

Regular Meeting Minutes

November 16, 2020 – 5:30 pm

Orange County Water Control & Improvement District No. 1 Board Room
460 E Bolivar Street, Vidor, Texas

Robert Viator.....President
Frank Inzer.....Vice President
Tim Beard.....Secretary
Trey Haney.....Director
Guy Groves.....Director
Chris Serres.....General Manager
David LeJune.....Operations Manager

In accordance with Section 551.042 of the Texas Government Code, this agenda has been posted in the lobby and on the front door of the Orange County Water Control & Improvement District No. 1 Administrative office for the time required by law. The President requests that all cell phones and pagers be turned off or set to vibrate.

Members of the audience are requested to step outside the Board Room to respond to a page or to conduct a phone conversation.

The O.C.W.C & I.D #1 Administrative office is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the General Manager's Office at 409.769.2669.

CALL MEETING TO ORDER

Vice President Inzer called the meeting to order at 5:30 p.m

ANNOUNCE THE PRESENCE OF A QUORUM

Vice President Inzer announced the presence of a quorum with Director Groves, Director Haney, Secretary Beard were present. President Viator was absent.

STAFF PRESENCE

Chris Serres, General Manager, Donna Myers, Administrative Assistant, Kim Roark, Administrative Assistant, and Larry Hunter, Attorney, were present.

OTHERS PRESENT

NONE.

INVOCATION AND PLEDGES

Invocation was given by Secretary Beard, and Pledges were led by Director Haney.

1. Citizen Comments

There were no citizen comments.

2. Consideration of approval of a petition to enter an order to add land to the Water District concerning property described in Deed dated June 1954 from Hayward Berwick, et ux, to Glenn S. Wallace, et ux, recorded in Vol. 172, Page 317, Deed Records of Orange County, Texas, commonly referred to as 2125 Berwick Street, Vidor, Texas, owned by Jason A. Smith and wife Julie A. Smith.

A motion was made by Secretary Beard and seconded by Director Groves to approve a petition to enter an order to add land located at 2125 Berwick Street to the Water District as presented by Jason A. and Julie A. Smith. All Voted Aye.

3. Consideration and possible action to approve the 2020 Current Tax Roll in the amount of \$2,194,235.00 for the Orange County Water Control & Improvement District No. 1 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector.

A motion was made by Secretary Beard and seconded by Director Groves to approve the 2020 Current Tax Levy in the amount of \$2,194,235.00 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector. All Voted Aye.

4. Consideration and possible action to approve the 2020 Delinquent Tax Roll in the amount of \$514,995.00 for the Orange County Water Control & Improvement District No. 1 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector.

A brief discussion ensued regarding the \$514,995 delinquent property taxes. Chris Serres explained to the Board that delinquent property taxes are kept on the books for 25 years and the total delinquent taxes include delinquencies from 1995 to present.

A motion was made by Secretary Beard and seconded by Director Groves to approve the 2020 Delinquent Tax Roll in the amount of \$514,995.00 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector. And all Voted Aye.

5. Consideration and possible action to designate a new District Records Manager Officer for the District's Records Management Program in compliance with Title 6, Subtitle C, Local Government Code – Local Government Records Act and in compliance with Orange County Water Control & Improvement District No. 1 - Resolution 2013-1.

Chris Serres stated that the District is required by the Local Government Code and by District Resolution to designate a Records Manager to keep the District in compliance with the Local Government Records Act and records retention schedule. Donna Myers is the designated Records Manager and is retiring as of December 14, 2020. She stated that she would like the Board to designate Kim Roark as Donna's successor to this position.

A motion was made by Director Groves and seconded by Director Haney to appoint Kim Roark as the District's Records Manager in compliance with Title 6, Subtitle C, Local Government Code – Local Records Act and in compliance with Resolution 2013-1. All Voted Aye.

6. Consideration and possible action regarding approval/amendments for the minutes of the October 19, 2020 Regular Board Meeting.

6. Consideration and possible action regarding **approval/amendments for the minutes of the October 19, 2020 Regular Board Meeting.**

A motion was made by Director Haney and seconded by Director Groves to approve the minutes of the October 19 Regular Board Meeting. All Voted Aye.

7. Board Member comments.

Director Haney ask if there was any information from the Rose City regarding the possibility of the District providing potable water to the City?

Chris Serres stated that she had no information at this time, adding that, both she and one of the engineers was out of the office during the first part of the month. She then stated that they were moving forward on getting estimates as to cost and would have a report at the next Board Meeting.

Secretary Beard expressed his appreciation to Donna for all she had done for the District in her tenure with the District.

Vice President Inzer ask if there had been any progress on construction of the ground storage tank at Well # 5. Chris Serres stated the ground work and slab was completed but the District has not been invoiced for any of the construction progress.

Vice President Inzer asked about our TTHM levels. Chris stated that she and David LeJune was in the process of scheduling a meeting with a gentleman from Anahuac to discuss an additive to add to the water system that is known to lower TTHM levels and help keep the levels within an acceptable range.

8. Consideration and possible action regarding **General Manager's monthly status and financial report.**

Chris Serres informed the Board that, due to the situation with COVID 19, the District will not hold the annual Thanksgiving and Christmas Holiday meals this year.

Secretary Beard inquired about the progress on the Hwy 105 North Water Line Extension Project. Chris stated that the contractor was given a Notice to Proceed at the beginning of November.

Chris Serres updated the Board of the West Davis Street Lift Station property acquisition stating that she did receive an email indication that Kinder Morgan will accept the offer of \$1000.00 made by the District but the acquisition is on hold due to Kinder Morgan's representative being affected by Hurricane Laura.

Larry Hunter, Attorney, asked Chris to send him the legal description or any documentation regarding the acquisition of the property.

Chris then reported on the finances for the month of October and stated that billing was down slightly from the previous month.

A brief discussion followed regarding the billing and the rate increase that took affect July 1, 2020 and whether or not the increase in rates have made a noticeable difference in the District's operating account with Chris Serres responding that the General Operating Account is healthier than before the increase.

Chris Serres then discussed the monthly revenues, expenses and interest collected for the month of October along with the Field Report regarding water pumped and accounted for during the past month.

A motion was made by Director Groves and seconded by Secretary Beard to except the General Manager's monthly status and financial report as presented.

9. Consideration and possible action regarding **payment** of the District's **monthly bills**.

A motion was made by Director Groves and seconded by Director Haney to approve payment of the monthly bills as presented. All Voted Aye.

10. Consideration and possible action regarding **LJA Engineering, Inc. Monthly Status Report** concerning ongoing District projects.

A motion by Secretary Beard and seconded by Director Groves to except LJA Engineering Inc.'s written status report regarding ongoing District projects as presented. All Voted Aye.

11. Consideration of and possible action regarding approval of **LJA Engineering, Inc., monthly invoices** for District projects as listed:

Invoice No. 202020944 for Project B877-1006 - Well Site 5 Ground Storage Tank Replacement Project in the amount of **\$1,276.00**; and **Invoice No. 202021609 for Project B877-6282 – General Services** in the amount of **\$1,463.00** for a grand total of **\$2,739.00**.

A motion was made by Director Groves and seconded by Secretary Beard to authorize payment of LJA Engineering, Inc. monthly invoices in the amount of **\$2,739.00** as presented. All Voted Aye.

12. **Adjournment.**

A motion was made by Director Haney and seconded by Director Groves to adjourn the meeting at 6:25 p.m. All Voted Aye.



Frank Inzer, Vice President



Tim Beard, Secretary