

**MINUTES OF  
REGULAR MEETING**

Regular Meeting Minutes  
April 16, 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 meeting to order at 5:30 p.m.

**ANNOUNCE THE PRESENCE OF A QUORUM**

President Viator announced the presence of a quorum with all members present.

**STAFF PRESENT**

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

**OTHERS PRESENT**

Jeff Scogin and Toby Davis of LJA Engineering, Inc. and David Sharp of Sugar Pines Mobile Home Park were present.

**INVOCATION AND PLEDGES**

Secretary Beard gave the invocation and Vice President Inzer led the pledges.

## MEETING AGENDA

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1. Citizen comments.

There were no citizen comments.

2. Consideration and possible action regarding water and sewer line extensions to Sugar Pines Mobile Home Park.

- Tried to hold off on engineering until more verification that it would work out
- TxDOT ROW 0 make sure ROW is attainable
- Jeff Scogin worked up Permit Application and submitted to TxDOT
- Plans from Decker Rd. to North West Circle Drive – beyond Iwanda Mobile Home Park
- North of Iwanda Mobil Home Park – interested person called regarding putting in new mobile home
- Jeff Scogin stated that TxDOT engineer has passed on to next level (signed off)
- Director Groves asked if there was any interest on North West Circle – Response None
- Secretary Beard stated until we get lines ran
- Decker Rd and 105 limited – capacity
- Mr. Blackman stated that our existing lines can serve current residence but no expansion
- Does not have cost estimate yet
- President Viator – once TxDOT approves can we start on expansion
- Jeff Scogin – stated Yes
- David Sharp asked when cost estimate will be available.
- Mr. Blackman responded in the next two weeks – Iwanda, Sugar Pines, other Mobile Home Park and Store
- Mr. Blackman – schedule – Cannot say when – short entire crew
- Possibility of adding 4 crew – I & I agreement to be signed tonight. Will have better idea after tonight's meeting
- Park – very old – 30 years old – Almost certain I & I in sewer system
- District will have to test

No action taken to accept the report regarding water and sewer line extensions to Sugar Pines Mobile Home Park.

3. Consideration and possible action authorizing the General Manger to **execute an agreement between the District and the Texas Commission on Environmental Quality (TCEQ)** for the implementation of a **10-year Sanitary Sewer Overflow Initiative** for the reduction of Infiltration and Inflow into the sewer system in all areas of the Water District.

A motion was made by Director Groves and seconded by Vice President Inzer to authorize the General Manager to execute an agreement between the **District and the Texas Commission on Environmental Quality (TCEQ)** for the implementation of a **10-year Sanitary Sewer Overflow Initiative** for the reduction of Infiltration and Inflow. All voted Aye.

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

Jeff Scogin gave an overview of the ongoing 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 Improvement)**

Contract No. 1:

The contractor has finished all of the asphalt road restoration and cleanup. A final walk through meeting will be held with the contractor.

Contract No. 2:

This project has been completed.

**6560D – SURPLUS FUNDS SANITARY SEWER IMPROVEMENTS PROJECT (Contract No. 4 – Sanitary Sewer Lift Station Rehabilitation Project)**

LJA has been working on the construction plans.

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

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

**B877-1001 – WELL SITE 7 TTHM TREATMENT SYSTEM**

Engineering services included resident project representation and construction contract administration. LJA also reviewed handrail and stair submittals during this period.

The ground storage tank was erected and the bolt holes tested. Piping was assembled to the tank. Chemical feed piping and electrical was also worked on. Water test passed.

**CITY OF VIDOR, TEXAS – SANITARY SEWER LINE REPLACEMENT PROJECT – CDBG PROJECT NO. 7216471**

The construction is in progress. One (1) service line connection has been replaced through the end of March. Work has been hampered by the weather and the ground being too saturated. The District is in the process of requesting for a construction contract extension with the City and the Texas Department of Agriculture.

**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 sixty-eight (1,668) feet of 6" water line have been installed on Lakeview Cutoff and five hundred fifty-eight (558) feet of 2" have been installed on McVey. One thousand, six hundred sixty-eight (1,668) feet of 3" sanitary sewer force main have been installed on Lakeview Cutoff and five hundred fifty-eight of 2" sanitary sewer force main have been installed on McVey. All of the main lines have been installed and tested.

Two (2) residents on McVey have been connected on the new main lines. The last house on McVey has service taps but does not have electricity, and therefore, have not been fully connected to both sanitary sewer and water lines. The District has acquired eleven (11) easements from property owners to receive grinder pump stations and water services.

A motion was made by Secretary Beard and seconded by Vice President Inzer to accept the Monthly Status report regarding ongoing District projects as presented by staff of LJA Engineering, Inc. All voted Aye.

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

**Invoice No. 201803845** in the amount of **\$6,830.00** for Project No. 6560C – Surplus Funds Water System Improvements Project; **Invoice No. 201803846** in the amount of **\$3,520.00** for Project No. 6560D – Surplus Funds Sanitary Sewer System Improvement Project; **Invoice No. 201803847** in the amount of **\$2,155.00** for Project No. B877-1001 – Well Site 7 TTHM Treatment System; and **Invoice No. 201803973** in the amount of **\$2,899.50** for Project No. B877-6282 – General Services Contract – TXDOT Permitting Services for Force Main; **Invoice No. 201804017** in the amount of **\$406.25** for Project No. B877-1002 – Oaklane WWTP Permit Renewal; and **Invoice No. 201803927** in the amount of **\$4,041.00** for Project No. B877-1004 – General Services Contract – Developing the Sanitary Sewer Overflow (SSO) Plan for a **Grand Total of \$19,851.75.**

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

6. Consideration and possible action regarding approval/amendments for the minutes of the **March 19, 2018 Regular Board Meeting**.

A motion was made by Director Haney and seconded by Director Groves to approve the minutes of the March 19, 2018 regular meeting as presented. All voted Aye.

7. Board Member comments.

There were no Board Member comments.

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

Norman Blackman presented his manager's report on the following subjects:

**On-Going Topics**

- **Hurricane Harvey Recovery**
  - **Field Office and Warehouse Area Repair/Upgrades** - Proposed 16' X 20' awning at back door – 2 bids \$6,100 and \$2,500 for steel awning on 4 posts.
  - **\$21,000.00 to upgrade building**
- **Water Line Replacement Project Street Repairs** - Complete
- **Archie Street Repaving** - Archie Street pavement overlay is complete.

This project is done/complete with one exception (dip)

- **Sugar Pines MHP/Iwanda MHP/Future MHP Water/Sewer Line Extensions** - I had LJA Engineering prepare and submit a permit application to TxDOT for the extension of water and sewer lines
- **TCEQ SSO Initiative Agreement - I & I Reduction Efforts** - Additional field crew - Exploring the possibility of adding a 4<sup>th</sup> crew and equipment to focus on I/I reduction.
- **City of Vidor 2015-2016 Block Grant** - This project is under construction, but will not be completed within the original deadline due to Hurricane Harvey delays. We are developing a grant time extension request.
- **City of Vidor 2017-2018 Block Grant** - No development on this project yet.
- **City of Pine Forest 2015-2016 Block Grant** - Progress recently has been good. Should complete this project on time. Met with City of Pine Forest on April 5<sup>th</sup>.
- **Field Personnel Shortage** – We are working on hiring people to fill the positions. We have interviewed four people for two to four positions and expect to make job offers this week. (Total of 5 interviews)

- **Equipment Needs** – We currently have three mini-trackhoes, but one is about worn out and in need of replacement. In addition, we are evaluating the possibility of adding a fourth crew which would require an additional mini-trackhoe, a heavy duty truck, and a trailer. Trackhoes cost around \$37,000.00 each, truck \$27,000.00, and trailer \$3,500.00. The equipment for a fourth crew would cost approximately \$70,000.00. Piercing machine \$12,000.00 (5") with 50 feet of hose.
- **Additional Field Crew** – We are thinking that an additional field crew will be needed to actively pursue I&I Reduction now that we are entering into a ten year Sanitary Sewer Overflow Plan with TCEQ. Personnel for an additional crew would cost approximately \$83,000.00 per year plus benefits and payroll burdens for a total of probably \$125,000.00 per year.
- **Contract for Special Accounting Services** – Our audit firm has recommended that our accounting department begin preparing the District's end-of-year adjusting entries in-house, a change from our previous auditor's recommendation. In the first year our Finance Director will need some help to learn to make the many small adjustments necessary at the June 30-July 1 cross-over to the new fiscal year. Edgar, Kiker, and Cross, a Beaumont accounting firm, can provide the necessary service for an estimated cost ranging from \$840.00 to \$3,360.00, depending on how many adjustments are necessary. We are planning to engage Edgar, Kiker, and Cross for this service.
- **Replacement of Lighting Fixtures in Main Office Building** – In the course of dealing with replacement lighting fixtures in flood damaged buildings using modern LED fixtures, I requested a quote for replacing the fixtures in the main building. We have been experiencing steady die-off of lighting ballasts and fluorescent bulbs at significant inconvenience in terms of poor lighting and repair costs. New LED fixtures at the 54 locations in our building would cost around \$7,000.00, would last at least 10 years with no ballast or bulb replacements required, and would reduce our electricity use by approximately \$75.00 per month. I am considering making these lighting improvements.

All members are in favor of this change.

Chris Serres presented the Financial Report as follows:

The monthly billing is down this month by about \$31,000.00. All of the accounts balance. On the Special Projects Account we had our monthly transfer of \$4,166.67, interest earned of \$266.38, and expended \$98,616.72, of which \$81,960.46 went to Allco. On the Water and Sewer Major Maintenance Account, we had the monthly transfer of \$4,166.67, interest earned of \$140.67, and expended of \$8,465.75.

On the Budget Comparison Report our revenues were \$330,681.00 which is \$19,002.00 below the monthly budget. The expenditures for the month were \$328,918.00 which is less than the monthly budget by \$6,599.00. We are over on the total budget on overtime salaries by \$657.00.

We earned \$11,239.71 in interest for the month of March, 2018.

David LeJune presented the Field Report as follows:

We pumped 30,431,000 and accounted for 27,141,825. The percentage unaccounted for was 10.81%. We treated 42,526,000 of wastewater. We performed a total of 360 water jobs and 43 sewer jobs for a total of 403 jobs. We had 20 LPSS service calls for the month.

A motion was made by Director Groves and seconded by Vice President Inzer to approve the General Manager's monthly status and financial reports as presented. All voted Aye.

9. Consideration and possible action regarding adopting Local Option Property Exemptions for the 2018 Tax Year.

A motion was made by Director Haney and seconded by Secretary Beard to adopt Local Option Tax Exemptions of \$10,000 Portion of Value for 65 or Older Exemption and \$5,000 Portion of Value for Disabled Exemption. All voted Aye.

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

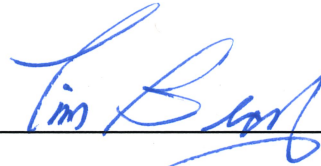
A motion was made by Director Groves and seconded by Director Haney to pay District's monthly bills. All voted Aye.

11. Adjournment.

A motion was made by Vice President Inzer and seconded by Director Haney to adjourn the meeting at 7:45 p.m. All voted Aye.



Robert Viator, President



Tim Beard, Secretary

