

**MINUTES OF  
MEETING**

**Regular Meeting Minutes**

September 21, 2020 – 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
Chris Serres.....	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 Robert Viator called the 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 with all members present.

**STAFF PRESENT**

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Chris Serres, General Manager, David LeJune, Operations Manager, Donna Myers, Administrative Assistant, and the District’s Attorney, Larry Hunter, were present.

**OTHERS PRESENT**

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Toby Davis of LJA Engineering, Inc. was present.

**INVOCATION AND PLEDGES**

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Invocation was given by Secretary Beard and Pledges were led by Vice President Inzer.

## MEETING AGENDA

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### 1. Citizen Comments

There were no Citizen comments.

2. Consideration and possible action to table the previously called Public Hearing scheduled for September 21, 2020 regarding the 2020 Proposed Tax Rate and to call a Public Hearing to be held September 28, 2020 at 5:30 p.m. regarding the 2020 Proposed Tax Rate of \$0.42201 to allow the statutory 10 day notice after publication in the Beaumont Enterprise due to non-publication of the Notice of Public Hearing by the Vidorian newspaper after suffering damages from Hurricane Laura prohibiting the operation of the newspaper.

A motion was made by Director Groves and second by Secretary Beard to table the previously called Public Hearing scheduled for September 21, 2020 regarding the 2020 Proposed Tax Rate and to call a Public Hearing to be held September 28, 2020 at 5:30 p.m. All Voted Aye.

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

Toby Davis gave an overview of the District's ongoing projects as follows:

#### **6560D – Surplus Funds Sanitary Sewer Improvements Project (Contract No. 4 – Sanitary Sewer Lift Station Rehabilitation Project)**

There is no invoicing during this period for this project. The plans are near completion except for the electrical. We are considering including this Sanitary Sewer Lift Station project in the CDBG Mitigation grant application.

#### **TWDB CWSRF Project No. 73825 – Sanitary Sewer Lift Station Restoration Project**

Services through this month include design phase services. LJA has coordinated with the District, TWDB, and the District's consultants.

The structural platform design is complete however due to setbacks and loss of time during Hurricane Laura, we are still waiting on the electrical design before finalizing a set of review plans. We will continue to keep the staff apprised of our schedule and involved in any design decisions.

Toby Davis stated that he needed to get with David LeJune and Rayford Ackley to go over the plans.

#### **Well #5 – Ground Storage Tank Replacement Project**

Services this month include construction phase services. Performance and Payment Bonds were reviewed by LJA and provided to the District for review. Contract document books were printed and bound, and construction plans printed for MK Constructors. A pre-construction meeting took place on September 11<sup>th</sup> with a notice to proceed set to begin September 16, 2020.

A motion was made by Director Haney and seconded by Director Groves to approve LJA Engineering Monthly Status Report. All Voted Aye.

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

**Invoice No. 202016439 - for Project B877- 6282 OCWC & ID #1 – General Services** in the amount of **\$731.50**; and **Invoice No. 202016476 for Project B877-1006 – Well Site 5 Ground Storage Tank Replacement Project** in the amount of **\$1,253.60** for a grand total of **\$1,985.10**.

A motion was made by Secretary Beard and seconded by Vice President Inzer to approve payment of LJA Engineering, Inc. monthly invoices as listed. All voted Aye.

5. Consideration and possible action regarding the approval of **CDBG-MIT application(s)** for posting to begin the **14-day public comment period** as required by the **Texas General Land Office**.

Toby Davis gave a brief overview of the CDBG-MIT grant opportunity. The grant would be money to mitigate for the future disasters. The grants carry a 1% match. This is first time a District can apply for GLO-CDBG funds presenting a unique opportunity including the 1% matching.

Toby Davis also discussed the areas to be covered with the grant money. Toby Davis stated that he had gotten with David LeJune, Rayford Ackley, and David Carpenter to identify the areas that were still concrete or clay sewer lines. These areas could be corrected by pipe-bursting. It would possibly alleviate some of the inflow infiltration issues that the District is experiencing. Also, the lift station project that included Alamo, West Davis, Heritage Park, Texas St., and Poplar St. that the District was going to spend Surplus Funds to complete, falls in the low to moderate income areas, these can be shifted to use grant money instead. Toby Davis stated that he has added some generators to the lift stations that did not originally have generators.

LJA has also included 2 sewer line extension projects. The first one is a sewer line extension for an area that does not currently have sewer. The second line extension is sewer to an area off East Tram for Pyatt St. and Magnolia St.

The projected total cost would be approximately \$12,000,000.00 for the sewer line rehab, lift station rehab, line extensions, and lift station generators.

LJA is going to submit a separate application for some TTHM equipment for Well #4 and Well #5. Toby called Medora to get pricing on floatation devices for these 2 wells at an estimated cost of \$1,000,000.00.

A motion was made by Director Groves and seconded by Vice President Inzer to approve the CDBG-MIT application(s) for posting to begin the 14-day public comment period as required by the Texas General Land Office. All voted Aye.

6. Consideration and possible action regarding the approval of a **Citizen Participation Plan** as required by the **Texas General Land Office for the CDBG-MIT program**.

A motion was made by Director Haney and seconded by Vice President Inzer to approve a Citizen Participation Plan as required by the Texas General Land Office for the CDBG-MIT program. All voted Aye.

7. Consideration and possible action to approve **Resolution 03-2020** amending items in the **Orange County Hazard Mitigation Action Plan dated September 2017**.

A motion was made by Director Haney and seconded by Secretary Beard to approve **Resolution 03-2020** amending items in the Orange County Hazard Mitigation Action Plan dated September 2017. All voted Aye.

8. Consideration and possible action to approve an **update** to the **District's procurement policies** to ensure they are compliant with **Federal Regulations** in accordance with the **CDBG-MIT program requirements**.

A motion was made by Director Haney and seconded by Director Groves to approve an update to the District's procurement policies to ensure they are compliant with Federal Regulations in accordance with the CDBG-MIT program requirements. All voted Aye.

9. Consideration and possible action to approve an **update to the District's Financial Policies** to ensure they are compliant with **Federal Regulations** in accordance with the **CDBG-MIT program requirements**.

A motion was made by Director Groves and seconded by Secretary Beard to approve an update to the District's Financial Policies to ensure they are compliant with Federal Regulations in accordance with the CDBG-MIT program requirements. All voted Aye.

10. Consideration and possible action to authorize the **General Manager** and the **Operations Manager** to **award the contract for the Hwy. 105 North Line Extension Project** to the **qualified contractor** as per quotes once received and **to proceed with construction**.

A motion was made by Director Groves and seconded by Director Haney to authorize the General Manager and the Operations Manager to award the contract for the Hwy 105 North Line Extension Project to the qualified contractor as per quotes once received and to proceed with construction, with the stipulation to notify President Viator of the outcome of their decision. All voted Aye.

11. Consideration and possible action regarding amending the **Office Hours** for the **Administrative Staff** to **begin at 7:30 a.m. and end at 5:00 p.m. with a 30-minute lunch period Monday through Thursday** and to **begin at 8:00 a.m. and end at 12 noon on Fridays** for a **total of 40 working hours per week**.

A motion was made by Director Groves and seconded by Vice President Inzer approving amending the Office Hours for the Administrative Staff to begin at 7:30 a.m. and end at 5:00 p.m. with a 30-minute lunch period Monday through Thursday and to begin at 8:00 a.m. and end at 12 noon on Fridays for a total of 40 working hours per week. All voted Aye.

12. Consideration and possible action regarding **approval/amendments for the minutes of the August 17, 2020 Public Hearing and Regular Board Meeting**.

A motion was made by Director Haney and seconded by Director Groves to approve the minutes of the August 17, 2020 Public Hearing and Regular Board Meeting. All voted Aye.

13. Board Member comments.

None.

14. Consideration and possible action regarding the approval of **Anthony Bennett TTHM Consultant Invoice #202000289** for the month of **August 2020** in the amount of **\$1,656.25**.

A motion was made by Secretary Beard and seconded by Director Haney to approve payment of Anthony Bennett TTHM Consultant Invoice #202000289 for the month of August 2020 in the amount of \$1,656.25. All voted Aye.

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

Chris Serres briefed the Board on ongoing projects:

Kinder-Morgan has accepted our offer and once the district hears back from their representative, the District will need to have a survey done of the property before proceeding.

Chris Serres presented the financial report as follows:

The monthly billing is up at \$312,224.52 from \$295,194.53. All accounts are balanced. Revenue was \$434,466.00 and Expenses were \$242,617.00, we brought in more than was expended for the month. Overtime was over for the month, which is minimal compared to what September will be. The cause is partly from the hurricane and there was a sewer mishap that we spent hours trying to locate the issue and could never find the problem. Interest earned for the month was \$809.06.

David LeJune presented the Field Report as follows:

The District pumped 32,564,000 gallons of water and accounted for 29,322,600 gallons with 9.95% unaccounted for. Wastewater treated was 27,481,000 gallons.

There was 276 water jobs and 52 wastewater jobs performed for a total of 328 jobs. There were 24 LPSS Service calls.

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

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

A motion was made by Secretary Beard and seconded by Director Haney to approve the payment of bills. All voted Aye.

17. **Executive Session** pursuant to Section 551.074(a)(1) of the Texas Government Code to deliberate the employment and reassignment of employees of the Water District.

A motion was made by Director Groves and seconded by Secretary Beard to close the regular meeting session and enter Executive Session at 6:30 p.m. All voted Aye.

A motion was made by Vice President Inzer and seconded by Director Haney to close Executive Session at 6:50 p.m. and to call the Regular Meeting to order at 6:50 p.m. All voted Aye.


18. **General Open Session**, if necessary, for the consideration of any action necessary following the deliberation in executive session concerning the employment and reassignment of employees of the Water District.

A motion was made by Vice President Inzer and seconded by Director Haney to table any action following the deliberation in executive session concerning the employment and reassignment of employees of the Water District. All voted Aye.

19. **Adjournment.**

A motion was made by Vice President Inzer and seconded by Director Haney at 6:52 p.m. to adjourn. All voted Aye.

  
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Robert L. Viator, Sr., President

  
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Tim Beard, Secretary