

**MINUTES OF
MEETING**

Regular Meeting Minutes

October 19, 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

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

Chris Serres, General Manager, Donna Myers, Administrative Assistant, and the District's Attorney, Larry Hunter, were present.

OTHERS PRESENT

Toby Davis of LJA Engineering, Inc., Karen Fisher, Orange County Tax Assessor-Collector, Beverly Haggard of Linebarger, Goggan, Blair and Sampson Attorneys, Bonnie Stephenson, Mayor of Rose City, Jeremy Triska and Pat O'Neill of Wathen, DeShong, and Juncker, L.L.P. were present.

INVOCATION AND PLEDGES

Invocation was given by Director Haney and Pledges were led by Director Groves.

MEETING AGENDA

1. Citizen Comments

There were no citizen comments.

2. Consideration and possible action approving the 2019/2020 Audit as prepared and presented by Wathen, DeShong, Junckner, LLP, Certified Accounts.

Pat O'Neill of Wathen, DeShong, and Juncker, L.L.P. presented the 2019-2020 audit to the Board and gave an overview of their findings. He stated that in their opinion, the financial statements present fairly and in accordance with accounting principles generally accepted in the United States of America.

A motion was made by Director Groves and seconded by Director Haney to approve the 2019-2020 Audit as presented. All Voted Aye.

3. Consideration and possible action authorizing the General Manager and Operations Manager of the District and the District's Engineers to explore the possibility of providing potable water utility service to the City of Rose City, Texas.

Bonnie Stephenson, Mayor of the City of Rose City, appeared before the Board to request assistance with potable water issues the City of Rose City has been experiencing. The Mayor explained that the last two Hurricanes in this area has caused excess turbidity in the water and asked about the possibility of Orange County Water Control & Improvement District No. 1 providing the City of Rose City with potable water.

After a brief discussion, Mayor Stephenson was informed that the District would study the requirements, costs, and feasibility of providing water to the City of Rose City and would contact the City at later date with the study finding.

A motion by Director Groves and seconded by Vice President Inzer authorizing the exploration and possibility of providing water utility service to the City of Rose City, Texas. All Voted Aye.

4. Consideration and possible action regarding the selection of a health insurance policy for Orange County Water Control & Improvement District No. 1 employees.

Chris Serres presented the insurance proposals and stated that it is in the best interest of the District employees to stay with Blue Cross Blue Shield Health Insurance for the 2021 Insurance year. The rates did increase for the 2021 Insurance Year but the increase will affect the employee portion of the insurance costs only and reminded the Board of the \$686.00 cap on District costs for monthly insurance premiums. If the employees choose either the gold or silver plan, they will bear the cost over the \$686.00 cap. The gold plan will cost the employee \$42.32 per week and the silver plan will cost the employee \$15.29 per week.

A motion was made by Vice President Inzer and seconded by Director Haney to approve staying with Blue Cross Blue Shield for the health insurance provider. All Voted Aye.

5. Consideration and possible action to approve **Resolution 06-2020** to defray costs of collection, as authorized by **Texas Tax Code §33.07 and §33.08**, that are incurred under a contract for collection of delinquent property taxes pursuant to Texas Tax Code §6.30.

Karen Fisher, Orange County Tax Assessor-Collector presented the purpose for the Resolution is to increase the collection fee from 15% to 20% to defray the cost of collection of delinquent taxes. She stated that the cost is bore by the delinquent taxpayers, not the District.

A motion was made by Director Groves and seconded by Vice President Inzer to approve Resolution 06-2020 to defray costs of collections. All Voted Aye.

6. Consideration of and possible action regarding **Texas County & District Retirement System (TCDRS)** plan changes, if any, to the District Contribution rate for 2021.

Chris Serres apprised the Board that there are no changes in the plan.

A motion was made by Director Haney and seconded by Director Groves to accept the Texas County and District Retirement System plan changes, if any, to the District Contribution rate for 2021. All Voted Aye.

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

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

6560-D – Surplus Funds Sanitary Sewer System 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. This Sanitary Sewer Lift Station project will be included in the CDBG Mitigation grant application and has been put on hold to see if we get the grant.

6560-E – 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.

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 the recent weather events 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.

Well Site #5 – Ground Storage Tank Replacement Project

Services this month include construction phase services. A pre-construction meeting took place on September 16, 2020. LJA Project Representative has been on site and inspecting the work accordingly. The Contractor has excavated the existing soil and brought in new select fill in preparation for the concrete slab.

TTHM - Toby Davis stated that he, David LeJune, and Tony Bennett have come up with options on alternatives on pumping and on disinfection. Some of those options are:

Pumping arrangements on alternate days

Treatment at wells 4 and 5

Alternate disinfection

David LeJune is to meet with representative at Anahuac to look at their operations and treatment processes.

A motion was made by Director Groves and seconded by Vice President Inzer to accept LJA Engineering, Inc. monthly status report as presented. All Voted Aye.

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

Invoice No. 202018675 for Project B877-1006 - Well Site 5 Ground Storage Tank Replacement Project in the amount of **\$1,105.00**; and **Invoice No. 202018677 for Project B877-6282 – General Services** in the amount of **\$457.00** for a grand total of **\$1,562.00**.

A motion was made by Vice President Inzer and seconded by Director Groves approving payment of LJA Engineering, Inc. monthly invoices. All Voted Aye.

9. Consideration and possible action to approve **Resolution 05-2020** authorizing the submittal of a **CDBG-MIT application** for sanitary sewer system and lift station improvements, authorizing the Board President and General Manager to act as the Board's Executive Officers and authorized representatives in all matters pertaining to the application, and committing \$128,989 in matching funds.

Toby Davis stated that the Resolution before the Board is to authorize the Board President and General Manager to act as the Board's Executive Officers and authorized representatives in all matters pertaining to the application.

A motion was made by Director Groves and seconded by Director Haney to approve Resolution 05-2020 authorizing submittal of a CDBG-MIT application. All Voted Aye.

10. Consideration of approval of a petition to enter an **order to add land to the Water District** concerning Lot 4 and the north 50' of Lot 3, Block 1 of Colonial Lane Estates, Unit 1, a subdivision in Orange County, Texas, according to the Map or Plat of record in Vol. 8, Page 9, Map Records of Orange County, Texas, commonly referred to as 525 Concord, owned by Aaron Anthony Duke, and wife, Brooke-Aline Duke.

A motion was made by Director Groves and seconded by Director Haney to approve an order adding land to the District. All Voted Aye.

11. Consideration and possible action regarding **approval/amendments for the minutes of the September 21, 2020 Regular Board Meeting and September 28, 2020 Public Hearing and Special Meeting.**

A motion was made by Vice President Inzer and seconded by Director Groves to approve the minutes of the September 21, 2020 Regular Board Meeting and September 28, 2020 Public Hearing and Special Meeting. All Voted Aye.

12. Board Member comments.

There were no Board Member comments.

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

Chris Serres presented the General Manager's monthly status report as follows:

Line Extension – North Hwy 105 – Jet Aeration's proposal came in lowest at \$49,975.00 and will be notified to begin construction.

W. David Lift Station property – Kinder Morgan are willing to sell the property to the District for \$1,000.00. The representative will contact the District as soon as he is back up and operating after Hurricanes Laura and Delta.

Kelly Brewer has asked if we could install an interconnect valve to an area around Kenwood to serve his customers in emergency situations only.

Larry Hunter stated that the District needs to study the issue and inquire as to T.C.E.Q. rules regarding the installation of an interconnect valve and what liability concerns may go along with the installation.

Chris Serres then presented the Financial Report as follows:

She informed the Board that the September billing was down from August but that the recent hurricanes probably contributed to the lower billing. She then presented the account balance for all of the District accounts stating that all accounts are in balance for the month of September. Regarding the District's revenue vs. expenses, revenues came in at \$423,642.00 and \$359,351.00 was expended leaving a \$64,291.00 positive balance for the month of September. She then reported on the Public Funds Investment Act report stating that interest earned for the month of September was \$641.32.

Chris Serres then presented the Field Report as follows:

Water pumped was 32,004,000 gallons and water accounted for was 28,632,900 for an unaccounted amount of 10.53%.

Wastewater treated was 27,334,000 gallons.

The District performed 355 water jobs and 57 sewer jobs for a total of 412 jobs.

The LPSS reports – We only had to charge one customer for a call due to rags in the system.


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.

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


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

15. **Adjournment**.

A motion was made by Vice President Inzer and seconded by Director Haney to adjourn at 6:30 p.m. All Voted Aye.



Robert L. Viator, Sr., President



Frank Inzer, Vice President