

**MINUTES OF  
REGULAR MEETING**

**Regular Meeting Minutes**

February 19, 2018 – 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 with Vice President Inzer, Director Groves, and Director Haney present. Secretary Beard 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 Scogin and Toby Davis of LJA Engineering, Inc. were present.

**INVOCATION AND PLEDGES**

Director Haney gave the invocation and Director Groves led the pledges.

## 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 Scogin of LJA Engineering, Inc. presented an overview of the monthly status report:

**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 is working on asphalt road restoration and cleanup. The weather has been an obstacle.

Contract No. 2:

This project has been completed.

**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 resident project representation and construction contract administration.

They have begun assembling piping and other appurtenances. The blower has been set and is being connected to the air stripper. The contractor's electrician has been working to make various connections to the units.

Need to ask for time extension due to Harvey setting us back. This should be in compliance by the end of March, 2018.

**City of Pine Forest, Texas – First Time Water and Sanitary Sewer Service Project – CDBG Project No. 7216370**

The construction is in progress. One thousand six hundred fifteen (1,615) feet of 6" water line has been installed on Lakeview Cutoff and one hundred eighty (180) feet of 2" has been installed on McVey. Eight Hundred eighty-three (883) of 3" sanitary sewer force main has been installed on Lakeview Cutoff.

The District is in the process of acquiring easements for the 9 properties to receive grinder pump stations and water services.

**City of Vidor, Texas – Sanitary Sewer Line Replacement Project – CBDG Project No. 7216471**

The construction is in progress. Two (2) service line connections have been replaced through the end of January, 2018. A total of 32 service line connections have been replaced since the beginning of construction.

A motion was made by Director Groves and seconded by Vice President Inzer to approve LJA's monthly status report 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. 201800427** in the amount of **\$2,769.00** for Project No. 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201800437** in the amount of **\$3,288.00** for Project NO. 6560D – Surplus Funds Sanitary Sewer System Improvement Project; **Invoice No. 201800426** in the amount of **\$720.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; and **Invoice No. 201800438** in the amount of **\$1,466.50** for Project No. B877-6282 – General Services Contract – TXDOT Permitting Services for Force Main; and **Invoice No. 201800242** in the amount of **\$1,788.00** for Project No. B877-1022 – General Services Contract - Oak Lane WWTP Permit Renewal for a **Grand Total of \$10,031.50**.

A motion was made by Director Haney and seconded by Vice President Inzer to approve payment of LJA's invoices as presented. All voted Aye.

4. Consideration and possible action regarding approval of Allco Inc. **Monthly Estimate No. 4** for Water Well Site 7 TTHM Treatment System, 2017 Water System Improvements Project in the amount of **\$45,000.11**.

Jeff Scogin gave a brief overview of the pay estimate for this project.

A motion was made by Director Haney and seconded by Director Groves to approve payment of Monthly Estimate No. 4 to Allco, Inc. for Water well Site 7 TTHM Treatment System in the amount of \$45,000.11. All voted Aye.

5. Consideration and possible action regarding approval of Brystar Contracting , Inc. **Monthly Estimate No. 3 – Retainage and Final** – in the amount of **\$9,972.00** for Dogwood Manhole Replacement Project.

A motion was made by Vice President Inzer and seconded by Director Haney to authorize payment of Estimate No. 3 – Retainage and Final in the amount of \$9,972.00 for the Dogwood Manhole Replacement Project. All voted Aye.

6. Consideration of and possible action regarding approval of a **Resolution 01-2018** providing for the District's participation with the City of Vidor in a Residential Tax Abatement program for those areas of the Water District lying within the City's designated residential investment zones for the purpose of promoting residential development/redevelopment within the designated areas of the City of Vidor.

A motion was made by Director Groves and seconded by Vice President Inzer to table **Resolution 01-2018** providing for the District's participation with the City of Vidor in a Residential Tax Abatement program for those areas of the Water District lying within the

City's designated residential investment zones for the purpose of promoting residential development/redevelopment within the designated areas of the City of Vidor.

7. Consideration and possible action regarding approval/amendments for the minutes of the **January 15, 2018 Regular Board Meeting**.

A motion was made by Director Haney and seconded by Vice President Inzer to approve minutes of the January 15, 2018 Regular Board Meeting. All voted Aye.

8. Board Member comments.

There were no Board Member comments.

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

Norman Blackman presented the Manager's Report as follows:

- **Hurricane Harvey Recovery** - We are progressing with the overall recovery effort, although it has been slow in some areas. It has taken much more time and effort to evaluate all the various damaged facilities and make the repairs. Our insurer, TML, continue to be very good to us. We continue to be covered up with more to do than we can get done, and therefore, are behind in many areas.
  - **WWTP** - Plant is still operating well, but at less than full capacity. As far as our customers' sewer service, we are operating completely normal. The Control Building restoration is still ongoing with floor tile, ceilings, doors, and cabinets still to be done. Many items of electrical control equipment, a few pumps and a number of motors are still working temporarily, but will be replaced. Our UV Disinfection system is still operating on 50% of the UV light modules, which is sufficient for all by really high flows. Most replacement equipment has been ordered.
  - **FEMA Assistance** - We have submitted a request for FEMA assistance for the washed out manhole on Dogwood Drive and for some of the overtime and other emergency expenses we incurred during the flood. We have found the process for application to be very burdensome and somewhat scary with regard to the possibility to future audits (5 to 10 years out) finding that not enough detail documentation was provided. If the supporting data is found to be insufficient, some or all the money must be paid back to the federal government.
  - **Field Office and Warehouse Area Repair/Upgrades** - See attached list of repairs/upgrades we plan to do to the Field Office building and the Storage/Warehouse buildings.
  - **WWTP Replacement Generators** – Our electrical engineer solicited and received bids for replacement natural gas fired generators from Cummins (at \$592,720), Kohler (at \$578,950), and Generac (at \$415,528). We are confident that the Generac generators would serve us well, but they may be a lower cost

generator compared to our original Baldor machines. Our TML/Synergy representative says that we could choose the Generac at \$177,192 less than the Cummins and apply the difference in cost to offset our insurance deductible, which is expected to be in the \$100,000 range.

- **Oak Hollow (Freddy Blanchard) MHP** - This water and sewer replacement project has been much harder than expected, due mostly to extremely wet weather that made the site a real mud hole. Given the urgency of the project, we continued to work on it in poor conditions when we normally would have postponed it until dryer weather returned. As of today we have two or three each of water taps and sewer taps to make to complete the project. It will be some time before the site dries up enough to finish the surface restoration.
- **Water Line Replacement Project Street Repairs** - Progress on patching the many excavations in City streets has been very slow due to, as with numerous other activities, the wet weather we have been suffering through for months. Today Don Moorman worked with the contractor to evaluate which areas are dry enough to accomplish the asphalt patching.
- **Archie Street Repaving** - We have an agreement with MK Constructors to repave Archie Street, but the weather has not allowed any work to be done yet.
- **Sugar Pines MHP/Iwanda MHP/Future MHP Water/Sewer Line Extensions** - We have had difficulty finding the time to work on this project as we have been extremely busy with disaster recovery and weather-delayed work that has stacked up on us. I decided to move our engineers forward on some preliminary work to get TxDOT permitting evaluated. The proposed MHP's are still very anxious to receive our water and sewer services. We cannot, however, seal a deal until we get enough preliminary data and some time to evaluate the data to determine the costs of the project and the cost sharing between the District and the MHP's. If the cost sharing does not work out to be acceptable, the project will not be feasible.
- **TCEQ SSO Initiative Agreement - I & I Reduction Efforts** - We are still working on a I & I Reduction Plan that will be acceptable to TCEQ. They want more detail than we originally submitted for the projected 10-year schedule of activities. As a result it has taken more effort, time, and engineering expense.
- **City of Vidor 2015-2016 Block Grant** - Progress has been slow on this project due primarily to the effects of the flood. We are making progress slowly.
- **City of Vidor 2017-2018 Block Grant** - Engineering Contract between City of Vidor and LJA Engineering for the new 2017/2018 grant has been written for review. This new grant will be similar to the current grant.
- **City of Pine Forest 2015-2016 Block Grant** - Our contractor has made some progress of late after being delayed for months due to the disaster recovery.

- **Field Personnel Shortage** - We are short one crew leader and one crew helper. This has added to our backlog of work. We are working on hiring people to fill the positions.
- **General Manager Vacation** - March 9-16, 2018

Chris Serres presented the District's financial report as follows:

Our billing is up a little this month but it is stabilizing from the storm. All of our bank statements balance. On the Special Projects account we had our monthly transfer and interest earned of \$4,601.29 and expended \$228,224.17. In the Water/Sewer Major Maintenance account we had deposits of our monthly transfer and our interest earned for a total of \$4,311.50 and expenditures of \$1,016.00 for the month.

On the Budget Comparison Report our revenues were \$331,126.00 which is \$18,556.00 below the monthly budget. The expenditures for the month were \$343,357.00 which is more than the monthly budget by \$7,840.00. We were over on the total budget on overtime salaries by \$10,224.00.

We earned \$10,584.98 in interest for the month of January, 2018.

David LeJune presented the Field Report as follows:

We pumped 37,043,000 and accounted for 30,766,450. The percentage unaccounted for was 16.94%. We treated 47,829,000 of wastewater. We performed a total of 391 water jobs and 75 sewer jobs for a total of 466 jobs. We had 15 LPSS service calls for the month.

A motion was made by Vice President Inzer and seconded by Director Haney to approve the Manager's Report as presented. All voted Aye.

10. 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 authorize payment of the monthly invoices. All voted Aye.

11. Consideration and possible action regarding appointment of Budget, Audit, and Insurance Committee members.

A motion was made by Director Haney and seconded by Vice President Inzer to appoint the following member to each committee as follows:

Budget Committee:

President Robert Viator

Vice President Frank Inzer

Audit Committee:

Secretary Tim Beard

Vice President Frank Inzer

Insurance Committee:

Director Trey Haney

Director Guy Groves

All voted Aye.

12. Adjournment.

A motion was made by Director Haney and seconded by Vice President Inzer to adjourn the meeting at 6:40 p.m. All voted Aye.



Robert Viator, President



Frank Inzer, Vice President