



## Meeting Minutes

December 17, 2012– 5:30 pm

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

Robert Viator .....President  
Billy Perkins .....Vice-President  
Tim Beard .....Secretary  
Percy Foreman..... Director  
Frank Inzer ..... Director

Orange County Water Control Staff Present:

Darlene Jackson .....General Manager  
David LeJune .....Operations Manager  
Karen Sampson -*absent*.....Office Manager  
Chris Serres.....Financial Director

Others present: Larry Hunter, Provost Umphrey Law Firm; Phillip Hotzen, Toby Davis, Jeff Scogin, Jeff Leavins and Norman Blackman, Carroll & Blackman Consulting Engineers, Inc.; Calvin Prosen, Arceneaux & Gates Consulting Engineers, Inc.; George Garza, Vidor Vidorian; Bob Werling of Landmark Structures; Ernest Bayard, M&E Farm.

*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 TO ORDER

*Robert Viator called the meeting to order at 5:30 P.M., with a quorum present.*

### INVOCATION & PLEDGE OF ALLEGIANCE

Billy Perkins offered the invocation and Tim Beard led the pledges.

### CITIZEN COMMENTS There were no citizen comments.

1. Consideration of approval/amendments to the minutes of the November 26, 2012 regular meeting, and the December 10, 2012 special meeting.

Mr. Viator called for a motion.

A motion was made by Tim Beard and seconded by Percy Foreman to approve the minutes of the November 26, 2012 regular meeting, and the December 10, 2012 special meeting, as presented. All voted aye.

2. Consideration of District Manager's monthly status and financial report.

Darlene Jackson went over the status of the District, reported all was good with the current projects and maintenance. Chris Serres presented the financial reports. All the bank accounts are maintaining a healthy balance. She reported on the interest on all accounts. The Budget Comparison report shows the budget is being observed in our purchases. Chris asked for questions on her report, and with none asked, she gave the floor to David LeJune to present the field and LPSS reports. Robert Viator called for any questions of any of the monthly reports. None were asked.

Mr. Viator called for a motion.

A motion was made by Percy Foreman and seconded by Billy Perkins to approve the monthly status and financial report, as presented. All voted aye.

3. Consideration of payment of the District's monthly bills.

Percy Foreman asked about the purchase of an air conditioning unit, Ms Jackson stated we replaced the air conditioner at the administration building. Robert Viator asked "who was in a car wreck" Ms Jackson explained the details of the fender bender. Robert stated he was unaware of the incident.

Mr. Viator called for a motion on the item.

A motion was made by Billy Perkins and seconded by Percy Foreman to approve the payment of the District's monthly bills, as presented. All voted aye.

4. Consideration of Carroll & Blackman, Inc.'s monthly status report concerning ongoing District projects.

Norman Blackman presented the report on the Sewer Treatment Plant project. He reports that it is all going very well, there is still a huge amount of work to be done. Mr. Blackman is well satisfied with the amount of work being accomplished. Darlene Jackson asked if the floor had been installed in the control building. Mr. Blackman said it is close to completion. Mr. Blackman explained that there was a lot of electrical work left to be completed. The Board was presented with progress pictures of the project, and asked that the Board get with him if there were any questions. Mr. Blackman invited all the Board members to come out and inspect the progress. George Garza cautioned the Board to keep your eyes peeled. Mr. Garza explained there was a lot of activity and people moving all about. Norman Blackman informed the Board that they took George up in a lift to the top of the head works structure to get a bird's eye view of the project.

Jeff Scogin presented the report on progress of Contract B, Cloverleaf & Tiger Lake Lift Station & Force Main. Mr. Scogin handed out a progress map. The legend coordinates with the pay estimate from last month and this month. Contractors have

been working with the boring contractors. Contractors have continued to install 16" force main along South DeWitt and Dogwood. There has been a total of 4305' of linear pipe installed. This number includes the following, 3274' of open cuts, 686' of bores and 345' of directional bores. Progress is moving along very well. The November invoice amount, for this project, is \$243,980.26. There has been 15 additional days of work, since these maps were completed.

Contract C, Sanitary Sewer Collection System Rehabilitation project

This is still in design and lots of field work. Carroll & Blackman and the OCWC staff, have coordinated to establish positions of existing service lines on Hwy 105. Carroll & Blackman are trying to coordinate a meeting with TXDOT to go over possible options concerning existing lines in the pavement. They are currently waiting to hear back from TXDOT. Mr. Scogin asked if the Board had any questions.

Jeff Leavins reported on the Well 4 Ground Storage Tank project. Mr. Leavins presented pictures of the project to the Board. The Superior Tank company did mobilize and erected the tank this month. They also vacuumed tested the tank and the tests were all good. The tank company will be mobilizing to sterilize the tank. They have excavated for the incoming line and the effluent line and will be connected into the existing piping. After connecting all piping the company will demolish the old tank and old foundation. Mr. Blackman added that the tank went up very fast, once the tank company arrived on site. The physical dimensions of the tank are exactly the same. Robert Viator asked about the color of the new tank, it is a tan color, the board asked if there was a choice in color. Mr. Leavins did not know. Mr. Beard asked what the date of the first tank at Well #4. Mr. LeJune told the Board it was before his time, and Ms. Jackson added it was before her time, also. Larry Hunter interjected that it was a used tank at the time it was put into use at the District. Mr. Viator stated that the old tank must have been well made, never having been painted and to hold up, and look so good for so long. There was a brief discussion between Mr. Viator and Mr. Blackman regarding the makeup of the old galvanized used in the older tanks, and, the fact that it would not be permitted under new TCEQ rules.

Mr. Viator asked for a motion.

A motion by Percy Foreman and seconded by Frank Inzer to approve the Carroll & Blackman, Inc.'s monthly status report concerning ongoing District projects, as presented by Norman Blackman and Jeff Scogin and Jeff Leavins. All voted aye.

5. Consideration of approval of Carroll and Blackman, Inc., monthly invoices for District projects as listed:

Invoice #19577 for Project #6450 OCWC Well Site #4 GST in the amount of \$1,197.00; Invoice #19578 for Contract A – Wastewater Treatment Plant in the amount of \$10,442.00.; Invoice #19579 for Contract B – Cloverleaf and Tiger Lake Lift Station/Force Main in the amount of \$17,190.00; Invoice #19580 – Contract C – Sanitary Sewer Collection System Rehabilitation in the amount of \$52,500.00; for a Grand Total of \$81,329.00.

Mr. Viator read the entire item and asked for a motion.

A motion was made by Tim Beard and seconded by Percy Foreman to approve the above listed invoices, as presented, in the amount of \$81,329.00. All voted aye.

6. Consideration of request for payment on Estimate # 25 from Allco, Ltd., in the amount of \$459,069.87 for Construction Contract TWDB No. 72129-SRF-3358-02 – Wastewater Treatment Plant.

Mr. Blackman reiterated that the work was done and he recommended payment of the invoice.

Robert Viator read the entire item and asked for a motion.

A motion was made by Billy Perkins and seconded by Percy Foreman to approve the above listed invoice, as presented, in the amount of \$459,069.87. All voted aye.

7. Consideration of request for payment on Estimate # 2 from Allco, Ltd., in the amount of \$243,980.26 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract B - Cloverleaf & Tiger Lake Lift Stations and Force Mains.

Mr. Scogin went over some of the pertinent information he had gone over earlier and he recommended payment of contract.

Mr. Viator called for a motion.

A motion was made by Tim Beard and seconded by Frank Inzer to approve the above listed invoice in the amount of \$243,980.26, as presented. All voted aye.

8. Consideration of request for payment on Estimate #2 from Placo, Ltd., in the amount of \$41,137.20 for Water Well #4 – Ground Storage tank Rehabilitation Project.

Robert Viator read the entire item and asked for a motion.

Jeff Leavins anticipates the next invoice will be there final invoice. Tim Beard asked what the estimate pro rata portion. The invoice at the end of the November indicates a 40% completion. Mr. Leavins stated that his update is through December 14, 2012, and he estimates the portion of completion nearer to 80% currently.

Mr. Viator called for a motion on this item.

A motion was made by Frank Inzer and seconded by Billy Perkins to pay the above listed invoice in the amount of \$41,137.20, as presented. All voted aye

9. Consideration of Arceneaux & Gates Consulting Engineers, Inc. monthly status Report on water well project.

Calvin Prosen greeted the Board and stated he would try to keep his report short and sweet, as Carroll & Blackman had done.

Calvin Prosen stated that 4 bids have been received on Contract #2 Water Well No. 7 Project, and, 5 bids were received on Contract #3, Elevated Storage Tank Project. Mr. Prosen will have bid tabulations for those items later in the meeting.

Mr. Prosen will be sending the designs into TCEQ on Contract No. 5 Water Line Extension on Hwy 12, as soon as he receives the feedback from the District. Mr. Blackman stated the designs are on his desk and he will get back to that project as soon as possible.

Mr. Prosen reported on Project on Water Line Extension on Hwy 1132, Contract No. 4. He stated the contractor has received at a standstill awaiting casing pipe. That pipe has been received and now, the contractor will be waiting on a fusing machine. Once the pipe is fused they will be ready to fill the pipe with water, and do some testing.

Mr. Prosen stated the contractor had submitted a pay request reflecting 130 ft of 16" linear pipe; 120 ft of 8" linear pipe; 330 ft of 8" end casing; 4-16" valves and 6- 8" valves and other related work. Bringing this project to a 64% completion by pricing and 43% of the allotted time has been used. There has been a total of 10,488' linear pipe has been laid, reflecting a 97% completion of the 16" pipe associated with this project. Mr. Prosen apologized for not having one of those "pretty" maps.

Mr. Viator asked is any of the Board had any questions, if not, he asked for a motion. A motion was made by Billy Perkins and seconded by Percy Foreman to approve the Arceneaux and Gates status report, as presented. All voted aye.

10. Consideration of Arceneaux & Gates Consulting Engineers, Inc. monthly invoices: Invoice #13729, in the amount of \$2,775.00, and Invoice #13730 in the amount of \$16,480.00 for Water Well #7 Project for a total of \$19,255.00.

Mr. Viator read the item and asked for a motion.

A motion was made by Frank Inzer and seconded by Percy Foreman to approve the above listed invoices, as presented. All voted aye.

Mr. Beard made a request of the Board stating if the contractor remained on course with this project, that Mr. Prosen write a letter commending them for a job well done, and have the Board sign the letter. The Board agreed if the contractor finished the project under schedule, a letter would be in order.

11. Consideration of Pay Estimate No.4 for Water Line Extension, Contract 4, in the amount of \$33,534.40, to Placo, Ltd.

Mr. Viator called for a motion.

A motion was made by Percy Foreman and seconded by Tim Beard to approve the above listed invoice, as presented. All voted aye.

12. Consideration of awarding bid for Contract 2 – Water Well #7 & Production Facilities- Job No. OCW-010.

Mr. Prosen passed out the bid tabulation sheets for the Board to review. Mr. Prosen explained that the first 3 bids are extremely close in cost. T Johnson is the low bidder, they will be using J & S Water Well Drillers, the same contractors that did the test wells. Calvin went through the bid amounts and recommended to the Board that they award to T Johnson Industries. Mr. Beard asked if Mr. Prosen anticipated that the

supplemental items will be used, Mr. Prosen was not sure which ones would be needed, they are put into the bids for any future scenarios.

Mr. Viator called for a motion.

A motion was made by Tim Beard and seconded by Frank Inzer to accept T Johnson's bid for Contract 2 – Water Well #7 & Production Facilities- Job No. OCW-010, in the amount of a total base bid of \$1,559,125.20 and a total base bid plus supplemental and unit price items of \$1,569,913.20. All voted aye.

13. Consideration of awarding bid for Contract 3 – 500,000 Gallon Elevated Water Storage Tank-Job OCW-010.

Mr. Prosen stated that the three different types of Elevated Water Storage Tanks. The top two types tanks being considered are the spheroid is completely made of metal or composite tank is concrete at the base and hollow with a steel tank on top. The composite tank requires much less maintenance. District representatives and Mr. Prosen went to inspect area tanks, similar to the one the District is proposing. Mr. Perkins asked about the life expectancy of the concrete in the composite tanks. Mr. Prosen asked Bob Werling of Landmark Structures for some input regarding the question. Mr. Werling assured the Board that strenuous measures had to be met when installing a concrete structure such as the composite tank. Mr. Prosen wanted the Board to make the decision based on what is best suited to the District's needs. Mr. Prosen had a recommendation from Randy Reichle, of Don S. Reichle Associates, Inc. Mr. Reichle stated that with the bid amounts provided to him, it is a no brainer to choose the composite tank.

Mr. Viator called for a motion.

A motion was made by Billy Perkins and seconded by Frank Inzer to award the bid to Landmark Structures in the amount of \$1,460,000.00, as presented. All voted aye.

14. Consideration of approving a Resolution documenting that the Board of Directors has reviewed and amended the Orange County Water Control & Improvement District No. 1's Investment Policy and Strategies in compliance with the Public Funds Investment Act, Chapter 2256 of the Texas Government Code and find and declare that the meeting at which this resolution was adopted was open to the public, that the Public Notice of time, place and subject matter of the public business to be considered was posted as required by law.

Ms. Jackson reviewed the item and Mr. Viator called for a motion.

A motion was made by Billy Perkins and seconded by Frank Inzer to approve the District's Public Funds and Investment Policy, as presented. All voted aye.

Robert Viator adjourned the regular meeting and the Board went into executive session at 6:45 P. M.

15. EXECUTIVE SESSION:

- a. Deliberation concerning the evaluation and duties of the General Manager as provided by Section 551.074 of the Texas Government Code.
- b. Consideration of action on items discussed in executive session concerning the evaluation and duties of the General Manager.

The Board reconvened into a regular meeting at 6:54 P.M.

Mr. Viator stated the Board had discussed Ms. Jackson's retirement date being January 31, 2013. The Board further discussed retaining Ms. Jackson as a consultant until the end of March 2013.

Mr. Viator called for a motion.

A motion was made by Percy Foreman and seconded by Frank Inzer to retain Darlene Jackson as a consultant through March 31, 2013. All voted aye.

16. Adjournment

A motion was made by Billy Perkins and seconded by Tim Beard to adjourn the meeting. All voted aye. Meeting adjourned at 6:55 P.M.



Robert Viator, President



Tim Beard, Secretary