

Regular Meeting Minutes

February 20, 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 MEETING TO ORDER

President Viator called the meeting to order at 5:35 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

President Viator announced the presence of a quorum.

INVOCATION AND PLEDGES

Vice President Inzer offered the invocation and Director Groves led in the Pledge of Allegiance and the Texas Pledge.

MEMBERS PRESENT

President Viator, Vice President Inzer, Director Groves and Director Haney were present.

MEMBERS ABSENT

Secretary Tim Beard was absent.

STAFF PRESENT

Norman Blackman, General Manager and Chris Serres, Director of Finance and Office Administration.

OTHERS PRESENT

Jeff Scoggin and Toby Davis of LJA Engineering, Inc. and Ernest Bayard were present.

REGULAR MEETING

1. Citizen comments.

There were no citizen comments.

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

Jeff Scoggin presented LJA Engineering Monthly Status Report.

Project 6200A – Wastewater Treatment Plant – There is no change in status. They are still working on completing the O & M Manual for the plant.

Projects 6200B and 6200C have been completed.

Project 6560C - Surplus Funds Water System Improvements Project (Contract 1 – Cast Iron Water Line Replacement and Contract 2 – Water Well Site Improvements)

Contract 1:

The contractor installed approximately 1,977 LF of 3" water line and 545 of 6" water line this pay estimate.

Contract 2:

The contractor started working in January and installed some of the yard piping and electrical conduit at Well Site 4 and also removed the existing generator at Well Site 4. The contractor constructed the proposed discharge header piping modifications at Well Site 7. We have also received and reviewed additional material and equipment submittals from this contractor.

They have constructed the new concrete slab at Well Site 4 for the high service pumps and the generator. They poured the slab last week and have started forming up at Well Site 5 for the slab for the high service pumps.

Project 6560D – Surplus Funds Sanitary Sewer Improvements Project (Contract 4 – Sanitary Sewer Lift Station Rehabilitation Project)

LJA has been working on the design and preparing for each lift station site. We have been coordinating with the District on obtaining flow data from the existing lift stations for design assistance for the size of the pumps.

Project 6560E – Surplus Funds Water and Sewer Extensions Project (Contract 3 – Water and Sanitary Sewer Extensions Project)

No work was done in January on this project. LJA's efforts this month were concentrated on the water improvements projects and the sanitary sewer lift station improvements.

Project B877-1001 Well Site 7 TTHM Treatment System – Period from January 1, 2017 to January 27, 2017

Toby Davis presented the report on the TTHM Treatment System for Well Site 7.

Engineering services included work detailed engineering on tank design, control system design, and chemical feed systems. Work has been provided on drawings including piping plans, site plans, equipment placement, hydraulic profiles, and details. We have had coordination with the equipment supplier and are working on detailed design information on conjunction with them. We have also had coordination meetings with the District staff.

Toby Davis, Norman Blackman, and Anthony Bennett will be meeting with TCEQ in Austin on Thursday to explain the system to them. It is a different system than they have seen so before they sent it in with the chlorine contact calculations, they wanted to sit down with TCEQ and explain it to them.

They are pretty much done with the plans. They still have a few details they are working out and a few things they are adding to it. Toby Davis explained how the system works to the Board.

A motion was made by Director Groves and seconded by Vice President Inzer to approve LJA Engineering, Inc. monthly status reports. All Voted Aye.

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

Invoice No. 201700203 in the amount of **\$7,521.00** for 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201700209** in the amount of **\$1,908.00** for 6560D – Surplus Funds Sanitary Sewer System Improvements Project; **Invoice No. 201700214** in the amount of **\$8,367.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; **Invoice No. 201700210** in the amount of **\$1,091.50** for Project No. B877-6282 - General Services; for a **Grand Total** of **\$18,887.50**.

A motion was made by Director Groves and seconded by Director Haney to approve payment of LJA Engineering, Inc. invoices as presented. All Voted Aye.

4. Consideration and possible action regarding approval of McInnis Construction, Inc. **Monthly Estimate No. 5** in the amount of **\$45,364.38** for Contract 1 – Water Line Replacement Project.

A motion was made by Director Groves and seconded by Vice President Inzer to approve payment of McInnis Construction invoice as presented. All Voted Aye.

5. Consideration and possible action regarding approval of Brystar Contracting, Inc. **Monthly Estimate No. 1** in the amount of **\$120,076.71** for Contract 2 – Water Wells 4, 5, & 7 Improvements.

A motion was made by Vice President Inzer and seconded by Director Groves to approve payment of Brystar Contracting, Inc. invoice as presented. All Voted Aye.

6. Consideration and possible action regarding approval/amendments for the minutes of the January 16, 2017 Regular Board Meeting.

A motion was made by Director Groves and seconded by Director Haney to approve the minutes of the January 16, 2017 Board meeting as presented. All Voted Aye.

7. Board Member comments.

There were no Board member comments.

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

Norman Blackman presented his General Manager's monthly report.

Trihalomethanes – This project is under design by LJA Engineering with construction plans nearing completion. This was covered also in the Engineer's monthly status report.

City of Vidor 2015-2016 Block Grant – Work is ongoing, but moving slowly at this point.

City of Vidor 2017-2018 Block Grant – LJA Engineering, Inc., Traylor and Associates and District staff have completed work for the preparation of grant applications which were due to the State February 9, 2017. The applications are now being scored.

City of Pine Forest 2015-2016 Block Grant – Work is ongoing, but moving slowly at this point.

City of Pine Forest 2017-2018 Block Grant – LJA Engineering, Inc., Traylor and Associates, and District staff have completed work for the preparation of grant applications which were due to the State February 9, 2017. The applications are now being scored.

Sewer Force Main at FM 105 and FM 1131 – The Donut Palace, a new donut/bakery shop nearing completion just north of FM 1131 on the west side of FM 105 (at previous Goober's site) has paid the District \$10,600 for a 450' long, 3 inch diameter force main extension to the new facility. Following the pattern of the Pop's Place sewer line extension last year, the District proposes to pay \$2,160 to upsize the line from a minimum required 3" size to a 4" size to provide for additional future capacity. H&H Onsite Construction will construct the line for the District. The customer has also paid the \$4,000 tap fee for an LPSS grinder pump station. A Developer reimbursement agreement is being developed to outline the reimbursement to the developer of access fees to be assessed to future new customers connecting to the completed line extension. In this case only two other customers – a residence next door and the OCESD Fire Station No. 2 – would be potential future customers. Assuming that the access fees would be based on dividing the total line cost by the total number of connections expected to be served, and assigning a weighted value of a residential tap compared to a commercial tap at 25%, the estimated amounts of future access fees to be assessed to the potential new customers would be \$4,711 for the Fire Station and

\$1,178 for the residence. The total potential reimbursement to the developer would be \$5,889. Each customer would also pay the normal cost for grinder pump stations.

Developer Reimbursement Agreement for Pop's Place – I have calculated a proposed access fee reimbursement table for future connections to the new 4" sewer force main recently completed to serve Pop's Place Restaurant. Assumptions were: 1) All connections on both sides of FM 105 would share in the cost of the segment of force main running along the west side of FM 105; 2) connections located on the east side of FM 105 (downstream of the bore under the highway) would share in the cost of the bore under the highway since only those connections would benefit from the bore; 3) A residential connection access fee would be assessed at 25% of the fee assessed for the commercial connection; and, 4) The total cost of the project was \$21,000. The line access fees so calculated are: A) Commercial connections on the west side of FM 105 (only Pine Forest Baptist Church) would be assessed \$3,294; B) Commercial connections on the east side of FM 105 (Pop's Place and two additional potential connections) would be assessed \$5,447 (\$3,294 plus \$2,153 = \$5,447); and, C) Residential connections (only one identified) would be assessed \$1,365. This is at draft stage only and has not been discussed with the developer or potential new connections.

Trinity Railcar – We have asked Rick Masters with LJA Engineering to develop an agreement to govern the discharge of rail hopper wash water into our sanitary sewer system for the District and its attorney to review. Trinity Railcar called last week to check the progress of that. Rick said last week that he was about two to three days from completion.

Trinity Railcar Property Taxes – In the process of reviewing the Trinity Railcar discharge request it was discovered that only their land value was added to our tax roll in 2014 and the value of improvements had been overlooked. We met with the Orange County Appraisal District Chief Appraiser to confirm that the value of improvements was overlooked. Our staff also checked the status of all of the other tracts that were to be added and that approximately 33 properties had values not added to the District Tax Rolls. The Appraisal District is currently working to correct the 2016 and subsequent Tax Rolls as well as the collection of 2016 taxes for residential properties and taxes since 2012 for commercial properties. Total value of uncollected taxes will be identified in the next week or two. The Appraisal District will be notifying the property owners of the oversight soon and will be required to allow a period for protest. I am confident that we will be able to capture the taxes on the values that were overlooked.

Water Well No. 5 Failure – On Thursday, February 9th Water Well No. 5 failed due to a broken line shaft at its connection to the downhole water pump. Unfortunately, this occurred while Well No. 7 was temporarily unavailable due to the construction work being done at Well No. 7 as part of the Surplus Funds projects upgrades. This condition left us with only Well No. 4 to satisfy the entire Water District's daily demand for water. Fearing the worst and not wanting to take any chances of running out of water, we engaged Layne Christenson Well Service to immediately gear up to pull and repair the well. That work was completed by Saturday, February 11th, and we received clean bacteriological test results by Tuesday the 14th, at which time we placed Well No. 5 back into service. Simultaneously and immediately after the failure of Well No. 5, we took action to rush to complete the work on the pump discharge piping at Well No. 7 and hot-shotted a test sample to a lab in Cold spring, Texas. That piping revision was completed and clean bacteriological test results were received by late Friday the 10th so that Well No. 7 could be pressed into service if needed.

Fortunately, we had to rely on Well No. 4 alone for only two days, during which time we did not experience any other problems or large water demands. The bad news is that the entire pump, line shaft, and a joint of carrier pipe casing had to be replaced. The cost is not yet known but will be fairly high. The pump had failed thirty minutes into a several-hour pumping cycle, an unusual occurrence because these type failures usually occur upon pump start-up. Inspection of the pump immediately after removal indicated a catastrophic event of the pump. Failure at full speed created an uncertainty as to the condition of the remaining line shaft to be returned to service, hence the decision to replace the line shaft.

Chris Serres, Director of Finance and Office Administration, reported on the financial status and budget. She reported that we billed about \$14,000 more this month. All the bank statements are balanced and reported on all accounts and interest earned.

In David LeJune's absence, Norman Blackman presented the field report. He reported on water pumped, water accounted for, wastewater treated, all water and sewer jobs completed, and the LPSS jobs completed.

A motion was made by Director Groves and seconded by Director Haney to approve the Manager's monthly report as presented. All Voted Aye.

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

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

10. Consideration and possible action regarding an amendment to District Policy allowing for a cost-based fee to be added to customers' accounts when the District is forced to disconnect water and/or sewer service at the tap for non-payment of water and/or sewer service.

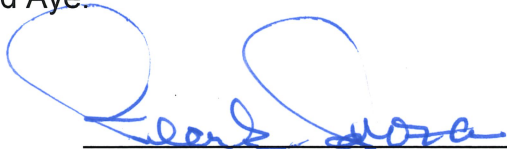
After a discussion on this matter among the Board members and Staff, a motion was made by Director Groves and seconded by Vice President Inzer to Table this item to allow staff to develop an amendment to the District Policy to allow for a cost based fee to be added to customer's accounts when District is forced to disconnect service at the tap for non-payment of water/sewer service. All Voted Aye.

11. Adjournment.

A motion was made by Vice President Inzer and seconded by Director Groves to adjourn the meeting at 7:30 p.m. All Voted Aye.



Robert Viator, President



Frank Inzer, Vice President