

THE STATE OF TEXAS
THE COUNTY OF LUBBOCK

The Board of Directors of the Lubbock County Water Control and Improvement District No. 1 convened in a **CALLED Meeting** in the Board Room of the administration building at the entrance to Buffalo Springs Lake in Lubbock County, Texas on **JUNE 6, 2016** with the following persons present:

Board Members Present: Tommy Fisher, President
Tammy Brewer, Vice President
Tom Keisling, Secretary / Treasurer
Sandra Lewis, Director
Greg Thornton, Director

Staff Present: Jim Madewell, General Manager
Jody Jenkins, Water District Attorney
Heather Purcell, District Secretary
Penny Jones, Promotions Director
Stewart Naron, Chief of Police
Robbie Green, Utility Superintendent
Jeremy Torres, Utility and Maintenance Department

1. **Call to Order and Invocation**

Tommy Fisher called the meeting to order at 10:05 am and gave the invocation.

2. **Approve Minutes of May 6, 2016, Meeting**

Director Keisling made a motion to approve the minutes of May 6, 2016 as written. Director Brewer seconded the motion. The motion passed unanimously.

3. **General Managers Report by Jim Madewell**

"We recently received a TXDOT inspection report on our two bridges. The inspections were made in July 2015. We are having our engineer review the inspection report and give us recommendations on the bridge at the dam and any repairs and cost estimates that will be needed. He will also coordinate with TXDOT. TXDOT also informed us they have a bridge repair program for offsite bridges that they can help us with possible funding, if needed, to help pay for repairs. We have also serviced some items at the marina bridge concerning erosion.

Penny and Heather have selected and ordered T-shirts and caps to sell at the gate and front desk for our customers this summer.

In the past five years we have built and implemented several things to help the district and provide for our customers: 1. Marquee- we were able to get two sponsors to donate for the purchase and installation of the electronic marquee. 2. Gas pumps- eliminated public gas sales at our pump and saw a savings of \$15,000 annually on fuel taxes. 3. Retrofitted and updated office restrooms for ADA compliance. 4. Campground S completed in 2012, adding 30 water and electric RV hookups which has produced \$161,000 in revenue since then. So far in this budget year, we have brought in \$187,000+ in camping revenue in A, B, S, and C camping and it is just the first week in June. Clearing camping is our bread and butter activity, second only to day passes. Our clientele enjoy camping under the stars or in their RV's. We currently have 102 RV hookups and look to expand in the future. 5. New crappie house built and is used year round replacing an old, unsafe one. 6. Lift station upgrades- Lift station G new pumps and electronic panels; replaced pumps at various stations around the lake; we keep back up pumps in stock, which the lake didn't do 5 years ago. 7. Boot Hill Bathroom/Shower Facility (which eliminated a dozen portable toilets' monthly rentals). 8. Campground B rebuild that gives us 34 spots with water and electric (we had maybe 6 panels working previously). 9. New Bathroom/Shower Facility next to the amphitheater (which also eliminated another dozen portable toilets' monthly rentals). 10. We added a second full time police officer for night patrol for increased surveillance. 11. Installed picnic shelters for Camp C customers' use. 12. Networking with Chamber of Commerce hosting ambassador luncheons, business expo, Hub City BBQ. 13. Introduced social media advertising and promotions. 14. Tore down and rebuilt docks at Boot Hill Park across from Lot 75. 15. Developed a rental storage area behind the shop including dirt work, additional 150' of metal fencing, and numbered spaces, and vehicle/rental item identification. 15. We have also stabilized the financial condition of the district with increased revenue over the last five years as well as investing back into the facilities for our customers. These amenities have helped us provide more opportunities for our visitors to camp, fish, and enjoy a family atmosphere.

Tommy: Effective July 7, 2016, I am officially retiring from the district.

I appreciate the opportunity that the board of directs have given me to be their general manager for the last five years and five months. We have accomplished a lot and improved the district's fiscal and public directions.

I appreciate the board backing me when I had cancer surgery and the support as I healed three years ago. It is something that I will always treasure.

I appreciate the fact that you took me as a person that was going to tell you exactly what I thought was the best thing for the district even when we disagreed on the topic. I liked the fact that you respected my opinions and realized I was never going to be a "yes" man, but would hold fast to my convictions to do the right thing. I have always worked to be fair, honest, and have the best interests of the district as my motives.

I appreciate you letting me guide and advise you as a board and letting me work and guide our wonderful crew here at the lake. Buffalo Springs Lake has given me a wonderful and beautiful work place to come to each morning and I will miss the daily rounds.

I feel like we have been successful in upgrading our recreational area and providing a better place for our visitors to come and enjoy. I would like to think that we have left a lasting impression that will help the district in the years to come both financially and with amenities for our customers.

Once again, let me say thank you to the board, my employees, and the residents that have made this job a pleasure. Sincerely, Jim Madewell.”

Tom Keisling made a motion to grant Jim Madewell a lifetime pass to Buffalo Springs Lake. Director Thornton seconded the motion. Director Fisher, Director Brewer, Director Keisling, Director Lewis, and Director Thornton voted aye. The motion passed.

Director Keisling asked about the noise ordinance the Chief Naron will report on. Mr. Madewell stated that the water district has no noise ordinance in place so he cannot enforce it. Chief Naron stated that what has been done in the past is at 11:00 pm all the noise is turned down to a personal level, so everyone out here is not being disturbed. Chief Naron has received numerous calls; once the police leave the noise is just turned back up. For an ordinance citation, if we write a citation to Judge Dulin, he will not take an ordinance from this village. It must be to the Village, so we must have a city judge or someone we can turn them into. We have to turn them in to the Judge and the Judge can take care of the citation. Ninety percent of the noise on the lake comes from people on their boats. That is where the majority of it comes from. Normally all I have to do is ask them one time and it is done. Tom Keisling asked Chief Naron what needed to be about generators and if we needed to change the policy to a village ordinance. Director Thornton stated that we can just make a policy like campground rules, like no loud generators or no loud music after eleven pm. If you don't abide by that you know what happens anywhere else? They ask you to leave. You don't have to write them a ticket. Jody Jenkins stated that the board could talk to Judge Dulin about enforcing the ordinance tickets written at the lake, since he has the authority by statute to do that if he would just accept them. Chief Naron stated if you write someone a ticket for noise ordinance all you have done is escalated the problem to a degree. Most time it will fix it. If we need to ask them to leave then we are going to have to stand there and wait for them to pack up so they don't tear something up. If it continues to happen then they will be criminal trespassed. It is what it is.

Director Keisling asked if there were problems with the bridges that the board needs to be aware of. Mr. Madewell stated yes, that there are some repairs that need to be done. TX DOT was notified and the engineers are submitting some drawings to make sure everyone is on the same page. If it is an expensive thing they do have a program for off-site, since it is not on the main highway. They will work with us on that if we get to that point. The metal piece and the concrete that comes off of the horizontal beams needs some repair. Structural engineer that came to look at it seems to think it will be a pretty easy fix. Before he spends a lot of time and money he will send some drawings to TX DOT so they can ok what he has in mind and then he can get us estimates based on that. The inspection was done one year ago and the report was not received until a few months ago. That is where we are on that.

Director Keisling asked if Mr. Madewell knew what was saved on building restrooms. Jim Madewell reported that port a potties cost sixty five per piece per month and there a dozen down to the amphitheater for five months out of the year. The boys did a great job on that. There are still port potties in other places around the lake, but we are slowly narrowing that down. A port a potty stays in front of the crappie house all year long.

Director Keisling stated that since Jim Madewell took over the general manager position the gate revenue has gone up over two and a half percent. The lake is at a \$235,000 profit now from a \$500,000 loss in 2006. The gate revenue has really started to go up since 2013.

4. Procedures for adding agenda items

Director Lewis stated that items she requested to be put on the agenda are not being added. She read the policy which stated: “no one can take the items off not even the board president.” Director Lewis stated she was not sure when this policy changed but she does not have a copy of that and she would like her agenda items left alone. President Fisher made a statement: “Sometimes I come up and I look at the agenda and maybe two directors have put eight or ten items on the there a piece. Now if all these directors put eight items on the agenda that is forty items. Somebody has got to be able to say which ones we can put in and which ones are to go to the general manager. My advice is if you don't get along with the general manager, you need to get along with the general manager and call him and talk to him, especially for mowing or trash pickup. That kind of stuff does not belong on the agenda”. Director Lewis stated that is not what it was. I ask him for the July 4th procedures to be on the agenda. This is the meeting before July 4th. Tommy Fisher stated that there are too many items being put on the agenda and the board could never get through all that in one day. Some things need to go before the manager and not the board of directors. Somebody had to have the authority to take stuff off of the agenda. Jody Jenkins stated that as it stands right now there is a directive that states roughly the president is in control of everything while the board is in recess. The agenda is done while the board is in recess. If the president believes that is the best policy than it is the current policy as it stands. Director Lewis stated that is stated the policy Jody read also says the purpose of this policy is to enable the president or officer in succession to administer the policies and the intent of the board. The intent of the board, I don't think the intent of the board is to dismiss what one or two of the board members were putting on there. That is what is happening. Tommy Fisher stated that the items that were taken off were put under the general manager report. Greg Thornton stated that is not the case and the stuff he is putting on there is being taken off. Director Lewis stated that she thought it would have been beneficial to talk about July 3rd weekend because we short a gate and lot of things going on. I thought it would be very beneficial for us to sit and talk about this and come up with a solution. Jim Madewell suggested making a motion to set a policy. Jody Jenkins stated the policy as it stands right now gives the discretion to the president. If the board does not believe the current policy is not working than get a new one. Another alternative might be to circulate agendas before the

board meeting. Mr. Jenkins suggested having a designated agenda topic at each meeting for things you want and everyone can approve them at the meeting. You could have a topic and talk about at the existing meeting and have at the next meeting. Director Lewis stated to many things come up. Sometime we don't know. Tommy Fisher stated that he does not initially take anything off. Director Thornton stated if two people on the board want to talk about something than it should be on the agenda. Director Keisling stated the only thing he has a problem with is bringing up silly stuff like; dead trees, mowing the grass, stuff that the general manager can handle. That is what he is here for. We are not here to run this lake and micromanage the lake. We are here for financial stability and to make decisions regarding that, not day to day operations. Director Keisling and Director Brewer would like three members to agree on agenda items. Director Keisling would like the agenda sent to all the board members a few days ahead of time by email. Jody Jenkins stated you cannot all sit down at the same time to discuss agenda items outside of a board meeting, but you can call each board member individually. Director Thornton stated that is basically how it is already being handled, but Sandra or I cannot get things on the agenda. The board of directors decided to call or email the board members and if three members agree on an agenda items it can be put on the agenda. Jody Jenkins stated that if items are not making it on the agenda then have a discussion item on all the agendas to discuss future business, potential issues, or other things, you guys talk about it and say I want this on the next agenda, and then it will be on the next agenda for sure.

5. **Bud Venable – boat dock**

Bud Venable submitted a set of plans to build a boat dock that will stick out two and half feet and will be on his property. Director Thornton does not have a problem with the dock. **Director Keisling made a motion to approve the dock at Lot 519. Director Thornton seconded the motion. The motion passed unanimously.**

6. **Police Chief Report**

Residence of Lot 570 came in and complained that the neighbor is blocking the shared driveway. Police Chief Naron stated that because it is a shared driveway he cannot go up to anyone in their driveway. The residence stated he was talked to through the police department. Chief Naron stated the best the police department can do is to allow them access to each individual property. Director Fisher stated that the best thing to do is try to get along.

Stewart Naron reported that in order to give tickets for the noise ordinance the tickets must go through the Village.

Chief Naron reported the Jeep Liberty is no longer running. All fluids were lost and the radiator hose popped during a traffic stop. Director Thornton asks Chief Naron if the police department needed another truck. Chief Naron stated said the police department was down to two vehicles and the police officers are all riding together. A Polaris would help some. We need something we can get these guys out in. I cannot do 24/7. There is not enough of me. When I call someone else out to help we don't have the vehicle to put them. Director Keisling asked Chief Naron if he knew we were in a transition period. Detail that out and give us your recommendations and suggestions and put on next month's agenda. Director Brewer said she thinks the police department needs another vehicle. Mr. Madewell reminded the board that it is not in the budget for another vehicle. Director Thornton stated the Polaris would be a different deal. That could get you buy until you get another vehicle since we don't have anything in the budget. Chief Naron stated that would be fine. Director Keisling asked the Robbie Green if there was a Polaris at the shop. Robbie Green reported that the Polaris is down again. Stewart stated that there are things that go own out here that I am not going to bring up. You have to realize the people we allow to come out we cannot profile. We deal with the situations as they arise and hopefully we can pick up on some of this prior to a problem taking place. That is not always what happens. Director Keisling stated that staffing is everyone's problem. The City of Lubbock is so understaffed right now they are on twelve hour shifts. This is not a problem unique to us. Chief Naron reported Parks and Wildlife are operating the water and if we need help on shoreline and they are available they will come running. DPS comes through every once in a while and drives through. If we do need help the Sheriff Department is real good about responding.

7. **Construction of new RV camping sites- Keisling**

Director Keisling stated construction started up top and the board stopped it. I told everyone I am in agreement for new RV sites. That is our bread and butter. That is where we make our money. Since we put in the new sites in 2012 we have increase \$400,000.00 in revenue came from somewhere. Campground S has more than paid for itself. I am just looking at the fact that we have land that is not being used. I think it is a great way to increase our revenues. The campgrounds have been packed back to back. We have to make revenue and think this is a wonderful opportunity. When the campgrounds are not full I think we have a residual effect on that. I like to pick the larger campgrounds so I can spread out. The campers seem to be very happy and this will generate more income. I was on the board members that stopped construction because we did not know construction was happening.

Director Brewer made a motion to finish construction on the new campgrounds. Director Keisling seconded the motion.

Director Lewis asked what other projects we had going that are not finished that the crew is working on. Director Thornton stated he would like to see a budget and a plan. Mr. Madewell stated that concrete had to be poured around the picnic shelters that were put up. Projects were stopped to get ready for mud volleyball. Director

Keisling stated that he understand that the cost estimate will be around \$30,000.00, based on what campground S cost. Jeremy Torres stated that there are some materials left from campground S construction. Jim Madewell stated that RV's are having to park in campground C because there are not enough campsites to accommodate them. Director Lewis stated that we cannot handle the people that are coming in and the numbers are too much for our police and our maintenance. We have already talked about this. Out numbers are too much for the gatekeepers but we want to keep bringing people in. Let us just keep bringing them in so we can get more money. We are going too fast. Slow down a little bit. Get things in order. Jim Madewell asked if you would close the gate and not let people in. Director Lewis stated that the things are supposed to be done are not being done.

Director Fisher called for the vote to complete the new campground "Lake View". Director Brewer, Director Keisling, Director Fisher voted aye. Director Thornton abstained. The motion passed.

8. Paving- Keisling

Mr. Madewell reported that Zahn paving did some extra paving work on Cowboy Lane to fix some repair work and paid an additional fee. The total bill was \$191,000.00. Director Keisling stated that there \$224,000.00 in the account at present. Mr. Keisling put paving on the agenda to see what direction the board would like to go. We paving be pursued by the maintenance department since there are spots that need to be done. Director Keisling suggested get someone who knows the paving business to coordinate the lakes paving activities and hire as is bases. The lake needs someone with knowledge to coordinate the issues. Jeremy Torres stated that part of the problem is the machinery you are working with. If the machinery does not produce correctly it won't work. We don't have the proper machinery. Director Keisling stated maybe we need to have that evaluated and looked at if we go this direction. We could save two thirds of our cost. I would like to have someone who is an expert on paving or get some feedback on this. Mr. Madewell stated that a new Lee Boy paver from Bee equipment cost seventy thousand dollars. Director Keisling stated that the maintenance can do the side roads and campgrounds to save some money. He asked the board to think about it.

9. Garbage disposal rate

Director Keisling stated that last month the sewer rate was increased to correct that issue where we were in the hole. We had to make a substantial increase in our sewer rate. It had not been done in no telling how many years. The garbage is pretty simple. We have three hundred and twenty eight residents here and the lake expense for dumpsters is fifty thousand dollars. The residents use the lake dumpsters, I know I have. To break even on our garbage we need to increase the rate \$1.71 a month. We are at eleven dollars right now. The City of Lubbock is at \$16.51 and Ransom Canyon is at \$25.00 per month for their services. I think at best we need to break even. We have administrative costs that we are absorbing. There are 122 poly carts that are \$12.00 per month. Mr. Madewell said if we switched over to yard and half (if we could find a spot to put them) it would not save us any money.

Director Keisling made a motion to increase the garbage rate by \$2.00 on the utility billing. Director Brewer seconded the motion. Director Fisher, Director Brewer, Director Keisling, and Director Thornton voted aye. Director Lewis voted nay. The motion passed.

10. Special events and promotions report

Penny Jones reported on the upcoming events. No action taken.

11. Legal issues: No action taken.

12. Executive Session; Personnel, Section 551.074 and Consultation with attorney, Section 551.071

The Board of Directors met in Executive Session as authorized under Article 6252-17, Section 2 Paragraph (g). The board convened into Executive Session at 1:20 pm.

The Board reconvened into Regular Session at 1:50 pm.

13. Public Comment

Johnny Stone came before the board and returned the Resident Association resident gate cards and stated he no longer wanted to be in charge of the cards.

14. Adjourn

The Board of Directors adjourned at 2:00 pm.