

**MINUTES OF
REGULAR MEETING**

Regular Meeting Minutes

September 25, 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.

PUBLIC HEARING REGARDING THE ADOPTION OF THE PROPOSED 2017 TAX RATE OF \$0.35964 PER \$100 VALUATION

OPEN THE PUBLIC HEARING

President Viator call the Public Hearing to order at 5:30 p.m.

1. Citizen Comments

President Viator asked for any comments from the citizens.

There were no comments.

2. Discussion

None

CLOSE THE PUBLIC HEARING

There being no comments or discussions, President Viator adjourned the Public Hearing at 5:40 p.m.

CALL THE MEETING TO ORDER

President Viator called meeting to order at 5:40 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

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

STAFF PRESENT

Norman Blackman, General Manager; David LeJune, Operations Manager; Chris Serres, Director of Finance and Office Administration, and Larry Hunter, Attorney.

OTHERS PRESENT

Jeff Scogin, LJA Engineering, Inc; and George Garza, The Vidorian; were present.

INVOCATION AND PLEDGES

Secretary Beard gave the invocation and Director Groves led the Pledges.

MEETING AGENDA

1. Citizen comments.

There were no citizens' comments.

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

Jeff Scogin reported on the monthly status of ongoing District Projects 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 worked on testing new water lines and getting the water lines into service. The contractor also worked on asphalt road repairs.

Contract No. 2

Well No. 4: The contractor finished work on the high service pump station, the rehabilitation of the existing water well header piping and modifications to the existing building.

Well No. 5: The contractor finished work on the high service pump station, the rehabilitation of the existing water well header piping, the rehabilitation of the existing entry gate and post and the proposed electrical and control system.

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.

6560E – SURPLUS FUNDS WATER AND SEWER SERVICE EXTENSIONS PROJECT (Contract No. 3 – Water and Sanitary Sewer Extensions Project

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

B877-1001 – Well Site 7 TTHM Treatment System

Engineering services included administering the pre-construction meeting and preparing the executed contract documents.

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.

Jeff Scogin then asked for any questions or comments regarding the monthly status report.

There being no questions or comments, President Viator called for a motion.

A motion was made by Director Groves and was seconded by Director Beard 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. 201710072 in the amount of **\$3,095.00** for Project No. 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201710067** in the amount of **\$685.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; **Invoice No. 201710073** in the amount of **\$626.50** for Project No. B877-6282 – General Services; for a **Grand Total** of **\$4,406.50**.

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

4. Consideration and possible action regarding approval of Brystar Contracting, Inc. **Monthly Estimate No. 8** in the amount of **\$56,431.36** for Contract 2 – Water Wells 4, 5, & 7 Improvements.

Jeff Scogin presented an overview of Pay Estimate No. 8 for Contract 2 presented by Brystar Construction in the amount of \$56,431.36. He stated that this pay estimate would be the last pay request prior to asking for final retainage pay, adding that the next step would be to schedule a walk through for final inspection.

A motion was made by Director Groves and was seconded by Secretary Beard to approve payment of the Monthly Estimate No. 8 in the amount of \$56,431.36. All Voted Aye.

5. Consideration and possible action regarding approval/amendments for the minutes of the **August 21, 2017 Regular Board Meeting** and the minutes of the **September 4, 2017 Special Board Meeting**.

A motion was made by Secretary Beard and was seconded by Director Groves to approve minutes of the August 21, 2017 Regular Board Meeting and the minutes of the September 4, 2017 Special Board Meeting as submitted. All Voted Aye.

6. Board Member comments.

There were no Board member comments.

7. Consideration and possible action regarding a status report by District Staff on the effects of Hurricane Harvey to various District facilities.

Norman Blackman, General Manager, presented an overview of the District facilities that were damaged as a result of Tropical Storm Harvey's rain event. He presented a breakdown of the major components that were affected at the Wastewater Treatment Plant; the condition of the collection system; the condition of all three water wells – adding that all three wells are in service at this time; and the status of the manhole collapse on Dogwood Street. The General Manager went on to detail the difficulties that are being encountered with the manhole collapse stating that it is difficult to determine how to proceed. He elaborated on the concerns with the ground saturation from the rain event which was a direct cause of the manhole collapse as well as several homes sinking and tilting as a result of settlement in this same area, adding that this collapse caused lines to collapse as well. He then stated that District personnel have built a temporary bypass for pumping so that repairs can be made without much interruption to users of our service. He informed the Board that the District has solicited the services of Brystar Contracting, Inc. to put together a cost estimate for repairs to this manhole and the estimated cost is approximately \$90,000.00. Mr. Blackman then stated that FEMA assistance with the cost of these repairs is a possibility.

Director Inzer suggested that the District put up barricade at each intersection, north and south of the sink hole, to create a detour around the sink hole until repairs are made.

There being no further discussion, a motion was made by Director Groves and was seconded by Director Inzer to accept the status regarding the effects of Tropical Storm Harvey to various facilities throughout the District as presented by the General Manager. All Voted Aye.

8. Consideration and possible action regarding billing for water and sewer usage that includes usage dates from August 30, 2017 through September 28, 2017.

Norman Blackman, General Manager, reminded the Board that this item was placed on the agenda as a result of discussions held at a previous Board Meeting regarding how to proceed with utility billing for the month in which customers were affected by Tropical Storm Harvey's rain event. He stated that the Wastewater Treatment Plant was not in operation due to flooding and the District was not able to treat the sewer but that the collection system continued to pump sewer from the homes and businesses throughout the District to the Treatment Plant. He added that services for both water and sewer were provided throughout the event.

A discussion followed regarding the removal of the sewer portion of the utility bills with justification that the District was not able to treat sewer pumped to the plant.

Norman Blackman, General Manager, suggested that the District bill for water only for the month of September, 2017 to include the \$8.00 Revenue Note Payment and Stated Assessment Fee and to return to a normal billing cycle with the October, 2017 billing.

A motion was made by Director Groves and was seconded by Director Haney to remove the sewer and the \$8.00 Revenue Note Payment for the sewer portion of the utility bills for the September, 2017 billing. All Voted Aye.

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

Manager's Report

Norman Blackman, General Manager, informed the Board that the Texas Municipal League Risk Pool, the District's property insurer, sent a check in the amount of \$100,000.00 to help with initial expenses due to damages from Tropical Storm Harvey. He also reported that the Sabine River Authority contributed \$10,000.00 as a donation to help with initial expenses adding that it is the Authority's goal to make contributions that would benefit the smaller communities and since our Water District provides the water and sewer service for the City of Pine Forest, they presented the check to us for use in initial repairs to the system. He also reported that the SRA delivered seven \$10,000.00 checks to other communities as well, including the City of Rose City.

Mr. Blackman then reported on the Trihalomethane Reduction Project for the installation of an air stripper at Well No. 7, stating that construction has begun on this project. He added that the District continues to experience trihalomethane test results that are somewhat above the 80 ug/l limit but that the higher read levels were expected.

He then reported on the 2015-2016 City of Vidor Grant Project and the 2015-2016 City of Pine Forest Grant Project. Regarding the City of Vidor Grant Project, he stated that there are a few service lines that the contractor can begin replacing however a lot of the homes have debris covering their service lines. He added that Jet Aeration was able to submit a payment request for mobilization and materials on hand which satisfied the September 15, 2017 deadline for submittal of the first payment request. He also added that the District has until September 15, 2018 to complete this project. Regarding the City of Pine Forest Grant Project, Mr. Blackman informed the Board that a contract has been awarded to Jet Aeration Utility Construction for the extension of water and sewer lines and installation of water taps and sewer taps (LPSS) for 11 new customers along Lakeview Cut-off Road and McVey Street in the City of Pine Forest. He then stated that construction was to commence upon the execution of the contract documents. The contract was executed but construction has not begun due to Tropical Storm Harvey's rain event but the first pay request was submitted by the September 15, 2017 deadline.

Mr. Blackman then informed the Board that Tropical Storm Harvey's flood event has interfered with further progress on the Archie Street pavement repairs/repaving efforts.

Chris Serres, Finance Director, reported on the monthly billing status for the month of August. She informed the Board that due to Tropical Storm Harvey's rain event, the billing for the month of August did not take place until the second week in September which will affect the budget comparison report figures. She stated that billing for the month of August totaled \$247,566.58 coming in a little higher than the previous month. Ms. Serres then reported on the Bank Statement Account Balances stating that all accounts were balanced for the month of August, 2017.

She then presented the Budget Comparison Report for Revenues and Expenditures as they were incurred during the month of August, 2017 pointing out that, as earlier stated, the monthly billing totals for water and sewer service revenues for August does not appear on this report as billing did not take place during the month of August. She ended the financial reports stating that \$8,259.58 was collected in interest for the month of August, 2017.

David LeJune, Operations Manager, presented the Field Report for the month of August. He reported that water pumped to system was 33,138,000 gallons and water accounted for was 30,478,200 gallons. He added that the percentage of water unaccounted for is 8.03%. He then reported that wastewater treated at the plant for the month of August was 62,139,000 gallons adding that this amount is directly related to Tropical Storm Harvey's rain event. Mr. LeJune the reported that for the month of August there were 351 water jobs performed and 45 wastewater jobs performed for a combined total of 396 jobs.

A motion was made by Director Beard and was seconded by Director Haney to accept the General Manager's monthly status report and financials as presented. All Voted Aye.

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

A motion was made be Director Haney and was seconded by Vice President Inzer to approve the payment of the District's invoices. All Voted Aye.

11. Adjournment.

A motion was made by Vice President Inzer and was seconded by Director Groves to adjourn the meeting at 7:40 p.m. All Voted Aye.



Robert Viator, President



Tim Beard, Secretary