

Regular Meeting Minutes

December 19, 2016– 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
Norman Blackman.....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 TO ORDER

President Robert Viator announced a quorum present and called the meeting to order at 5:30 p.m.

INVOCATION & PLEDGE OF ALLEGIANCE

Secretary Tim Beard offered the invocation and Director Trey Haney led in the Pledge of Allegiance and the Texas Pledge.

MEMBERS PRESENT

President Robert Viator, Vice President Frank Inzer, Secretary Tim Beard, and Director Trey Haney were present.

MEMBERS ABSENT

Director Guy Groves was absent.

STAFF PRESENT

Norman Blackman, General Manager, Larry Hunter, Attorney, David LeJune, Operations Manager, and Chris Serres, Director of Finance and Office Administration.

OTHERS PRESENT

Jeff Scogin and Toby Davis of LJA Engineering, Inc.

REGULAR MEETING

1. Citizen comments.

President Viator called for any comments from Citizens.

There were no comments.

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

Jeff Scogin reported on the Surplus Funds Projects as follows:

6560C Contract 1 – The contractor installed approximately 2,662 LF of 3" water line and 978 LF of 6" water line this pay estimate.

6560C Contract 2 – LJA and the District Staff held a pre-construction meeting with the contractor and they are geared up and ready to start that contract around the 1st of the year. There will be a long delay with the equipment being delivered as some of it has to be manufactured specific to this job. They want to get as much done as possible before the equipment is delivered and may have some down time until it arrives. They may request a suspension of the contract time until the equipment arrives to avoid adding calendar days to contract and keep the contract work days.

6560D – Contract 4 – Sanitary Sewer Lift Station Rehabilitation Project – LJA has been working on the design and preparing plans for each lift station site.

6560E – Contract 3 – Water and Sanitary Sewer Service Extensions Project – LJA did not really make any headway on this project. Their efforts were concentrated on the water improvements projects and the sanitary sewer lift station improvements.

Jeff Scogin then reported on the 2009 Sanitary Sewer Bond Improvements Program. All of the projects are completed and the status of the O&M Manual is pretty much the same as last month.

6200A - Wastewater Treatment Plant - LJA is currently working on the O&M manual for the Wastewater Treatment Plant.

Jeff Scogin then reported on was Project Well Site 7 TTHM Treatment System as follows:

B877-1001 – LJA has started work on some of the base maps, detailed drawings and on the site layout. The schedule for this project was to be complete by this December but the December deadline has been delayed. They are expecting to have the plans completed by the middle of January. The electrical plans are causing this delay; therefore, it will probably be some time in February when the plans are completed. President Viator stated he would like to get that project on the road. He also stated he would like to get that well where it would be working all the time.

Director Haney asked if the generator was the only thing being added to the Well 7 project. Jeff Scogin responded that we are adding a generator and a flowmeter on the discharge line at the well. The flowmeter is to measure the amount of water put back into the distribution system.

A motion was made by Secretary Beard and seconded by Vice President Inzer to accept LJA's monthly status report as read. All Voted Aye.

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

Invoice No. 201612886 in the amount of **\$8,200.00** for 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201612887** in the amount of **\$7,357.00** for 6560D – Surplus Funds Sanitary Sewer System Improvements Project; **Invoice No. 201612895** in the amount of **\$748.00** for 6560E – Surplus Funds Water and Sewer Service Extensions Project; **Invoice No. 201612905** in the amount of **\$1,000.00** for 6200A-Contract A – Wastewater Treatment Plant; **Invoice No. 201612898** in the amount of **\$3,500.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; **Invoice No. 201612901** in the amount of **\$697.00** for General Services; for a **Grand Total of \$21,502.00**.

A motion was made by Vice President Inzer and seconded by Director Haney to approve payment of LJA monthly invoices as presented. All Voted Aye.

4. Consideration and possible action regarding approval of McInnis Construction, Inc. **Monthly Estimate No. 3** in the amount of **\$82,111.99** for Contract 1 – Water Line Replacement Project.

Jeff Scogin reported on Pay Estimate No. 3 to McInnis Construction. Mr. Scogin presented an overview of the lines, valves, fire hydrants and other items constructed for this pay estimate.

A motion by Vice President Inzer and seconded by Secretary Beard approving payment of Estimate No. 3 to McInnis Construction in the amount of \$82,111.99. All Voted Aye.

5. Consideration and possible action regarding approval/amendments for the minutes of the November 14, 2016 Regular Board Meeting.

President Viator stated that there are some errors in the minutes regarding members present. The errors being that Director Haney was listed as present and he was not and on members absent it stated none and Vice President Inzer and Director Haney were both absent. These errors will be corrected.

A motion by Secretary Beard and seconded by Vice President Inzer to approve the minutes with noted corrections. All Voted Aye.

6. Board Member comments.

Director Haney – no comments

Secretary Beard – no comments

Vice President Inzer asked about the easement on Schoolhouse Ditch. Mr. Blackman reported that everything has been taken care of and the line has been completed but not back in service yet.

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

Norman Blackman presented the manager's report as follows:

Trihalomethanes – This project is under design by LJA.

Mr. Blackman is attempting to write some articles that will explain to the public in a little more detail the trihalomethane concern in an attempt to calm the nerves of customers who have been spooked by the mandatory language required by TCEQ in the letters we send out every quarter. Norman Blackman stated that he studied more regarding the effects of TTHM and would like to educate the citizens.

City of Vidor 2015-2016 Block Grant – The City of Vidor has selected LJA Engineering, Inc. to provide the professional engineering services and Traylor and Associates to provide the necessary grant administration services to implement the Grant Project which will provide for the repair and/or replacement of private sewer service lines for low-to-moderate income families.

City of Vidor 2017-2018 Block Grant – The City of Vidor has selected LJA Engineering, Inc. to provide the professional engineering services and Traylor and Associates to provide the necessary grant administration services to implement the Grant Project. This project would be round II of the first project, which will provide funds to repair and/or replace private sewer lines for low-to moderate income families.

City of Pine Forest 2015-2016 Block Grant – City of Pine Forest selected LJA Engineering, Inc. to provide the professional engineering services and Traylor and Associates to provide the necessary grant administration services to implement the Grant Project which will provide for the extension of water and sewer services northerly along Lakeview Cutoff Road.

City of Pine Forest 2017-2018 Block Grant – City of Pine Forest has selected LJA Engineering, Inc. to provide the professional engineering services and Traylor and Associates to provide the necessary grant administration services to implement the Grant Project which will provide for the extension of water and sewer services northerly along Lakeview Cutoff Road. This is the second round of the water and sewer extension project described above as the 2016-2016 Grant Project. Funding is not likely to occur until early 2018. The application for funding will be submitted in February, 2017.

Addressing both City of Vidor and City of Pine Forest Grant Projects – Larry Hunter stated that there needs to be a phrase in the construction contracts that states that the District has the right to inspect the construction in progress.

David Moore Force Main – This force main project, funded by David Moore to serve primarily Pop's Place restaurant on far north FM 105 has been completed. The only

remaining activity is to create a developer reimbursement agreement regarding future taps and tie-in fees to partially reimburse the original developer for his costs of building the sewer force main line.

Service Disconnect at 715 Lott Street – Wastewater service at this location has long since been disconnected. The land was expected to be sold and our lien paid off, but nothing has happened in the last two months.

Sewer Force Main at FM 105 and FM 1131 – A potential customer in an area currently unserved by District sewer plans to have a force main run at his expense to receive service at a new Donut Shop.

Trinity Industries – They have our services now. They want to expand their operations to include a place to wash out hopper cars with the water discharging to our system. Rick Masters is to ascertain what the risk to the District's Treatment Plant would be. Rick Masters feels there would be no risk. Larry Hunter was worried about the scope of work for this project. President Viator asked Norman Blackman to get more information and to report back to the Board.

Chris Serres gave the Financial Report. Our billing is up again this month. It is still above the projected budget billing. The bank statements are balanced and activity in the Special Projects Account and Water/Sewer Major Maintenance Account consisted of only the budgeted monthly transfer this month. At this time we are a little over \$231,000 ahead of what was budgeted for the year. Interest earned for November was \$2,642.45.

David LeJune gave the Field Report.

A motion was made by Director Haney and seconded by Secretary Beard to approve the Manager's Monthly Report as presented. All Voted Aye.

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

A motion was made by Vice President Inzer and seconded by Secretary Beard to approve payment of monthly bills. All Voted Aye.

President Viator called for a short recess at 7:25 p.m. so that our attorney could review the Memorandum of Understandings for both the City of Vidor Block Grant and the City of Pine Forest Block Grant.

President Viator called the meeting back to order at 7:30 p.m.

9. Consideration and possible action regarding approval of **Resolution No. 03-2016** authorizing the submission of a Texas Community Development Program **Grant Application** by the **City of Vidor** on the District's behalf for replacement of private sewer service lines, and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program.

A motion was made by Vice President Inzer and seconded by Director Haney to approve Resolution No. 03-2016 and authorizing the Board's President to act as the

authorized representative in all matters pertaining to the District's participation in the grant program. All Voted Aye.

10. Consideration and possible action regarding approval of a **Memorandum of Understanding** for Texas Community Development Block **Grant Program** 2017/2018 Grant Fund between the **District** and the **City of Vidor**.

A motion was made by Vice President Inzer and seconded by Director Haney to approve the Memorandum of Understanding for Texas Community Development Block Grant Program 2017/2018 Grant Fund between the District and the City of Vidor. All Voted Aye.

11. Consideration and possible action regarding approval of **Resolution No. 04-2016** authorizing the submission of a Texas Community Development Program **Grant Application** by the **City of Pine Forest** for the extension of the District's wastewater collection system, and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program.

A motion was made by Director Haney and seconded by Vice President Inzer to approve Resolution 04-2016 and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program. All Voted Aye.

12. Consideration and possible action regarding approval of a **Memorandum of Understanding** for Texas Community Development Block **Grant Program** 2017/2018 Grant Fund between the **District** and the **City of Pine Forest**.

A motion was made by Director Haney and seconded by Vice President Inzer to approve a Memorandum of Understanding for Texas Community Development Block Grant 2017/2018 Grant Fund between the District and the City of Pine Forest. All Voted Aye.

13. Consideration of and possible action regarding approving **Resolution No. 05-2016** documenting that the Board of Directors has reviewed and approved without change the Orange County Water Control & Improvement District No. 1's **Investment Policy and Strategies** in compliance with the **Public Funds Investment Act**, Chapter 2256 of the Texas Government Code and find and declare that the meeting at which this resolution was adopted was open to the public, that the Public Notice of time, place and subject matter of the public business to be considered was posted as required by law.

A motion was made by Director Haney and seconded by Vice President Inzer to approve Resolution No. 05-2016 documenting that the Board of Directors has reviewed and approved without change the Orange County Water Control & Improvement District No. 1's Investment Policy and Strategies in compliance with the Public Funds Investment Act. All Voted Aye.

14. Consideration of and possible action regarding **Texas County & District Retirement System (TCDRS)** plan changes for 2016.

Norman Blackman reported that there were no changes in the Texas County & District Retirement System at this time. He interjected that, although there are no changes at this time, he feels there may need to be changes in the near future in an effort not to lag so far behind all other entities.

A motion was made by Vice President Inzer and seconded by Director Haney to approve keeping the TCDRS at the present rate. All Voted Aye.

15. Consideration of approval of petition and order to add land to the Water District from Lester V. Hall and wife, Linda T. Hall, concerning property located at 1610 Terry Road, Vidor, Texas.

A motion was made by Vice President Inzer and seconded by Director Haney to approve the petition from Lester V. Hall and wife, Linda T. Hall to add land located at 1610 Terry Road to the Water District. All Voted Aye.

16. Consideration and possible action approving **Resolution 06-2016** approving Tax Abatement requests for specific properties as approved by the City of Vidor, Texas and in accordance with Orange County Water Control & Improvement District No. 1's Resolution No. 01-2016 as follows:

- a) Rock Builders, LLC
890 Pine Street
1235 Pine Street
Vidor, Texas 77612
- b) William E Roberts, Jr.
170 Alamo
Vidor, Texas 77612
- c) Craig Racz
220 Cameo Street
Vidor, Texas 77612
- d) Justin Bumsted
455 Lakewood Drive
Vidor, Texas 77612
- e) Audrey McDonald
1920 Holly Drive
Vidor, Texas 77612
- f) Allen and Pamela Roebuck
440 Moreland
Vidor, Texas 77612
- g) Thomas Ashmore
3150 Stanley Drive
Vidor, Texas 77612

A motion was made by Director Haney and seconded by Secretary Beard to approve Resolution No. 06-2016 approving Tax Abatement requests for specific properties as approved by the City of Vidor, Texas and in accordance with the District's Resolution No. 01-2016. All Voted Aye.

17. Adjournment.

A motion was made by Vice President Inzer and seconded by Director Haney to adjourn the meeting at 7:45 p.m. All Voted Aye.



Robert Viator, President



Tim Beard, Secretary