

**MINUTES OF  
REGULAR MEETING**

**Regular Meeting Minutes**

August 21, 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**

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President Viator called meeting to order at 5:30 p.m.

**ANNOUNCE THE PRESENCE OF A QUORUM**

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President Viator announced the presence of a quorum. Members present were President Viator, Secretary Beard, Director Groves and Director Haney. Vice President Inzer was absent.

**STAFF PRESENT**

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

Operations Manager David LeJune was absent.

**OTHERS PRESENT**

Toby Davis of LJA Engineering, Inc. was present.

**INVOCATION AND PLEDGES**

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Secretary Beard gave the invocation and Director Haney led the Pledge.

## **MEETING AGENDA**

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1. Citizen comments.

There were no citizens' comments.

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

Toby Davis presented the engineer's monthly status report as follows:

**6560C – SURPLUS FUNDS WATER SYSTEM IMPROVEMENTS PROJECT  
(Contract No. 1 – Cast Iron Water Line Replacement and Contract No. 2 –  
Water Well Sites Improvements**

Contract No. 1:

The contractor installed approximately 273 LF of 3" water line, 5 connections to existing water mains and they installed approximately 22 water service connections this pay estimate. The contractor has also been working on testing new water lines and putting the new water lines into service.

Contract No. 2:

Well No. 4: The contractor worked on demolishing and removing the existing pumps and piping, rehabilitating the existing water well header and completing the proposed electrical and control system. They also working to complete the roof on the chlorine shed now.

Well No. 5: The contractor worked on demolishing and removing the existing pumps and piping, yard piping, demolishing and removing the existing electrical and control system, installing the new electrical and control system and building modifications.

Toby Davis stated that they do not have anything to report on the Sewer System Improvements Project or the Water and Sewer Service Extensions Project. President Viator asked what the Sewer Systems Improvement Project was for. Toby explained that it was improvements on the lift stations.

**8877-1001 – Well Site 7 TTHM Treatment System**

Toby David reported that engineering services included the completion of the bidding phase of the projects. There was a preconstruction meeting with Allco. They are about to issue the notice to proceed. Allco was asked for a little bit of submittal information on some of the foundation work and some of the actual equipment. Their equipment person sent word they are going to send them some quick drawings, so they can make sure they are putting in the right dimensions, working on the slabs, and expect that work to begin very soon.

**City of Pine Forest and City of Vidor Grant Projects**

City of Pine Forest Grant Project:

The preconstruction meeting was held August 2, 2017. The notice to proceed was issued for August 28, 2017. This project is about to kick off. This project is for line extensions and 11 water/sewer line installations.

City of Vidor Grant Project:

The bids were received on August 3, 2017. The project was awarded on August 10, 2017 at the City of Vidor Council Meeting. The preconstruction meeting was held on August 15, 2017. Toby Davis stated that he did not know the status of the executed contract for this project. Norman Blackman stated that they should be back about now and that they were going to have their bonds and insurance issued by August 18, 2017 and kind of hoped they could start by August 21, 2017. Norman stated that there are a couple of steps that we have to do. We have about 121 people signed up homes to work on; we still have some of them to check to see if they actually need repairs or have leaks by smoke testing. All of the things have been qualified for; they meet the income requirements and that sort of thing. Norman Blackman stated that we had to struggle to get that many applicants. Director Haney asked if the calling on the phone helped. Norman Blackman stated, yes, that we had a couple of part-time workers, Chris was pretty heavily involved in it and they actually got a lot of people signed up with the phone calls and the remainder of them was by going door to door.

A motion was made by Director Groves and seconded by Director Haney to accept LJA Engineering's 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. 201708668** in the amount of **\$6,890.00** for Project No. 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201708666** in the amount of **\$1,124.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; for a **Grand Total** of **\$8,014.00**.

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

4. Consideration and possible action regarding approval of McInnis Construction, Inc. **Monthly Estimate No. 11** in the amount of **\$27,502.48** for Contract 1 – Water Line Replacement Project.

Toby Davis gave an overview of Monthly Estimate No. 11, presented by McInnis Construction for \$27,502.48. This includes all materials used this month; they did not add any additional materials. Norman Blackman asked if we could issue a Change Order at the end of this job to cover the repaving of Archie St. Toby Davis stated he did not see a reason that we could not do that. We would have to look into that a little more.

A motion was made by Director Groves and seconded by Director Haney to approve payment of Estimate No. 11 to McInnis Construction, Inc. All voted Aye.

5. Consideration and possible action regarding approval of Brystar Contracting, Inc. **Monthly Estimate No. 7** in the amount of **\$113,538.30** for Contract 2 – Water Wells 4, 5, & 7 Improvements.

Toby Davis presented an overview of Estimate No. 7 presented by Brystar Construction in the amount of \$113,538.30

A motion was made by Director Haney, and seconded by Secretary Beard to approve payment of the Monthly Estimate No. 7 in the amount of \$113,538.30. All voted Aye.

6. Consideration and possible action regarding **Change Order #2** for **Contract 2 – Water Wells 4, 5 & 7 Improvements Project** time and material necessary for construction and rerouting the proposed 12" C900 water line under an existing 10" water line to connect to the existing 12" water line called for in the plans at Well 4, in the amount of **\$12,871.51**.

Toby Davis presented Change Order No. 2 for Contract 2 - Water Wells 4, 5, & 7 Improvement Project – time and material necessary for construction and rerouting the proposed 12" C900 water line under an existing 10" water line to connect to the existing 12" water line called for at Well 4. Norman Blackman explained that the basic problem at Well 4 is that the existing water line and the proposed water line were going to go over or under an existing 10" water line. This line is not where the old plans showed it to be so they had to rework the whole 12" piping to go down and under the existing line and back up to the proposed line location of the new line. The contractors had to do extensive work to correct the issue. They spent 2 complete 12 hour days working to correct the issue.

A motion was made by Director Groves and seconded by Secretary Beard to approve Change Order No. 2 as presented. All voted Aye.

7. Consideration and possible action regarding approving the **Certificate of Substantial Construction Completion** for Contract 2 – Water Wells 4, 5 & 7 Improvements project.

This starts the warranty – we are using all 3 systems, contingent on date correction from the 29<sup>th</sup> day of November, 2017 to the 29<sup>th</sup> day of November, 2016.

A motion was made by Director Haney and seconded by Director Groves to approve the Certificate of Substantial Construction Completion for Contract No. 2 – Water Wells 4, 5, & 7 Improvements Project. All voted Aye.

8. Consideration and possible action approving the **proposed services agreement with LJA, Inc.** for the development and submittal of **permit renewal documents for Permit No. WQ0010875001 for the Oak Lane Wastewater Treatment Facility.**

President Viator asked what this was for. Norman Blackman stated that the permit has to be renewed every 5 years and requires an in-depth application each and every time, so this is a proposal to do that application renewal. He also stated that it is due in 2018 but T.C.E.Q. wants it 6 months in advance for review. President Viator asked Toby Davis if this would be billed at the regular General Services rate. Toby Davis stated yes.

A motion was made by Director Haney and seconded by Director Groves to approve the proposed services agreement with LJA Engineering, Inc. for the development and submittal of permit renewal documents for Permit No. WQ0010875001 for the Oak Lane Wastewater Treatment Facility. All voted Aye.

9. Consideration and possible action regarding approval/amendments for the minutes of the **July 17, 2017 Regular Board Meeting** and the minutes of the **August 3, 2017 Special Board Meeting.**

A motion was made by Secretary Beard and seconded by Director Haney to approve minutes of the July 17, 2017 Regular Board Meeting and the minutes of the August 3, 2017 Special Board Meeting as submitted. 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.

Manager's Report

Sugar Pines/Iwanda Mobile Home Parks – Norman Blackman reported that he is developing a rough Master Plan for serving these mobile home parks with water and sewer.

Chris Serres – Financial Reports

Our billing for the first month of the fiscal year was \$241,142.09, which we are starting out the year good. Our projected billing was \$238,000.00 for the month. The next report is our bank statement balances. We are keeping our General Operating Account a little over \$500,000.00. That was our goal once we moved that money out of the account and so far we are maintaining that balance. All of the other accounts are balanced to the penny. One account that she wanted to point out to the Board was the Contingency Account. We did move the interest back into the Contingency Account as was talked about in July, 2017 and the balance does reflect the money was moved back.

Special Projects Account had the usual monthly transfer and interest deposits and wrote 3 checks from the account to LJA Engineering, City of Vidor, and OCWC Contingency Account.

Water and Sewer Major Maintenance Account only transactions we had were the monthly transfer and interest deposited in the account and no expenditures.

The next report is the Budget Comparison Report. The revenues for the month are \$355,993.00 and our Expenditures for the month are \$343,761.00 so we actually brought in \$12,232.00 more than we spent. Secretary Beard asked about Item 4176 Other Revenue and Chris Serres answered there was an error and that it would be corrected next month. Also, Item 5133 LPSS Installation/Repair Expenses, Norman Blackman answered that we had purchased more stock and have received more installations

Interest Earned for the month was \$6,667.54.

Norman Blackman presented the Field Report in David LeJune's absence.

We pumped 36,311,000 gallons into our system and have accounted for 32,561,400 gallons leaving approximately 10.33% unaccounted for. We treated 35,095,000 gallons of wastewater at the plants.

We completed 357 water jobs and 57 sewer jobs of which 15 were LPSS service calls for a total of 414 jobs for the month.

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

13. Consideration and possible action regarding the Certified Tax Values in the amount of \$483,179,839 for 2017 as presented by Orange County Appraisal District.

A motion was made by Director Haney and seconded by Director Groves to approve the Certified Tax Values in the amount of \$483,179,839 for the 2017 tax year as presented by Orange County Appraisal District. All voted Aye.


14. Consideration and possible action calling for a Public Hearing to be held on September 18, 2017 at 5:30 p.m. regarding the 2017 Proposed Tax Rate of \$0.35964 per \$100 of valuation.

A motion was made by Director Haney and seconded by Secretary Beard to authorize calling a Public Hearing to be held September 18, 2017 at 5:30 p.m. regarding the 2017 Proposed Tax Rate of \$0.35964 per \$100 valuation. All voted Aye.

15. Adjournment.

A motion was made by Director Groves and seconded by Secretary Beard to adjourn. All voted Aye. Meeting adjourned 6:42 p.m.

  
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Robert Viator, President

  
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Tim Beard, Secretary