

Regular Meeting Minutes

March 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 5:30 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

President Viator announced the presence of a quorum.

MEMBERS PRESENT

President Viator, Secretary Beard, Director Groves, and Director Haney were present.

MEMBERS ABSENT

Vice President Inzer was absent.

STAFF PRESENT

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

OTHERS PRESENT

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

INVOCATION AND PLEDGES

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

MEETING AGENDA

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 – Work is still ongoing on the O & M Manual for the plant.

Projects 6200B and 6200C are completed. President Viator asked if these two projects could be removed from the report since they are complete. Jeff Scoggin stated that he could take them off of the report.

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

Contract 1:

The Contractor installed approximately 2,686 LF of 3” water line and 424 LF of 6” water line this pay estimate.

Contract 2:

The contractor constructed the proposed concrete slab for the high service pump stations at Well Site 4 and Well Site 5. The contractor constructed the proposed concrete slab for the new stand by generators at Well Site 4 and Well Site 7.

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

LJA’s efforts were concentrated on the water improvements projects. We have coordinated with the District on obtaining flow data from the lift stations for design assistance.

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

There has been no change in the status of this project for this month.

Toby Davis reported on Project B877-1001 – Well Site 7 TTHM Treatment System.

They have completed the plans and they are at T.C.E.Q. being reviewed. He and Norman Blackman went to Austin and met with T.C.E.Q. concerning the project and it was a good and productive meeting. They explained what they were doing because it is a little unusual in what is being done. He found out March 20, 2017 that they did get the reviewer that was requested. Max turnaround time on approval is 60 days and the date it is set to be reviewed is May 2, 2017.

A motion was made by Director Groves and seconded by Director Haney that LJA Engineering, Inc. monthly status report is accepted as presented. All Voted Aye.

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

Invoice No. 201701370 in the amount of **\$11,133.00** for 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201701333** in the amount of **\$22,992.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; **Invoice No. 201701373** in the amount of **\$3506.50** for Project No. B877-6282 - General Services; for a **Grand Total of \$37,631.50**.

A motion was made by Director Haney and seconded by Secretary Beard 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. 6** in the amount of **\$47,468.50** for Contract 1 – Water Line Replacement Project.

Jeff Scoggin reviewed Pay Estimate No. 6, stating that 2,686 LF of 3" water line, 424 LF of 6" water line had been installed, and 21 short side service connections installed.

Norman Blackman asked if they were getting slightly behind on schedule because they have completed 51% of the work and have used 54% of the time. Jeff Scoggin stated he noticed that when he was working up the pay estimate and is planning on getting with the contractor to see where he stands on that.

A motion was made by Secretary Beard and seconded by Director Haney to approve payment of Pay Estimate No. 6 in the amount of \$47,468.50 to McInnis Construction, Inc. All Voted Aye.

5. Consideration and possible action regarding approval of Brystar Contracting, Inc. **Monthly Estimate No. 2** in the amount of **\$47,457.31** for Contract 2 – Water Wells 4, 5, & 7 Improvements.

Jeff Scoggin reviewed Pay Estimate No. 2 stating work included concrete slabs for the high service pumps, new slabs for the generators, rehab of the existing piping at the wells, removal of existing concrete slab at Well Site 5, and some electrical which is conduit runs they have installed.

A motion was made by Director Groves and seconded by Director Haney to approve payment of Pay Estimate No. 2 to Brystar Contracting, Inc. in the amount of \$47,457.31. All Voted Aye.

6. Consideration and possible action on Contractor's request to suspend time for Contract 2 – Water Wells 4, 5, & 7 Improvements Project due to the lead time on the electrical components and the pumps.

Norman Blackman explained that the electrical components and pumps are custom fabricated for each well and that sometimes it takes up to 12 weeks for completion. He also stated that there was a pretty tight schedule in the contract and it was discussed at the pre-construction meeting about dead time during the job. They have completed the preliminary and non-critical path work. Jeff Scoggin gave the Board some preliminary dates that the suppliers have given the contractor for the electrical components to arrive. For Well Site 7 the date given was April 13th and Well Site 4 & 5 the date given was April 27th as the projected dates.

A motion was made by Director Groves and seconded by Director Haney to approve the contractors request to suspend time for Contract 2 – Water Wels 4, 5, & 7 Improvements project due to the lead time on the electrical components and the pumps, until further notice. All Voted Aye.

7. Consideration and possible action on authorizing GPRS, Inc. to provide utility locates for the 6560E – Surplus Funds Water and Sewer Service Extensions Project.

Norman Blackman reviewed this item for the Board as to what GPRS would be doing and answered the member's questions.

A motion was made by Director Haney and seconded by Director Groves to authorize GPRS, Inc. to provide utility locates for Project 6560E – Surplus Funds Water and Sewer Service Extensions Project at a cost of \$9,600.00. All Voted Aye.

8. Consideration of and possible action regarding approval of **Invoice No. 201600057** to Anthony Bennett for Drinking water regulatory and water quality consultation, in the amount of **\$2,385.70**.

A motion was made by director Groves and seconded by Secretary Beard to approve Invoice No. 201600057 to Anthony Bennett for consultation on the TTHMs in the amount of \$2,385.70. All Voted Aye.

9. Consideration and possible action regarding approval/amendments for the minutes of the February 20, 2017 Regular Board Meeting.

A motion was made by Director Haney and seconded be Secretary Beard to approve the minutes of the February 20, 2017 meeting. All Voted Aye.

10. Board Member comments.

There were no Board member comments.

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

Trihalomethanes – this was previously covered in LJA Engineering, Inc. monthly report.

City of Vidor 2015-2016 Block Grant – There is no specific progress to report at this time.

City of Vidor 2017-2018 Block Grant – The Grant application has been submitted to the State and is in line for scoring and award of grant funds. If an award is made for the City of Vidor it could be for 2017 funds or 2018 funds.

City of Pine Forest 2015-2016 Block Grant - Construction plans are being prepared at this time for the extension of water and sewer lines and installation of water taps and sewer taps (grinder pump stations) for 11 new customers along Lakeview Cutoff and McVey Street.

City of Pine Forest 2017-2018 Block Grant – The Grant application has been submitted to the State for scoring and award of grant funds. If an award is made for the City of Pine Forest it could be for 2017 funds or for 2018 funds.

Trinity Railcar – Rick Master with LJA Engineering developed an agreement to govern the discharge of railroad hopper car wash water into our sanitary sewer system. Norman Blackman stated he has reviewed and revised the agreement and Larry Hunter has made an initial review pending receiving some additional information from Trinity Railcar. He also stated that this will be hopper car materials only, no tank car wash out.

Tax Roll Corrections – In the processing of reviewing the Trinity Railcar discharge request it was discovered that some of the property values associated with that tax account had been omitted from the roll. Further review identified 33 properties that had some error in the tax roll. The Appraisal District reviewed those properties and found that some were not in error but the displayed data was not clear and some were in fact in error. Corrections were made to the tax Roll and notices have been sent out to the affected property owners. Residential properties only 2016 tax corrections were levied. For commercial properties, tax corrections were levied for 2012 through 2016. For 2016 the total additional taxes to be collected amounted to \$22,371.21. The period of 2012 through 2016 the total additional taxes to be collected amounts to \$103,851.88.

Water Well No. 5 Failure – Update on the Water Well No. 5 repair work that was done in February, the final cost totaled \$28,826.00. We had the pump disassembled and inspected by a pump company in Beaumont. It appears the pump bearings wore out, causing the bearing journals to deteriorate and pound out, and with continued operation, the resulting vibration and wobble eventually led to the self-destruction of the pump. This is consistent with the break in the line shaft at the upper end of the pump. The pump was not re-buildable.

Potential New RV Park (1) – The owner of a sizable tract of land located at the southeast quadrant of IH-10 and Old Hwy 90 visited with us recently to inquire about water and sewer service availability to serve a proposed RV park of about 60 spaces. Currently there exists only a 2" water line and a 2" pressure sewer line at the location and would require a line size upgrade to serve the park.

Potential New RV Park (2) – The owner of another tract located on the north side of IH-10 east of Old Hwy 90 visited with us recently as well to inquire about water and sewer service availability for a possible park of approximately 60 spaces. The District has a 10" water line and a 6" pressure sewer line along the frontage of the tract which should provide plenty of capacity for the development.

RV Park Expansion - The Boomtown RV Resort has inquired about expanding their RV Park by 55 spaces. This expansion will require an additional lift station to serve the expansion area.

Jeff Moore Developer Reimbursement Agreement – This project was done in 2015 and is where the reimbursement agreement came from. He paid to have the water and sewer lines down to the house he was building on the western edge of Maplecrest and inquired about a reimbursement agreement, which we did not have at the time. Since we have about three in the works now, we need to consider him for one also.

TCEQ SSO Initiative – The TCEQ Sanitary Sewer Overflow Initiative Agreement that we have operated under for the past ten years expired the end of 2016. The agreement provided for the District to perform I/I Reduction efforts to reduce storm water in the sewer system in exchange for some protection against enforcement action for unavoidable sewer overflows. The agreement is renewable for another 5 or ten year period and may be something we may want to take advantage of given the fact we still have a large I/I problem to continue to deal with. We will need to commit to undertake a vigorous and costly I/I program. Some engineering costs may be incurred to develop a detailed plan for TCEQ to review and approve and we will be required to continue to submit annual reports verifying our I/I efforts. This could still be a good move as it will motivate us to commence a much needed I/I Reduction effort.

Develop an Additional Field Crew for I/I Reduction and Line Extensions – Norman stated that he would like to explore the idea of developing an additional field crew capable of performing extensive I/I reduction work and extending water and sewer lines of limited diameters and lengths. The current field staff stays busy taking care of 5,000 connections worth of water and sewer and collection system, operating and maintaining the system. We just don't have time to do anything else. It takes a crew, and a piece of equipment. When you do I/I work and you dig down and find something, it has to be fixed. Unless we do that with a contractor, we really are going to need some additional capability to chase down and fix I/I. I plan to identify the cost of fielding an additional crew in terms of payroll increase, and truck/trailer, tools, and equipment (mini-trackhoe) expenses to determine if we can afford to expand this capability.

AutoCad Drafting Capability – The District has had an AutoCad software program for several years but has not known how to use it. We recently looked into getting some training for David LeJune and Chris Serres. We were able to hire a graduating student completing an Associate's degree in AutoCad drafting at Lamar to be our trainer. This has worked very well so far. David LeJune has enthusiastically embraced the training idea and has received several lessons. He has been able to load aerial photo files, trace and outline the physical features and plot the resulting map or for displays or exhibits. We anticipate there will be many uses for this new drawing capability.

Chris Serres presented the financial report. February billing was down for the month, but we had a short month. The bank statements all balance and she did an overview of all the accounts, the budget comparison report and the interest earned report.

David LeJune presented the Field Report for the month. He presented an overview of the water pumped and accounted for, wastewater treated, and the water and sewer and LPSS jobs performed.

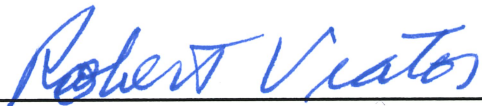
A motion was made by Director Groves and seconded by Director Haney that the General Manager's monthly status report be accepted as presented. All Voted Aye.

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

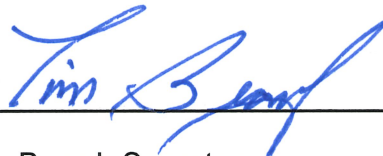
A motion was made by Director Groves and seconded by Secretary Beard to approve payment of the District's monthly bills. All Voted Aye.

13. Adjournment.

A motion was made by Director Haney and seconded by Director Groves that meeting be adjourned at 7:35 p.m. All Voted Aye.



Robert Viator, President



Tim Beard, Secretary