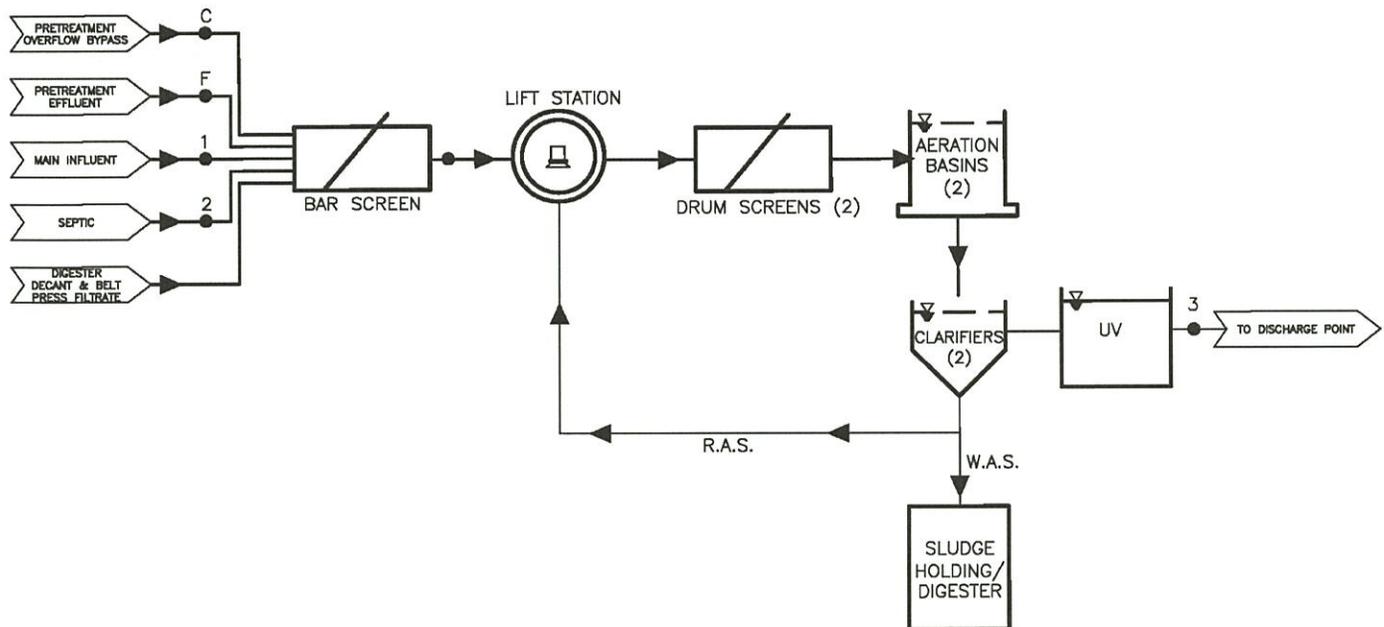
The following are highlights from the presentation Mr. Jones delivered to Council.

- Purpose of Study
- Existing Conditions and Facilities
- Data Sources and Design Parameters
- Proposed Improvements and Construction Cost Estimates
- Short Term Recommendations

AERIAL OVERVIEW



WWTP PROCESS FLOW



WWTP OPERATIONAL CONCERNS

- Intermittent Grease Loading
- Continual Cleaning Efforts from Grease Load
- Onsite Pretreatment Lift Station Capacity
- Offsite Septic Waste Challenges Sludge Belt Press Capacity and Maintenance
- Sludge Belt Press Capacity and Maintenance
- Main WWTP Repair Needs

DATA SOURCES AND DESIGN PARAMETERS

- WWTP Operation Logs (2017 - 2020)
- Pretreatment Bypass Flow Meter (2019)
- Study Directed Water Quality Data (2020)
- Electronic Water Meter Records (2009 - 2020)
- Meetings with WWTP Operations Staff
- Department of Public Works Records (1995 - Current)

PRETREATMENT DESIGN CONDITIONS

Ajinomoto Windsor Influent Flows

	Existing Contract	Current Condition	Design Value / Ultimate Condition (Current +20%)	Design Value Basis
Average Daily	100,000 gpd	145,000 gpd	175,000 gpd	Average of Monthly Influent Data, March 2019 – February 2020
Peak Day	150,000 gpd	220,000 gpd	265,000 gpd	Capture 95% of Daily Influent Data, April 10, 2019 – July 12, 2019
2-Hr Peak Flow	N/A	250 gpm	300 gpm	Peak Hour from Water Meter Records

Ajinomoto Windsor Influent Water Quality

	Existing Contract		Current Condition		Design Value	
	Lbs/Day	mg/L ^a	Lbs/Day ^b	mg/L	Lbs/Day ^b	mg/L
BOD₅	2,500	2,998	3,197	2,644 ^c	3,868	2,650 ^e
TSS	700	839	2,084	1,723 ^c	2,518	1,725 ^e
Ammonia	40	48	15	12 ^c	22	15 ^e
FOG	50	60	250	207 ^c	88	60 ^f
pH	N/A	N/A		8.7 ^d		8.7 ^d

- a. Concentration at Contractual 100,000 gpd.
- b. Calculated using concentration listed and average daily flow of 175,000 gpd.
- c. Average of Monthly Influent Data, March 2019 – February 2020, plus 1 standard deviation.
- d. Average March 2019 – February 2020.
- e. Average of Monthly Influent Data, March 2019 – February 2020, plus 1 standard deviation.
- f. Contractual limit. Assumes FOG removal improvements made at Ajinomoto Windsor plant.

CAPACITY LIMITS- MAIN WWTP UNDER EXISITNG CONDITIONS

WWTP Component	Design Capacity	Unit	Current Condition	Percent Utilized
Average Daily Flow	1.5	MGD	0.55	37%
Biological Oxygen Demand (BOD)	2,754	lbs/day	3,088	112%
Sludge Holding Basins	0.68	MGD	0.55	81%
Sludge Belt Filter Press	5,400	lbs/day	4,879	90%

PROPOSED IMPROVEMENTS

- Phase 1 (0.80 MGD Total Capacity)
 - Grease Interceptors at Ajinomoto Windsor Site
 - Pretreatment Headworks and Septic Receiving Station
 - Pretreatment Clarifier
 - Expand Aeration Basins and Blower Facilities
 - New Belt Press and Building
- Phase 2 (1.15 MGD Total Capacity)
 - New Pretreatment Equalization Basin
 - Convert Existing Equalization Basin to Sludge Holding
 - Expand Aeration Basins and Blower Facilities
- Phase 3- TBD

CONSTRUCTION COST SUMMARY

Responsible Party	Phase 1 Estimate	Phase 2 Estimate	Total Cost Estimate
Ajinomoto Windsor (81.5%):	\$6,976,400	\$3,048,915	\$ 10,025,315
City of Lampasas (18.5%):	\$1,583,600	\$ 692,085	\$ 2,275,685
Total (100%):	\$8,560,000	\$3,741,000	\$ 12,301,000

SHORT TERM RECOMMENDATIONS

- More frequent monitoring and cleaning schedule of existing grease traps
- Install Permanent Flow Measuring Device on Main Influent Pipeline to Capture Bypass Flows and Lift Station Flows.
- Install Permanent Composite Sampler Station on Main Influent Pipeline
- Optimize Existing WWTP Process Operations

Mayor Talbert questioned if the current operations would be maintained during construction. Mr. Jones advised that it is set up that way by design. There would be no disruption in daily operations during construction.

Council member Toups asked how much time it would take for Ajinomoto to install Grease Interceptors and would it make a difference? Mr. Jones advised it is more about available land, the interceptors are similar in comparison to a septic tank install.

Mayor Talbert was pleased with presentation and feels it validates the need to proceed.
(The complete presentation is available with the recorded minutes in the City Secretary's office)

3. Discussion regarding Comprehensive Plan Status, Priorities and Implementation.

Finley deGraffenried, City Manager advised that Chapter 5 has been reviewed with the exception of the narrative on the goal statements and feels that Chapter 5 needs further review. Chapter 6 is taking the objectives and identifying a timeline. Staff has had the opportunity to review and provide feedback. We will be reviewing with Planning Commission and Comprehensive Plan Advisory Committee in small groups. We are asking for input from Council at the February 8, 2021 Council meeting and would tentatively like to schedule a joint meeting with the Planning Commission on February 22, 2021.

4 Discussion and updates regarding the City of Lampasas Public Safety Communications System Equipment.

Sammy Bailey, Police Chief advised of the following:

- Current radio repeater and communication is not P25 Compliant
- Radio coverage is not adequate to communicate with federal, state and local entities to include; law enforcement, emergency service responders, fire department, and EMS.
- Obsolete System with No Maintenance Agreement
- Currently Conventional Analog moving our Primary radios to Digital Trunking with a Back Up System to Analog to Digital
- Total Investment: \$663,371.95
 - Less Grant: \$253,949.68
 - City Balance: \$409,422.27
- Estimated delivery equipment date to Bearcom is January 2021
- Implementation Planning- Early February 2021
 - Repeater will be replaced first
 - Replace all First Line Mobiles and Portables
 - Fire Department Bay will be staging area for installation of unit radios
 - Communication has been established with Fire, EMS, and other law enforcement agencies that require agreements for radio frequency to ensure no changes
 - Bearcom will conduct train the trainer classes for the subscriber radio operations.

Chief Bailey thanked Council for understanding the needs of the department and funding the project.

5 Discussion regarding possible amendments to City of Lampasas Employee Personnel Policy.

Mr. deGraffenried advised the Personnel Policy has been on the list of priorities. Staff met to identify a few items to begin this process. The following items were identified as priorities for Council to consider:

- Certification Pay
 - This section needs to be more inclusive to include all employees in all departments.
- Longevity Pay
 - The policy stops at 25 years; however, there are several that have exceeded that time period and feel the range should be adjusted accordingly
- Introductory Period for Transfers
 - This section needs to be amended to define introductory periods as it relates to new hires in comparison to transfers or promotions
- Use of Sick Time to Supplement Worker's Compensation Payments
 - To consider amending to allow sick or vacation time be available to employees whom are on Workers Compensation to ensure they are getting paid their same salary during this time.

Mayor Talbert inquired about Personnel Policy Committee, Council member Toups inquired about how the range will be determined for over 25 years of service, Council member Goodart would like to see the wording be removed regarding termination for transfers or promotions.

These items will be taken into consideration as the Committee meets and formalizes the amendments.

6 Discussion and updates related to COVID-19.

Jeff Smith, Fire Chief provided the following updates:

Lampasas County

Total Cases: 1369

Total Active Cases: 142

Total Fatalities: 16

Hospitalizations: 8

The State of Texas is currently utilizing the Vaccine Hubs to administer vaccinations to those who fit into categories 1A and 1B. The goal of the state is to continue to utilize this type of delivery as it allows them to spread vaccines throughout the state and deliver them in a rapid manner. Chief Smith has been working with Angela Rainwater and the Texas Division of Emergency Management to try and set up something for Lampasas County. We are making every effort to get this done. At this time, Staff does not have confirmation of a date.

7 Discussion regarding any item on the regular agenda

There were no discussions regarding items on the regular agenda

Adjourn into Executive Session

Mayor Pro-Tem Monroe moved to adjourn into Executive session at 6:28 p.m., Council member Toups seconded the motion and with a unanimous vote the motion carried. (Kuehne, Nelson and Clark Absent)

EXECUTIVE SESSION

The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

- Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.

Mayor Talbert adjourned Executive Session and moved into Special Session at 6:44 p.m.

SPECIAL SESSION

- Discussion and possible action concerning items posted and discussed by Council in Executive Session

Mayor Pro Tem Monroe moved and Council member Toups seconded the motion to direct the City Manager to finalize and execute the development agreements for Hillside Acres and Hidden Oaks Subdivision within the parameters discussed in Executive Session. Motion carried unanimously. (Kuehne, Clark and Nelson absent)

Mayor Pro Tem Monroe moved to adjourn the Special Session at 6:45 p.m. Council member Toups seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

City Council took a short break before moving into Regular Session

REGULAR SESSION

6:00 p.m.

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:52 p.m., she noted that the telephone number to call in for any questions or comments is 512-556-0332.

B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

- C. Presentations and Proclamations
 - o Presentation of Longevity Certificates
 - Ricky Haynie-5 years
 - Joshua Watson- 5 years

	PUBLIC HEARINGS/CITIZEN COMMENTS
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.

There were no citizen comments

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.
-----	---

There were no citizen comments.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on January 11, 2021

Mayor Pro Tem Monroe moved, seconded by Council member Toups to approve the minutes as presented, motion carried. (Kuehne, Clark and Nelson absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance to approve, deny, or approve with modification(s) a request to rezone property described as Lots 1R and 2R, Block 26 of the Old Town Addition, Lampasas County, generally located at 907 E Third Street Lampasas, Texas, from Light Industrial “LI” to Two-Family Residential District (Duplex) “2F”.

Council member Toups moved to approve the consent agenda as presented. The motion was seconded by Mayor Pro-Tem Monroe and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

4.0	BOARDS/DEPARTMENT REPORTS
-----	----------------------------------

Yvonne Moreno, Finance Director presented the Utility Billing and Collections Annual Report.

Utility/Finance Reports

Supervise three departments:

Meter Reading, Utilities, and Finance

1. **Meter Reading**, 2 Full-Time Staff - Tom Zimpel — 10 years; Jr. Spivey — 8 years
 - Customer Service — Meeting customers in the field, notify of water leaks, change out meter
 - Distribute door tags

- Disconnect non-pays
- Minor Repairs in the field
- Environmental Elements: Heat/Cold/Rain
- Physical Elements: Animals, bees, snakes
- Barriers: Gates, Meter covered up
- Work orders: Total of 1,411 — Connect 463; Disc. 452; RI/RO 408; SC 88 (Avg. 27 week)
- As of December 2020, billing — Water meters 3552; Electric Meters 4976 (Including Demand and Street Lights)
- On call to handle after hours reconnects, emergency turn offs.

2. **Utilities**, 4 Full-Time Staff; 1 Part-Time Staff— Lupe Charping — 13 years; Felecia Vallejo — 8 years; Mary Garcia — 3 years, and Pam Torrez- 1 year (started the week we closed the lobby due to Covid) Part-Time position is vacant at the moment, currently advertising.

- Lupe Charping — Utility payments, A/R Billing, Bank reconciliations, record LCAD deposits, answer phones, set up new vendors, review purchase orders and distribute to various departments, process work orders, prepare deposits, assist Spanish speaking customers, assist all City departments when needed. Prepare miscellaneous journal entries including Sales of Airport fuel, Merchant Fees, and Interest on various bank accounts. Reviews accounts payables for processing.
- Felecia Vallejo- Processes billing for three utility cycles plus supplementals every month. Moved to her own office to focus on billing. Processes NSF checks on accounts, adjustments, utility payments, payment plans (contracts), and disconnects for nonpayment. Notifies customers regarding abnormal usage, possible water leaks, and any issues with reading meters or getting access to the meters. Figures sewer rates annually. Completes all work orders for connects, disconnects, service changes, and meter swaps. Fills in for utilities when the department is short-handed. Answers all phone lines.
- Mary Garcia — Processes daily deposits, oversees utility payments at the drive thru window, processes door tags and record fees, process night drop and mail payments, logs all journal entries by month, stamps and files accounts payables, and assist Finance with various task, including Fixed Assets. Receives and inputs money from various departments: pools, library, golf, animal shelter, police department, and citizen collection center. Cross-trained on billing to back up to Felecia. Answers all phone lines.
- Pam Torrez- Utility payments, files utility applications, reviews accounts payable files for signatures and stamps, files W9's from vendors, and has recently started doing the alcohol permits. Answers all phone lines.

3. **Finance**, 2 Full-Time Staff- Bessie White- 5 years; Yvonne Moreno- 23 years

- Bessie White- Supervises the Utility Department. Processes utility payments, all Accounts Payables, Payroll, Longevity payments, and monthly reports. Reviews all adjustments and bank reconciliations. Assists with budget, audit, and annual reporting. Fills in for utilities when someone is off and coordinates the Utility Department schedules. Generates leave reports for Directors each pay period. Put in information regarding new hires, rates, deductions, etc. Files all payroll reports and timesheets. Processed 4,421 A/P checks for Fiscal Year 2019-2020. That averages 368 checks a month.
- Yvonne Moreno- Director of Utility Department, Finance, and Meter Reading. Oversees all operations of the departments.

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- WCID** The Lampasas County WCID met on January 19th and continued the discussion regarding the high hazard upgrade to dam 6. As has been previously reported to Council through staff and Paul Wilborn, WCID President, due to downstream development, and potential risk to loss of property, 5 of the 9 WCID dams have been classified as high hazard and will eventually require upgrade. As the attached correspondence indicates, the WCID is contacting local jurisdictions to identify possible sources for matching funds, which could be as much as \$140,000.00. The dam upgrade is an identified project in the City’s CIP plan for FY 2021-2026. Staff recommends reviewing the funding needs through the CIP process and FY 2022 Budget process.
- Campbell Park** Staff have met with both the Skate Park contractor and the pavilion contractor to review timing, scope and tentative project schedules. Additionally, staff has communicated with Langerman Foster regarding geotechnical investigation, and Triple C surveying to scale locations based on recent improvements to the Park. When the scaled survey is available, both contractors and Langerman will review and determine the number and location of borings. The borings will determine foundation design, and ultimately total design and construction cost. Staff is also preparing to include stakeholders in the next phase of design.
- Filings** As of today, the City has received one filing for the four available places for City Council and the Mayor’s position. Additionally, no other packets have been picked up. Qualified residents may file through February 12th.
- Staff Anniversaries** Staff is pleased to report the following January employment anniversaries: Van Berry, 33 years; Ramon Canada, 23 years; Emily Stone, 8 years; Josh Watson, 5 years; Ricky Haynie, 5 years; John Wilks, 3 years; and Frank Ellet, 2 years. Staff would also like to welcome back Colt D’Spain to the Water/Wastewater Department, and Dylan Boivin as Patrol Officer.
- Hostess House** Staff has received initial MEP comments from Hendrix Consulting Engineers, regarding the Hostess House. Staff will review and respond to comments, and may also discuss additional envelop items with Reliant Architecture, who designed and administered construction of the Water/Wastewater Shop. Staff is hopeful to deliver the MEP initial assessment to Council in March.
- Auditors** Yvonne reports the auditors should be complete with their on-site work next week. Although they have requested a number of sample transactions, there appears to be nothing out of order. After completion of the on-site work, Council can anticipate the completed audit sometime in March.

5.2	MAYOR’S COMMENTS
-----	------------------

There were no Mayor’s comments.

6.0	UNFINISHED BUSINESS
-----	---------------------

There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding a Contract Services Agreement between the Lampasas County and the City of Lampasas

Mayor Pro-Tem Monroe moved to approve the Contract Services Agreement with Lampasas County, Council member Toups seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

7.2	Discuss and consider a request of the use of Joint Use Facilities Fund for Central Texas Water Corporation Plant upgrade.
-----	---

Mayor Pro-Tem Monroe moved to approve the use of the KWSC and City of Lampasas Joint Use Facilities Fund, Council member Toups seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

7.3	Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation.
-----	--

Council member Toups moved to appoint Finley deGraffenried to serve on the Board of Directors for the CTWSC as a City representative, Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

7.4	Discussion and possible action regarding the ratification of expenditure for bathrooms for the Street and Electric Department Building in the total amount of \$35,750.00.
-----	--

Council member Toups moved to approve the ratification of expenditure for the rehabilitation of the Street and Electric Department bathrooms, Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

7.5	Discuss and consider acceptance of the 2019-2020 Year-End Financial Report
-----	--

Mayor Pro-Tem Monroe moved to approve the acceptance of the 2019-2020 unaudited Finance Report, Council member Toups seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

7.6	Discussion and possible action concerning the first reading of an Ordinance calling for a General Election to be held May 1, 2021.
-----	--

Council member Toups moved to approve the first reading of an Ordinance calling for a General election to be held May 1, 2021, Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

Council member Goodart moved to adjourn the meeting at 7:12 p.m., Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote, the motion carried. (Kuehne, Clark and Nelson absent)

PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary