

**Regular Meeting Minutes**

June 19, 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, Vice President Inzer, Secretary Beard, and Director Groves were present. Director Haney joined the meeting at 6:25 p.m.

**MEMBERS ABSENT**

None.

**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 of LJA Engineering, Inc., George Garza with The Vidorian Newspaper, Elton Conn, retiring employee, and Donna Myers, Administrative Assistant were all in attendance.

## **INVOCATION AND PLEDGES**

Invocation was given by Secretary Beard and Pledges were led by Vice President Inzer.

## **MEETING AGENDA**

1. Citizen comments.

There were no citizen's comments.

2. Consideration and possible action regarding recognition of Elton Conn's retirement after 40 plus years of service with OCWC & ID No. 1.

The Board of Directors recognized Elton Conn and awarded him a plaque for his 40 plus years of service to Orange County Water Control & Improvement District No. 1.

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

Jeff Scoggin presented LJA Engineering Monthly Status Report as follows:

### **Project 6200A – Wastewater Treatment Plant**

Progress has been made on the OM manual for the WWTP. They are hoping to have a draft to the District soon. Although work has been completed this month LJA has not invoiced for any services on this assignment this month.

### **Project 6560C – Surplus Funds Water System Improvements Project (Contract No. 1 – Cast Iron Water Line Replacement of Contract No. 2 – Water Well Sites Improvements)**

Contract No 1:

The contractor installed approximately 2,653 LF of 3" water line, approximately 466 LF of 6" water line, 8 gate valves, and they installed 90 water service connections this pay estimate.

Contract No. 2:

Well No. 4: The contractor installed the high service pumps, worked on some yard piping and worked on modifications to the existing building.

Well No. 5: The contractor installed the high service pumps, and worked on modifications to the existing building.

Well No. 7: The contractor completed the modifications to the existing electrical and control system.

**Project 6560D** – Surplus Funds Sanitary Sewer System Improvements Project (Contract No. 4 – Sanitary Sewer Lift Station Rehabilitation Project)

LJA's efforts this month were concentrated on the water improvements projects.

This Project is close to 50% complete.

**Project 6560E** Surplus Funds Water and Sewer Service Extensions Project (Contract No. 3 – Water and Sanitary Sewer Service Extension Project)

LJA's efforts this month were concentrated on the water improvements projects.

Jeff Scogin reported on Project B877-1001 – Well Site 7 TTHM Treatment System as follows:

Engineering services included completion of the plans and specifications. The bidding phase began and a Pre-bid meeting was conducted for prospective bidders.

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

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

**Invoice No. 201705765** in the amount of **\$5625.00** for Project No. 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201705929** in the amount of **\$3597.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; **Invoice No. 201705763** in the amount of **\$581.50** for Project No. B877-6282 – General Services; for a **Grand Total of \$9,803.50**.

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

5. Consideration and possible action regarding approval of McInnis Construction, Inc. **Monthly Estimate No. 9** in the amount of **\$95,210.09** for Contract 1 – Water Line Replacement Project.

Jeff Scogin gave an overview of invoiced items.

A motion was made by Vice President Inzer and seconded by Secretary Beard to approve payment of Pay Estimate No. 8 in the amount of \$95,210.09 to McInnis Construction, Inc. All Voted Aye.

6. Consideration and possible action regarding approval of Brystar Contracting, Inc. **Monthly Estimate No. 5** in the amount of **\$234,140.48** for Contract 2 – Water Wells 4, 5, & 7 Improvements.

Jeff Scoggin gave an overview of invoiced items.

A motion was made by Secretary Beard and seconded by Director Groves to approve payment of Pay Estimate No. 4 to Brystar Contracting, Inc. in the amount of \$234,140.48. All Voted Aye.

7. Consideration and possible action to award construction contract for the 2017 Water System Improvements Project, Water Well Site 7 – TTHM Treatment System.

Jeff Scoggin briefed the Board on bids received on June 12, 2017. Low bidder was Allco for \$598,500.00, followed by MK Contractors at \$634,918.00, then Brystar Contracting at \$655,150.00.

A motion was made by Vice President Inzer and seconded by Director Groves to approve awarding construction contract to Allco for the 2017 Water System Improvement Project, Water Well Site 7 – TTHM Treatment System.

8. Consideration and possible action to approve the award of the Construction Contract to Jet Aeration by the City of Pine Forest City Council for First Time Water and Sanitary Sewer Service Project, CDBG Project No. 7216370.

Norman Blackman and Jeff Scoggin briefed the Board on the awarding of the Construction Contract to Jet Aeration by the City of Pine Forest for First Time Water and Sewer Service Project, CDBG Project 7216370.

A motion was made by Vice President Inzer and seconded by Secretary Beard to approve the award of the Construction Contract to Jet Aeration by the City of Pine Forest City Council for First Time Water and Sewer Service Project, CDBG Project 7216370. All voted Aye.

9. Consideration and possible action regarding approval/amendments for the minutes of the May 22, 2017 Regular Board Meeting.

A motion was made by Vice President Inzer and seconded by Director Groves to approve the minutes of the May 22, 2017 Regular Board Meeting. All Voted Aye.

10. Board Member comments.

Vice President Inzer asked about Trailer Park beyond Pop's Place – Iwanda. Norman Blackman asked Jet Aeration guys for estimate. He got the price to do the line extension. He got two bids, both were very high. Norman Blackman will research if District has a policy on lines extensions.

Director Haney joined the meeting at 6:25 p.m.

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

Norman Blackman presented the Manager's Monthly report as follows:

Norman Blackman briefed the Board on the Grant Project for the City of Vidor. The Bid advertisement is scheduled for June 23, 2017 and July 1, 2017. The bids will be

opened Monday, July 17, 2017. We have to approve the bid before July 21, 2017 – City of Vidor Council Meeting. Larry Hunter suggested 10:00 a.m. bid opening.

Informational items:

Paving of the Parking Lot and Archie St. - Norman Blackman went over quotes received from contractors.

Norman Blackman went over the City of Vidor Grant Project Guidelines for applicant selection:

1. Income requirements
2. Process for selecting applicants

Points:

1. Low – 5
2. Very Low – 10
3. Elderly, etc – 10
4. In case of tie – based on % of median income

- **Financial Report – Presented by Chris Serres** – Our billing was is up this month above the projected billing and month to date we are still above our projected billing for the year. All of our bank statements are balanced to the penny. We have money in all of our accounts, if there are any questions about the accounts she will be glad to answer.

Chris Serres gave an overview of the accounts for the month followed by the Budget Comparison Report.

For the month our revenues were \$362,785.00 and our expenditures were \$314,090.00, meaning we brought in \$48,695.00 more than we spent this month. Chris Serres then reported on the lines items that were over budget for the year.

We have earned a total of \$5,406.58 in interest for the month. This is a little higher than last month due to the interest rates have increased this month.

- **Operations Manager Field Report – Presented by David LeJune** - Water pumped to system is 36,591,000 gallons and water accounted for was 32,865,438 gallons which leaves a percentage unaccounted for of 10.18%. Wastewater treated at plants was 36,550,000 gallons. Water jobs performed were a total of 319, while wastewater jobs performed were 50, for a total of 369 jobs.

A motion was made by Secretary Beard and seconded by Vice President Inzer to accept the Manager's report 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 Director Haney to approve payment of monthly bills as presented. All Voted Aye.

13. Consideration and possible action regarding the approval of Resolution No. 02-2017 adopting the Hazard Mitigation Plan Update as required by the Federal Emergency Management Agency (FEMA).

A motion was made by Secretary Beard and seconded by Director Groves to approve Resolution No. 02-2017 adopting the Hazard Mitigation Plan Update as required by the Federal Emergency Management Agency (FEMA). All Voted Aye.

14. Consideration and possible action regarding approval of writing off bad debts that have accumulated in the Districts accounts receivable in the amount of approximately \$200,000.00.

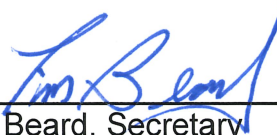
A motion was made by Director Groves and seconded by Vice President Inzer to approve bad debt write offs in the amount of approximately \$200,000.00. All Voted Aye.

15. Adjournment.

A motion was made by Vice President Inzer and seconded by Director Groves that meeting be adjourned at 8:00 p.m. All Voted Aye.



Robert Viator, President



Tim Beard, Secretary