

**MINUTES OF
REGULAR MEETING**

Regular Meeting Minutes

January 21, 2019 – 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 Secretary Beard absent.

STAFF PRESENT

General Manager Norman Blackman, Finance Director Chris Serres, and Operations Manager David LeJune were present. Larry Hunter, the District's attorney was also present.

OTHERS PRESENT

Jeff Scogin of LJA Engineering, Inc. and Ernest Bayard were also present.

INVOCATION AND PLEDGES

Vice President Inzer gave the invocation and Director Haney led in the pledges.

MEETING AGENDA

1. Citizen comments.

Ernest Bayard wanted to thank the Board for allowing him to be present and that he can be here and enjoy the atmosphere of the mighty fine Board of the Water District. Vice President Inzer responded that it was our privilege that he was there.

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

Jeff Scogin presented an overview of the Engineers Monthly Status Report from December 1, 202018 through December 31, 2018:

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

Contract No. 1:

This project has been completed.

Contract No. 2:

This contract has been completed.

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

No work was completed during this period.

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

No work was completed during this period.

City of Vidor, Texas – Sanitary Sewer Line Replacement Project CDBG Project No. 7216471– Period through January 16, 2019

The construction has been completed. Five (5) service line connections have been replaced from December 8, 2018 thru January 14, 2019. A total of eighty-nine (89) service line connections have been replaced since the beginning of construction. The deadline to finish construction was January 14, 2019. There were seven (7) houses left to do that were transferred to the 2nd round grant project, CDBG Project No. 7217480. That is the conclusion of that project.

City of Vidor, Texas – Sanitary Sewer Line Replacement Project – CDBG Project No. 7217480 – Period through January 16, 2019

The construction is under way. The contractor's time began on January 14, 2019. A total of 220 calendar days is provided for construction. No work has begun for this project. Chris Serres added that we have taken 53 applications for this grant, we are off to a good start. Of the 53 applicants, they all qualified for the grant, we have smoke tested 35 and 22 of the 35 have failed. We have submitted 22 to the contractors.

Director Haney asked if smoked tested all the applicants previously. President Viator responded not all of them. Norman Blackman have a better start for this grant than the last one, but a later start. The time period is already half up for this one before we got started on it. We are still going to be jammed for time to get it done by the deadline.

President Viator stated that we may be able to get an extension. Norman Blackman stated that on the first grant we did smoke test a great number of them, but at the beginning Hurricane Harvey flood, we just had to get them moving based on things like they qualified as far as a financial standpoint, had concrete pipe – we knew we were going to replace concrete pipe anyway. A lot of those we did not smoke test and we had to get the contractors moving.

Norman Blackman stated that the second grant we are trying to smoke test everything in advance of replacing lines. He thinks it will be more efficient this way. We are still finding some with concrete pipe.

A motion was made by Director Groves and seconded by Director Haney to accept the Engineer's Monthly Status report as presented. All Voted Aye.

3. Consideration and possible action regarding approval of the General Engineering Services Rates as submitted by LJA Engineering.

President Viator asked that this item be tabled until the next meeting to allow for time to redo a portion of the request.

A motion was made by Director Groves and seconded by Vice President Inzer to table action regarding General Engineering Services Rates as submitted by LJA Engineering. All Voted Aye.

4. Consideration and possible action regarding approval of Resolution 01-2019 authorizing the District to reimburse itself for funds expended prior to receiving proceeds from the TWDB Grant Project.

A motion was made by Vice President Inzer and seconded by Director Haney to approve Resolution 01-2019. All Voted Aye.

5. Consideration and possible action regarding approval/amendments for the minutes of the December 17, 2018 Regular Board Meeting.

A motion was made by Director Groves and seconded by Director Haney to approve the minutes of the December 17, 2018 Regular Board Meeting. All Voted Aye.

6. Board Member comments.

Director Groves stated that he had not drank the coffee from the pot in a while and that it is a very good blend of coffee and the coffee is great.

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

Norman Blackman asked that Chris Serres to go over the Manager's Monthly Status Report as of Wednesday, January 16, 2019 as she wrote the report.

On-Going Topics

- **FEMA Assistance** – Good news to report: The anticipated \$107,567.74 FEMA money was deposited into our General Operating Account on January 8, 2019.
- **Entrance Drive Repaving** – Progress has been made on the entrance driveway: 1) gas lines were removed; 2) headwalls are completed; and 3) City of Vidor has

installed culverts to widen the radius of the driveway entrance/exit onto Bolivar Street. The actual repaving project has been delayed, however, due to unforeseen incidents on the part of our contractor. And with the colder weather approaching it is probably not a bad thing to delay the actual repaving for a month or two. When we are ready to begin construction, we will follow the plan as outlined for you at the December 17, 2018 Board Meeting. (Close off the entrance for two days, which will be a Thursday and a Friday to allow for the laying of asphalt on Saturday).

- **City of Vidor 2015-2016 Block Grant** – The project completion date for this Grant was January 14, 2019. We had a total of 96 qualified applicants and were able to complete 89 of the 96. The remaining 7 qualified applicants were moved to the 2017-2018 Block Grant. We are in the process of completing all necessary documents/payments to bring the 2015/2016 Grant to a close.
- **City of Vidor 2017-2018 Block Grant** - A Notice to Proceed was issued to Jet Aeration of Texas, LLC with construction to begin no later than January 14, 2019. To date, 53 applications have been received and qualified per grant guidelines. Of the 53, 35 have been smoke-tested with 22 of the 35 failing the smoke test. We have sent a list of the 22 addresses that are ready for line-replacements to Jet Aeration.
- **2780 Baywood (Lott Street)** – Update on the settlement agreement with Mr. Henry Norris, Sr. and Mr. Henry Norris, Jr. to release the lien in return for a \$3,500 payment against the debt owed to the District and for the repair of the LPSS located at Lott Street and Baywood. I spoke with Henry Norris, Jr. on Friday, January 28, 2019 and he reported that they are on schedule to have the repairs made before January 31, 2019.
- **Refinancing of Bonds** – Plans to visit with our Financial Advisor are still scheduled for our February 18th Board Meeting about the possible refinancing of bonds.
- **Chamber of Commerce** – The Annual Chamber of Commerce Banquet is scheduled for Thursday, January 31, 2019 at the Plaza Event Center, 185 N Main Street. Mix & Mingle will begin at 6:00 p.m. with Dinner being served at 6:30 p.m. We need a head count as to how many are interested in attending so that we can RSVP.

President Viator stated that he would let Chris know in the next day or two, Director Haney stated he would also let her know. Vice President Inzer stated that he would if his schedule was clear.

Chris Serres presented the financial report as follows:

For the first time in many, many months, we have billed more than our projected billing. All the accounts balance. Norman Blackman asked if she had any updates on the Tax Account. It was showing to be a little light for the payment in February 2019. Chris stated that she had checked early in the day and we had \$1,126,000.00. She is expecting a pretty large deposit to hit tomorrow since the banks were closed today. We need around \$2,000,000.00 in the account before February 15, 2019. On the Special Projects Account, we had our monthly transfers of \$8,333.34 and interest earned of

\$93.92 and had total expenditures of \$1,731.18. The three invoices paid from this account were all for the grant. We ended the month with \$62,899.60. On the Water and Sewer Major Maintenance Account we had monthly transfers of \$8,333.34, earned interest of \$113.65, with no expenditures leaving a balance of \$76,492.61.

On the Budget Comparison Report our revenues look like we have \$709,369.00 but this is the month you allowed for the transfer of \$300,000.00 from Contingency so actual revenue is \$409,369.00 which is better than the Monthly Budget of \$349,997.00 due to the billing be up this month. The expenditures were \$413,524.74 which is about \$5,000.00 more than what was collected and billed for the month.

We earned \$14,762.61 in interest for the Month of December 2018.

David LeJune, Operations Manager presented the Field Report as follows:

We pumped 35,350,000 gallons from the wells and accounted for 32,225,700 gallons. The percentage unaccounted for was 8.84%. We treated 60,086,000 gallons of wastewater. We performed a total of 299 water jobs and 84 sewer jobs for a total of 383 jobs. We had 25 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 report. All Voted Aye.

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


A motion was made by Director Haney and seconded by Vice President Inzer to approve payment of monthly bills. All Voted Aye.

9. Adjournment.

A motion was made by Vice President Inzer and seconded by Director Haney to adjourn at 6:00 p.m. All Voted Aye.



Robert L. Viator, Sr., President



Frank Inzer, Vice President

