

**Regular Board Meeting Minutes**

May 16, 2022 – 5:30 pm

Orange County Water Control & Improvement District No. 1 Board Room  
460 E Bolivar Street, Vidor, Texas

Frank Inzer.....	President
Tim Beard.....	Vice President
Trey Haney.....	Secretary
Kelly Brewer.....	Director
Troy Taylor.....	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 Frank Inzer called the Regular Meeting to order at 5:30 p.m.

**ANNOUNCE THE PRESENCE OF A QUORUM**

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Members present were President Frank Inzer, Vice President Tim Beard, Secretary Trey Haney, Director Troy Taylor, and Director Kelly Brewer.

**STAFF PRESENT**

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Chris Serres, General Manager was present. David LeJune, Operations Manager was absent.

**OTHERS PRESENT**

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Jeff Scogin, LJA Engineering, and Kate Leverett, Attorney were present.

**INVOCATION AND PLEDGES**

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Invocation was given by Director Troy Taylor and Pledges were led by Vice President Tim Beard.

**MEETING AGENDA**

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1. Execution and filing of Statement of Elected Officers by unopposed Directors elected to office.

A motion was made by Secretary Trey Haney And seconded by Vice President Tim Beard to table the execution and filing of Statement of Elected Officers by unopposed Directors elected to office. All voted Aye.

2. Oath of Office by Tim Beard, Trey Haney, and Kelly Brewer as unopposed elected Directors of the District.

Kate Leverett, Attorney, administered the Oaths of Office to Directors Tim Beard, Trey Haney, and Kelly Brewer. No motion necessary.

3. Consideration and approval of issuance of Certificates of election to Tim Beard, Trey Haney, and Kelly Brewer.

A motion was made by Secretary Trey Haney and seconded by Vice President Tim Beard to table the issuance of Certificates of election to Tim Beard, Trey Haney, and Kelly Brewer. All voted Aye.

4. Election of Officers of the Board of Directors of Orange County Water Control & Improvement District No. 1.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to appoint Frank Inzer, Board President; Tim Beard, Board Vice President; Trey Haney, Board Secretary; Troy Taylor, Board Director; and Kelly Brewer, Board Director. All voted Aye

5. Citizen comments.

There were no citizen comments.

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

Jeff Scogin, LJA Engineering presented the Engineer's monthly status report as follows:

**ORANGE COUNTY WCID No. 1  
2015 Surplus Funds Water and Sanitary Sewer Projects  
ENGINEERING INVOICE DETAIL  
April 2022**

**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:

This project has been completed.

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)**

No invoices for this month. LJA will continue to work on finishing the Alamo Lift Station.

**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.

**Texas Water Development Board**  
**TWDB CWSRF Project No. 73825**  
**Sanitary Sewer Lift Station Restoration Project**  
**PROJECT STATUS REPORT**  
**April 2022**

Services through this month include coordination with TWDB and construction phase services.

MK Constructors was given the Notice to Proceed and released for construction on May 2<sup>nd</sup>. The contractor has started mobilization and began work on the lift station dry and wet well modification.

Mr. Scogin stated he is projecting to have the Alamo Lift Station completed by next month. He also stated the Water and Sewer extension is still an ongoing project and LJA Engineering will be getting with the District soon on updating the Surplus Funds Project.

Chris Serres informed the Board that within a couple weeks the District is getting with LJA Engineering to go over the funds and updating the Surplus Fund Projects, originally outlined in 2015. Mrs. Serres also stated Jared Defrancis, LJA Engineering is working on additional Grants for the District; one grant for a new Water Well and three grants for Chloramines. We should hear back between July – August 2022.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to approve LJA Engineering, Inc. Monthly Status Report concerning ongoing District projects as submitted and presented. All voted Aye.

7. Consideration and possible action regarding approval of LJA Engineering, Inc. monthly invoices for District projects as listed: Invoice No. 202210039 in the amount of \$1,089.50 for Project No. B877-6282 – General Services – Chloramine Study; and Invoice #202209548 in the amount of \$1,881.40 and ratification of payment of Invoice No. 202206375 in the amount of \$818.00 for Project No. B877-1005 – TWDB Disaster Recovery – Sanitary Sewer LS Restoration Project for a Grand Total of \$3,788.90.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve the payment of LJA Engineering monthly invoices; Invoice No. 202210039 in the amount of \$1,089.50 for Project No. B877-6282 – General Services – Chloramine Study; and Invoice #202209548 in the amount of \$1,881.40 and ratification of payment of Invoice No. 202206375 in the amount of \$818.00 for Project No. B877-1005 – TWDB Disaster Recovery – Sanitary Sewer LS Restoration Project for a Grand Total of \$3,788.90 as presented. All voted Aye.

8. Consideration and possible action regarding approval of MK Constructors Monthly Estimate No. 1 in the amount of \$13, 604.40 for the TWDB CWSRF Project No. 73825 – Sanitary Sewer Lift Station Restoration Project (Lower Lift).

The invoiced items consist of 50% Mobilization in the amount of \$15,116.00 less the 10% Retainage in the amount of \$1511.60; a combined total of \$13604.40.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to approve payment of MK Constructors Monthly Estimate No. 1 in the amount of \$13, 604.40 for the TWDB CWSRF Project No. 73825 – Sanitary Sewer Lift Station Restoration Project (Lower Lift) as submitted. All voted Aye.

9. Consideration and possible action regarding the approval of Resolution 04-2022 accepting the proposal from and contract with a grant services administrator to provide application preparation, project administration, and project-related management services for Orange County Water Control & Improvement District No. 1's application process for the anticipated HMGP DR-4485 COVID-19.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to approve Resolution 04-2022 proposal from and contract with Traylor and Associates, Inc. to provide application preparation, project administration, and project-related management services for Orange County Water Control & Improvement District No. 1's application process for the anticipated HMGP DR-4485 COVID-19. All voted Aye.

10. Consideration and possible action regarding the approval of Resolution 05-2022 accepting the proposal from and contract with an engineering firm for engineering services relating to Orange County Water Control & Improvement District No. 1's application process for the anticipated HMGP DR-4485 COVID-19.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to approve Resolution 05-2022 proposal from and contract with LJA Engineering Inc. for engineering services relating to Orange County Water Control & Improvement District No. 1's application process for the anticipated HMGP DR-4485 COVID-19. All voted Aye.

11. Consideration and possible action regarding approval/amendments of the minutes of the April 25, 2022, Regular Board Meeting and the May 2, 2022, Special Board Meeting.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to approve the minutes of the April 25, 2022, Regular Board Meeting and the May 2, 2022, Special Board Meeting as submitted. All voted Aye.

12. Board Member comments.

- Director Troy Taylor- He requested to update our District's Map with map keys showing the location of Lower Lift Stations, Sewer and Water lines, etc. Mrs. Serres stated she will get with Engineers. President Inzer also mentioned the District does have a GIS digital map showing the location of valves and meters.
- Secretary Trey Haney- He requested a status on the collections for Sewer Only Accounts. Mrs. Serres stated she has already enlightened Kate Leverett on the status of all the Sewer Only Accounts. Mrs. Leverett informed the Board she has all the contracts, will continue to file liens on properties, drafting Letter of Notices, and is working towards collection.
- Vice President Tim Beard- Welcomed Mrs. Kate Leverett to the Board.
- President Frank Inzer- He requested an update on the street patch on Moreland @ Hwy 90. Mrs. Serres informed the Board that Daivid LeJune and crew will be putting the final patch over the next week.
- Director Kelly Brewer- He suggested the District do a mixture of awards, incentives, public recognition, and/or a dinner event for employee recognition and appreciation. President Frank Inzer suggested to have Director Kelly Brewer and Director Troy Taylor put together a sub-committee to work on ideas for employee appreciation and report to the Board at the next meeting.

13. Consideration and possible action approving the proposed rate increase in water and sewer rates and an increase in certain fees as outlined in the fee schedule effective with the July 30, 2022, billing.

Chris Serres, General Manager presented the fee schedule outlining the proposed rate increase in water and sewer rates and an increase in certain fees to the Board.

A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor approved the proposed rate increase in water and sewer rates and an increase in certain fees as outlined in the fee schedule effective with the July 30, 2022, billing as presented. All voted Aye.

14. Consideration and possible action approving the Operating Budget for the Fiscal Year 2022/2023 as presented by the Budget Committee and Staff.

Chris Serres, General Manager presented the proposed Operating Budget for the Fiscal Year 2022/2023 to the Board as follows:

- She started with an overview on our 2021/2022 Budget Performance Analysis stating it ended on positive note. Expenditures were kept well below the predicted budget with the help of the Revenue Refunding Bond and the payment being much lower than anticipated. Revenue collections came in within \$26,000 of predicted Revenue of \$4,812,700. She then presented to the Board 2022/2023 proposed Budget Highlights including Budget, Revenue, and Expenditure projections, water and sewer rate increases, Cost of Living Adjustments (COLA) for salaries; she then gave an overview of revenues and line items of expenditures. The proposed Budget of \$5,146,080 is based on anticipated billings and revenue collection for the upcoming Fiscal Year. The budget presented is a balanced budget meaning anticipated expenditures are based on operational needs and are not expected to exceed anticipated revenues. The projected Revenues/Expenditures equate to \$345 per capita/per year based on the District's population of 14,901.

A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor to approve the Operating Budget for the Fiscal Year 2022/2023 as presented. All voted Aye.

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

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

- Rate Increase Notice: Following today's motion of approving the fee schedule on rate increases, the District will send out letters on May 27, 2022 notifying customers of the rate increase effective July 30, 2022, billing.
- City of Rose City- Mrs. Serres spoke with City's engineer, George Newsome and discussed getting the feasibility studies underway with the City of Rose City funding the studies. She also mentioned to the Board that the District's customers come first.
- Water Well #7- Production is improving.
- She gave an overview of the financials for the month of April 2022 starting that Billings is up \$16,071.17 when compared to last month's billing. Revenues came in at \$119,964 more than expenditures. Revenues for the month were \$404,319;

Expenditures for the month were \$284,355. She then gave an overview of line items of expenditures. Bank statements on all accounts are balanced with a combined total of \$9,384,357.16. With Interest Rate increase from .291100% previous month to .392500% current month; Interest earned for the month of April 2022 was \$3,095.81.

- She presented the Field Report stating that 29,983,000 gallons of water was pumped into the systems with 9.92% being unaccounted. He stated 25,590,000 gallons of wastewater was treated at the plant. There were 237 water jobs and 58 sewer jobs; a combined total of 295 work orders were completed during the month of April 2022.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve General Manager's monthly status and financial report as presented. All voted Aye.

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

The Board discussed the idea of possibly emailing bills verses mailing bills through the post office.

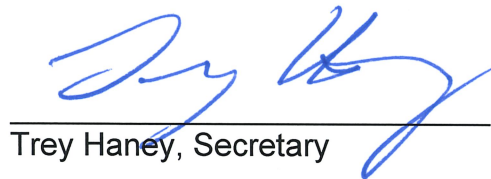
A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve payment of the District's monthly bills submitted. All voted Aye.

17. Adjournment.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to adjourn the meeting at 7:30 p.m. All voted Aye.



Frank Inzer, President



Trey Haney, Secretary

