

**Regular Meeting Minutes**

October 17, 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.*

**REGULAR MONTHLY MEETING OF BOARD OF DIRECTORS**

**CALL MEETING TO ORDER**

President Frank Inzer called the Regular Meeting to order at 5:34 p.m.

**ANNOUNCE THE PRESENCE OF A QUORUM**

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

**STAFF PRESENT**

Chris Serres, General Manager, David LeJune, Operations Manager, and Denise Ackley, Accounts Receivable were present.

**OTHERS PRESENT**

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

**INVOCATION AND PLEDGES**

Invocation was given by Director Troy Taylor and Pledges were led by Director Kelly Brewer.

## MEETING AGENDA

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1. Citizen comments.

There were no citizen comments.

2. Consideration and possible action approving the 2021/2022 Audit as prepared and presented by Wathen, DeShong, Juncker, LLP, Certified Accountants.

Pat O'Neill, Auditor with Wathen, DeShong, Juncker, LLP presented the District's FYE 2021/2022 Audit. In their opinion, the financial statements presented fairly.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve the 2021/2022 Audit prepared by Wathen, DeShong, Juncker, LLP as presented. All voted Aye.

3. 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  
September 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)**

Bids were opened for the Alamo lift station project on October 13<sup>th</sup> and LJA prepared a recommendation of award for the District to consider. LJA is working to complete the plans for the West Davis LS, Poplar LS, and Texas St. LS. LJA Engineering is also working on the necessary surplus funds request packet to the TCEQ to release funding.

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

LJA has begun working on plans to complete the Water and Sewer Service Extensions Projects. The Engineers will be coordinating with the District regarding necessary easements for Area No. 1. Once the extent of the easements are identified, the District will be updated regarding easement research and development costs.

**ORANGE COUNTY WCID #1**  
**Texas Water Development Board**  
**TWDB CWSRF Project No. 73825**  
**Sanitary Sewer Lift Station Restoration Project**  
**PROJECT STATUS REPORT**  
**September 2022**

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

Equipment is starting to arrive and the rest will follow soon after with exception to the generator. MK Constructors has started the demolition work required for the dry well to wet well conversion.

There has been a delay in delivery of the platform however we expect it should be delivered the month of October. At that MK Constructors will begin pouring the concrete piles and assemble the platform.

Jeff Scogin informed the Board of Directors that four bids for the Alamo Lift Station project has been received. Mr. Scogin noted that LJA Engineering needs to consult with the District to discuss alternate projects and to determine whether or not to include the alternate projects. LJA Engineering is still working on the plans to complete the Surplus Funds Water and Sewer Extension Project and coordinating with the District on getting the necessary easements in Area No. 1 located on north Hwy 105 and Beechnut. Mr. Scogin informed the Board of Directors that more equipment has arrived at the site of the TWDB Sanitary Sewer Lift Station Restoration Project. The generator is still projected to arrive by mid-April 2023. MK Contractors has started the demolition phase required for the dry well to wet well conversion. The contractor is expecting the platform to be delivered this month to begin assembly. The project is making progress.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve LJA Engineering, Inc. Monthly Status Report concerning ongoing District projects as presented. All voted Aye.

4. Consideration and possible action regarding approval of LJA Engineering, Inc. monthly invoices for District projects as listed: Invoice No. 202225893 in the amount of \$681.00 for Project No. B877-6282 – General Services for a Grand Total of \$681.00.

This invoice includes the job cost for preparing a water system capacities study as requested by the Board of Directors.

A motion was made by Secretary Trey Haney and seconded by Director Troy Taylor to approve payment of LJA Engineering, Inc. monthly Invoice No. 202225893 in the amount of \$681.00 for Project No. B877-6282 – General Services for a Grand Total of \$681.00. All voted Aye.

5. Consideration and possible action regarding approval of MK Constructors Monthly Estimate No. 3 in the amount of \$36,703.44 for the Sanitary Sewer Lift Station Restoration Project – TWDB.

A motion was made by Secretary Trey Haney and seconded by Director Troy Taylor to approve payment of MK Constructors Monthly Estimate No. 3 in the amount of \$36,703.44 for the Sanitary Sewer Lift Station Restoration Project – TWDB. All voted Aye.

6. Consideration and possible action regarding approval of Invoice #761235 in the amount of \$1,800.00 to Germer PLLC for legal services.

A motion was made by Secretary Trey Haney and seconded by Director Troy Taylor to approve payment of Invoice #761235 in the amount of \$1,800.00 to Germer PLLC for legal services. All voted Aye.

7. Consideration and possible action regarding award of bid for the Alamo Sanitary Sewer Lift Station Project.

A motion was made by Secretary Trey Haney and seconded by Director Troy Taylor to table the awarding of a bid for the Alamo Sanitary Sewer Lift Station Project until a determination can be made about the inclusion of alternate projects and whether or not the District is going to include the alternates in the project. All voted Aye.

8. Consideration and possible action regarding a quote from Weisinger, Inc. in the amount of \$12,500.00 to evaluate the pumping equipment and perform a TV survey for Well No. 5.

David LeJune, Operations Manager explained to the Board of Directors that Well No. 5 is having mechanical vibration in either the pump or shaft. At no charge Weisinger Inc. tested the motor for vibration and tried balancing the motor. It was determined the vibration was caused from bearings wearing down in either the line shaft or pump.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve payment of the quote from Weisinger, Inc. in the amount of \$12,500.00 to evaluate the pumping equipment and perform a TV survey for Well No. 5. All voted Aye.

9. Consideration and possible action regarding a quote from Waukesha-Pearce Industries, LLC in the amount of \$11,665.52 annually for regularly scheduled site maintenance to check emergency power systems operation for the four (4) generators located at the Wastewater Treatment Plant.

This request for a Maintenance Agreement with WPI on the 4 generators located at the Wastewater Treatment Plant is due to the problems the with Generator No. 4 over the past year. In the past, WWTP staff performed all the maintenance of the generators but do not have the expertise the WPI technicians have and cannot do the 65-point inspection that is promised in this maintenance agreement. By letting the WPI technicians, who have the expertise, do the inspecting and maintaining of these generators, the District will have more protection from a complete breakdown as happened with Generator No. 4.

A motion was made by Secretary Trey Haney and seconded by Vice President Tim Beard to approve payment of the quote from Waukesha-Pearce Industries, LLC in the amount of \$11,665.52 annually for regularly scheduled site maintenance for the four (4) generators located at the Wastewater Treatment Plant. All voted Aye.

10. Consideration a possible action regarding a quote from CivicPlus in the amount of \$7,340.00 (a one-time set up fee in the amount of \$3,665.00 and an annual renewable fee in the amount of \$3,675.00) for software and support to integrate Board Meeting agendas, minutes, and meeting documents for digital interactions.

Chris Serres, General Manager reminded the Board of Directors of a discussion during the last Board Meeting of getting a quote for going digital with our Board Meeting Agenda, Books, and Minutes. This quote includes the cost for the software and a one

time set up fee. Mrs. Serres stated that the District is still getting prices on the cost of laptops for the Board of Directors.

A motion was made by Director Troy Taylor and seconded by Vice President Tim Beard to approve payment of the quoted from CivicPlus in the amount of \$7,340.00 (a one-time set up fee in the amount of \$3,665.00 and an annual renewable fee in the amount of \$3,675.00) for software and support to integrate Board Meeting agendas, minutes, and meeting documents for digital interactions. All voted Aye.

11. Consideration and possible action regarding approval/amendments of the minutes of the September 19, 2022 Regular Board Meeting.

Director Trey Haney stated that he voted Nay on the September 19, 2022 Regular Board Meeting minutes, on Agenda Item No. 4, approving a study on the District's 3 existing wells and regarding the Texas Water Development Board Application to fund the construction of a 4th water well.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to amend the minutes of the September 19, 2022 Regular Board Meeting to read "Secretary Trey Haney voted Nay", on Agenda Item No.4. All voted Aye.

12. Consideration and possible action regarding Resolution No. 08-2022 to approve the County Hazard Mitigation Action Plan as required by FEMA.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney approving Resolution No. 08-2022 for County Hazard Mitigation Action Plan as required by FEMA. All voted Aye.

13. Consideration and possible action approving Resolution 09-2022 to declare and approve the following as surplus equipment and to authorize the sale of these items at a public auction to the highest bidder with the minimum bid to be set by the Board of Directors of Orange County Water Control & Improvement District No. 1 and to deposit proceeds from the sale into the appropriate District fund from which the equipment was originally purchased:

- Kubota Tractor MX5800
- 1994 Ford Diesel Rig
- 1975 Tanker Trailer
- Dump Bed (Fifth Wheel)
- Surplus Office Equipment

A motion was made Secretary Trey Haney and seconded by Director Troy Taylor approving Resolution 09-2022 to declare and approve the above listed as surplus equipment and to authorize the sale of these items at a public auction to the highest bidder with the minimum bid to be set by the Board of Directors of Orange County Water Control & Improvement District No. 1 and to deposit proceeds from the sale into the appropriate District fund from which the equipment was originally purchased. All voted Aye.

14. Consideration and possible action calling for the November and December Board Meetings to be held the 2<sup>nd</sup> Monday of each month respectively due to the upcoming Holiday Season.

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve the November Board Meeting to be held on November 14, 2022 and

the December Board Meeting to be held on December 12, 2022 due to the upcoming Holiday Season. All voted Aye.

15. Consideration and possible action regarding the selection of a health insurance policy for Orange County Water Control & Improvement District No. 1 employees and to receive recommendations of such policy from the Insurance Committee.

A motion was made by Secretary Trey Haney And seconded by Director Troy Taylor to approve the selection of Blue Cross Blue Shield as the Insurance Provider for Orange County Water Control & Improvement District No. 1 employees and to as recommended by the Insurance Committee, Secretary Trey Haney and Director Troy Taylor. All voted Aye.

16. Consideration and possible action approving revisions to the Personnel Policy regarding Disaster Overtime Pay, Vacation Buy Back, and Longevity Pay.

A motion was made by Director Troy Taylor and seconded by Vice President Tim Beard to approve the revisions to the Personnel Policy regarding Disaster Overtime Pay, Vacation Buy Back, and Longevity Pay as presented. All voted Aye.

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

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

- Mrs. Serres informed Vice President Tim Beard and Director Kelly Brewer, who were absent from prior Board Meeting, that the wording on question No. 1 on the Audit's Fraud and Related Party Questionnaire has been changed as requested by Director Kelly Brewer. Director Kelly Brewer is of the opinion that paying the District for water and sewer services is considered a business transaction and requested that the Questionnaire be reworded accordingly.
- The District's Holiday Dinner for Employees and Directors:
  - Thanksgiving – Thursday, November 17, 2022 at the Community Center from 12 p.m.- 2p.m.
  - Christmas – Thursday, December 15, 2022 at the Benoit's Louis Hall Event Center from 12p.m.- 2p.m.
- In a prior Board Meeting, Director Kelly Brewer's inquired on the ownership and the responsible party paying property taxes for properties located on Ruby St., Rainbow Ln., and Wexford Park that the District purchased from his family. Mrs. Serres informed the Board of Directors that the District did not purchase these three (3) properties. The District only purchased the taps, connections, service lines, distribution lines, and the accounts. Mr. Serres stated that she worked in conjunction with the Orange County Appraisal District and the Orange County District Clerk on researching records. The deeds to these three (3) properties are under the ownership of Mr. Larry Brewer.
- David LeJune, Operations Manager presented the Field Report stating that 30,376,000 gallons of water was pumped into the systems with 9.94% being unaccounted. There was 32,364,000 gallons of wastewater was treated at the plant. There were 310 water jobs and 39 sewer jobs; a combined total of 349 work orders were completed during the month of September 2022.

- Mrs. Serres gave an overview of the financials for the month of September 2022 starting with the Monthly Billing Re-cap; Billings are down \$14,913.44 when compared to last month's billing but the District is still above our monthly projection for the year. Revenues came in at \$13,104 more than expenditures. Revenues for the month were \$449,104; Expenditures for the month were \$436,000. She then gave an overview of line items of expenditures. Bank statements on all accounts are balanced with a combined total of \$8,796,211.95. With an Interest Rate increase from 1.939500% previous month to 2.000000% current month; Interest earned for the month of September 2022 was \$15,200.42.

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

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

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

19. Board Member comments.

Vice President Tim Beard – Mr. Beard inquired on the progress of the District mapping and for Well and Lift Station sites. Mrs. Serres stated that she will follow up with the Engineers to check the status on mapping. Mr. Beard inquired on the progress of a new Well. Mrs. Serres reiterated that the Board of Directors made a motion to move forward on the new Well at the last Board Meeting. The District is still waiting on the official invitation to apply for funds.

Director Kelly Brewer – Mr. Brewer entertained the idea with the Board of Directors again and suggested trying the product Bore Saver (Oxalic Acid) before voting for a 4<sup>th</sup> Well. Mrs. Serres stated that the District will put an item on the Agenda for next Board Meeting and that the topic needs to be discussed with David LeJune, Operations Manager.

20. Adjournment.

A motion was made by Secretary Trey Haney and seconded by Vice President Tim Beard to adjourn the meeting at 8:05 p.m. All voted Aye.



Frank Inzer, President



Trey Haney, Secretary

