

Regular Meeting Minutes

January 16, 2017– 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

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

MEMBERS PRESENT

President Robert Viator, Secretary Tim Beard, Director Guy Groves, and Director Trey Haney were present.

MEMBERS ABSENT

Vice President Frank Inzer 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 2,251 LF of 3” water line and 1,194 LF of 6” water line this pay estimate.

6560C Contract 2 – LJA has issued the Notice to Proceed with construction to the contractor. LJA has received and reviewed material and equipment submittals from the contractor.

6560D – Contract 4 – Sanitary Sewer Lift Station Rehabilitation Project – LJA has been working on the design and preparing plans for each lift station site. LJA has worked on the preliminary pump sizing. LJA has coordinated with the District. The District has and is obtaining flow data from the lift stations for design assistance. LJA has met with the District and reviewed preliminary lift station layout and plans. LJA has also coordinated with various equipment suppliers.

6560E – Contract 3 – Water and Sanitary Sewer Service Extensions Project – LJA’s efforts this month 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 – This project has been completed. LJA is currently working on the O&M manual for the Wastewater Treatment Plant.

Toby Davis reported on the TTHM Project. Mr. Davis is coordinating with Carbon Air and is working on the plans and specifications. Mr. Davis reported that Anthony Bennett is working on the air quality with TCEQ. Mr. Davis plans to meet with Norman Blackman and David LeJune regarding submitting the plans to TCEQ.

A motion was made by Director Groves and seconded by Secretary Beard 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. 201614202 in the amount of **\$4,595.00** for 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201614203** in the amount of **\$6,255.00** for 6560D – Surplus Funds Sanitary Sewer System Improvements Project; **Invoice No. 201614204** in the amount of **\$4,209.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; **Invoice No. 201614205** in the amount of **\$966.00** for Project No. B877-6282 - General Services; for a **Grand Total** of **\$16,025.00**.

A motion was made by Director Haney and seconded by Director Groves 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. 4** in the amount of **\$124,195.28** for Contract 1 – Water Line Replacement Project.

Jeff Scogin reported on Pay Estimate No. 4 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 Director Haney and seconded by Secretary Beard approving payment of Estimate No. 4 to McInnis Construction in the amount of \$124,195.28. All Voted Aye.

5. Consideration and possible action regarding approval/amendments for the minutes of the December 19, 2016 Regular Board Meeting.

A motion by Director Haney and seconded by Secretary Beard to approve the minutes as presented. All Voted Aye.

6. Board Member comments.

There were no Board Member's comments.

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.

City of Vidor 2015-2016 Block Grant – Work is on-going.

City of Vidor 2017-2018 Block Grant – LJA Engineering, Inc., Traylor and Associates, and District staff have continued work for the preparation of grant applications due to the State in February for this second round of grants.

City of Pine Forest 2015-2016 Block Grant – Work is on-going.

City of Pine Forest 2017-2018 Block Grant – LJA Engineering, Inc., Traylor and Associates, and District staff have continued work for the preparation of grant applications due to the State in February for this second round of grants.

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 three months. Mr. Blackman contacted the Orange County Code Enforcement Office this past month and learned that a new water well has been constructed on the property, but no one is living there. Code Enforcement will not approve the site for dwelling occupation until satisfactory sewer service is provided.

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

Cell Phone Usage for Field Communications

- Our communications with field personnel have become primarily via personal cell phones due to the much greater effectiveness as compared to the historical use of radios.
- Three field personnel have already been assigned company phones, plus we have two call-out phones that rotate among the personnel on call-out duty.
- We are planning to encourage the use of personal cell phones for District business by reimbursing \$25 per month to those employees who we have identified as needing to use their personal cell phones for District purposes.
- Approximately 11 field technicians will be affected at a total monthly reimbursement cost of \$275.
- Individuals would continue to be responsible for the maintenance and replacement of their personal phones.
- Our fees for use of radio antennas run a little over \$200 per month, and we have had little repair or replacement cost on our radios.
- Discontinuation of base and mobile radio system should be explored; however, there may be good reason to continue radio availability for emergency communications in the event of hurricanes or other natural disasters.

Trinity Railcar – As discussed last month, Trinity Railcar has requested permission to discharge hopper car washout water to our sewer system in addition to the domestic sanitary sewer we currently receive from them. We have had Rick Masters of LJA Engineering explore the concept and he reports that he found no concerns about allowing such wash water to be discharged into our collection system as long as Trinity Railcar does not conduct any washing operations not identified in the preliminary information they presented. Additionally, he recommends we execute a binding agreement to govern their allowable discharge, including a reasonable requirement for periodic water testing to confirm the nature of the wash water. We have a meeting set for January 26th to visit the site and review their washing and discharge plans. If all is

acceptable, we plan to have Rick Masters develop an agreement for our attorney to review. This agreement may possibly include a separate rate for billing purposes.

Buna Electric Motor Services – Coincidentally, Buna Electric Motor Service (BEMS) located on South Main has requested permission to continue to discharge wash water from their motor repair facility. They bought the facility from Electro-Motor which already had an on-site treatment system for that wash water and have been discharging it to our system for many years without problems. The new parent company wanted to confirm that there were no hidden permit requirements. We visited the site with Rick Masters last week and found the facility to be very clean and tidy and identified no concerns. I plan to write a letter indicating that no permit is required. BEMS will cover the cost of our consultant's charges to review the facility.

Trinity Railcar Property Taxes – In the process of reviewing the Trinity Railcar discharge request I researched the amount of taxes that the company pays the District annually and found that only their land value was added to our tax roll in 2014 and the value of improvements had been overlooked. This property was one of over 200 that were discovered to have never been placed on the District's tax roll and were to be added beginning for the 2015 tax year. Contact was made with the Orange County Appraisal District to confirm that the value of improvements was overlooked. Our staff will check the status of some or all of the other tracts that were to be added and meet with the Appraisal District personnel to get corrective action. I am confident that we will be able to capture the taxes on the values that were overlooked.

Chris Serres gave the Financial Report. The monthly billing is down this month approximately \$5,000.00. We are still up by \$23,000 at the year-to-date totals. It is still above the projected budget billing. The bank statements are balanced and activity in the Special Projects Account consisted of the monthly transfer and a payment to LJA of \$3,500.00 on the TTHM project. The Water/Sewer Major Maintenance Account consisted of only the budgeted monthly transfer this month. Interest earned for December was \$3,164.13.

David LeJune gave the Field Report.

A motion was made by Director Groves and seconded by Secretary Beard to approve the Manager's and Financial 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 Director Groves and seconded by Director Haney to approve payment of the District's monthly bills. All Voted Aye.

9. Consideration and possible action regarding approval of **Resolution No. 01-2017** identifying Norman Blackman, General Manager, as designated representative for Orange County Water Control & Improvement District No. 1 and authorizing the General Manager to sign documents associated with the application and implementation of the Hazard Mitigation Grant Program associated with Disaster Declaration **DR-4272**.

A motion was made by Director Haney and seconded by Secretary Beard to approve Resolution No. 01-2017. All Voted Aye.

10. Consideration and possible action regarding appointing Budget, Audit and Insurance Committee members.

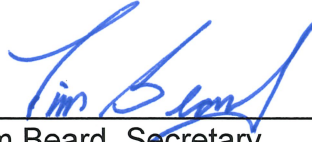
A motion was made by Director Haney and seconded by Director Groves to approve Secretary Beard and Vice President Inzer for the Audit Committee, President Viator and Vice President Inzer for the Budget Committee, and Director Groves and Director Haney for the Insurance Committee. All Voted Aye.

11. Adjournment.

A motion was made by Secretary Beard and seconded by Director Groves to adjourn the meeting at 6:40 p.m. All Voted Aye.



Robert Viator, President



Tim Beard, Secretary