



Meeting Minutes

August 19, 2013, 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-absent.....Director
Frank Inzer.....Director

Norman Blackman.....General Manager
David LeJune-absent.....Operations Manager
Karen Sampson.....Office Manager
Chris Serres.....Financial Director

Others present: Larry Hunter, Provost Umphrey Law Firm; Jeff Scogin and Phillip Hotzen, Carroll & Blackman Consulting Engineers, Inc.; Calvin Prosen, Arceneaux & Gates Consulting Engineers, Inc

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 TO ORDER

Robert Viator, Board President, called the meeting to order at 5:30 P.M.

INVOCATION & PLEDGE OF ALLEGIANCE

Mr. Perkins offered the invocation and Mr. Beard led the pledges.

MEETING AGENDA

1. Citizen comments.
No citizens in attendance.
2. Consideration of Carroll & Blackman, Inc.'s Monthly Status Report concerning ongoing District projects.

Mr. Viator read the agenda item.

Mr. Hotzen presented progress pictures Contract A, Wastewater Treatment Plant. Pictures show the installation of the centrifuge and demolition of the clarifiers at Oaklane. The new treatment plant is in full operation, treating the flow normally received at that facility.

Mr. Scogin presented progress pictures of Contract B, Cloverleaf and Tiger Lake lift stations and Transmission lines, and Contract C, Sanitary Sewer Collection Rehabilitation. Mr. Scogin informed the Board that Allco's boring contractor is ready to proceed with the dry bore underneath the railroad. On Contract C, the contractors, T Construction, are hoping to have pipe on the ground at the beginning of September. Mr. Blackman commended Mr. Scogin and T Construction, on the quick turnaround of executing the contracts and getting the project started. Mr. Blackman informed the Board, that when they met with the contractors, the District made them aware that there were three city streets that the City of Vidor has on their agenda to repave. It was the District's request that those streets be addressed first. T Construction assured the District that there would be no problem in them fulfilling that request.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Beard and seconded by Mr. Inzer, to approve Carroll & Blackman, Inc.'s Monthly Status Report concerning ongoing District projects, as presented by Mr. Hotzen and Mr. Scogin. All said aye. See Attachments.

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

Invoice #20166 for Contract A – Wastewater Treatment Plant in the amount of \$2,964.00; Invoice #20167 for Contract B – Cloverleaf and Tiger Lake Lift Station/Force Main in the amount of \$15,875.00; Invoice #20168 – Contract C – Sanitary Sewer Collection System Rehabilitation in the amount of \$20,000.00; for a Grand Total of **\$38,839.00**

Mr. Viator read the agenda item.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Inzer and seconded by Mr. Perkins, to approve Carroll and Blackman, Inc., monthly invoices for District projects for a total of \$38,839.00, as presented. All said aye. See Attachments.

4. Consideration and possible action on request for payment on Estimate 33 from Allco, Ltd., in the amount of \$76,727.46 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract A Wastewater Treatment Plant.

Mr. Viator read the agenda item.

Mr. Hotzen presented this payment request. He recommended payment.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Beard and seconded by Mr. Inzer to approve the payment on Estimate 33 from Allco, Ltd., in the amount of \$76,727.46 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract A Wastewater Treatment Plant, as presented. All said aye. See attachments.

5. Consideration and possible action regarding authorizing the General Manager to approve extra items of work by Allco, Ltd., in the interest of expediency, that may be needed to complete the start up of the new 3.0 MGD Wastewater Treatment Plant construction under Contract TWDB No. 72129-SRF-3358-02 – Contract A Wastewater Treatment Plant, not to exceed a total amount of \$20,000.00.

Mr. Viator read the agenda item.

Mr. Viator asked if the \$20,000.00 cited, would be per item or in total. Mr. Blackman stated that it was a total amount.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Inzer to approve authorizing the General Manager to approve extra items of work by Allco, Ltd., in the interest of expediency, that may be needed to complete the start up of the new 3.0 MGD Wastewater Treatment Plant construction under Contract TWDB No. 72129-SRF-3358-02 – Contract A Wastewater Treatment Plant, not to exceed a total amount of \$20,000.00. All said aye. See Attachments.

6. Consideration and possible action regarding a Change Order to Contract TWDB No. 72129-SRF-3358-02 – Contract B - Cloverleaf & Tiger Lake Lift Stations and Force Mains, to provide generators to the Cloverleaf and Tiger Lake Lift Station projects.

Mr. Viator read the agenda item.

Mr. Viator updated the Board on the status of this item. The generators were not bid with the original contract; they were separated from the contract as an alternate bid package.

The alternate package was not awarded at the time of engaging Allco, Ltd. as the contractor.

Mr. Blackman presented a new bid, obtained from Allco, Ltd., to bid the generators at current pricing. Mr. Blackman informed the Board the bid had increased by the amount of \$19,496.00. Mr. Blackman estimates that if we buy and install the generators in house we could save approximately \$30,000.00. With those savings the District could fund some needed sewer improvements. Mr. Beard asked if Allco had provided a detailed breakdown of the costs associated with the new bid. Mr. Blackman stated that they had provided some

information, and the numbers did reflect that the generators had gone up \$6,000.00. This was a portion of the \$19,496.00 increase.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Beard and seconded by Mr. Perkins to approve authorizing Mr. Blackman to enter into a Change Order to Contract TWDB No. 72129-SRF-3358-02 – Contract B - Cloverleaf & Tiger Lake Lift Stations and Force Mains, to provide generators to the Cloverleaf and Tiger Lake Lift Station projects, up to \$170,000.00. All said aye. See Attachments.

7. Consideration of request for payment on Estimate #10 from Allco, Ltd., in the amount of \$184,125.26 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract B - Cloverleaf & Tiger Lake Lift Stations and Force Mains.

Mr. Viator read the agenda item.

Mr. Scogin presented the pay request. He recommended payment.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Beard and seconded by Mr. Inzer to approve the for payment on Estimate #10 from Allco, Ltd., in the amount of \$184,125.26 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract B - Cloverleaf & Tiger Lake Lift Stations and Force Mains, as presented. All said aye. See Attachments.

8. Consideration of Arceneaux & Gates Consulting Engineers, Inc. Monthly Status Report on Water Well, Elevated Tank, and Transmission Lines Projects.

Mr. Viator read the agenda item.

Mr. Prosen presented pictures regarding progress on the Water Well #7 project.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Beard. All said aye. See Attachments.

9. Consideration and possible action of Arceneaux & Gates Consulting Engineers, Inc. monthly invoices: Invoice #13978 in the amount of \$20,590.00 for Water Well #7 Project.

Mr. Viator read the agenda item.

Mr. Viator asked if the Board would consider agenda items 9, 10 and 11 in one motion. The Board agreed to pay the invoices presented.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Inzer, to pay Arceneaux & Gates Consulting Engineers, Inc., Invoice # 13978 in the amount of \$20,590.00; Estimate No 4 to T. Johnson Industries, Inc., in the amount of \$44,345.92; and Estimate #3 to Landmark Structures, LLP, in the amount of \$227,925.00. All said aye. See Attachments.

10. Consideration and possible action on request for payment of Estimate No 4 for Contract No. 2 - Water Well #7 in the amount of \$44,345.92 to T.Johnson Industries, Inc.
11. Consideration and possible action on request for payment of Estimate No 3 for Contract No. 3 – 500,000 gallon Elevated Storage Tank in the amount of \$227,925.00 to Landmark Structures, LLP.
12. Consideration of approval/amendments to the minutes of the July 15, 2013 regular meeting.

Mr. Viator read the agenda item.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Inzer to approve the minutes of the July 15, 2013 regular meeting, as presented. All said aye. See Attachments.

13. Consideration of General Manager's monthly status and financial report.
Mr. Viator read the agenda item.

Mr. Blackman gave a brief update on his bulleted items

Mr. Blackman informed them that Mr. Toby Davis had prepared a detailed financial summary regarding the District's sewer bond accounts and the remaining funds available to other sewer projects. There will be an approximately \$1,766,951.00 left after all the contracts have been awarded. Possible sewer projects that this money will fund are the generators for the Cloverleaf and Tiger Lake Lift stations, the Green Forest Sewer Rehab may require a lift station, I & I reduction in all areas not included in the Bond Sewer rehab projects, sewer line extensions in new growth areas, and special projects within the District. There are several areas, in the District, that have inquired about sewer services. Serving those areas will cost the District many thousands of dollars to lay sewer lines to accommodate new customers.

Mr. Blackman informed the Board of the long read month in our billing. The usage is up and the billing is above average. The reason was the meter reader took vacation and took a longer period of time to complete reading all the meters in the District. Mr. Blackman assured the Board that steps were being taken to alleviate this problem in the future.

Ms. Serres presented the financial reports.

Mr. Blackman reported on the field and LPSS reports.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Beard and seconded by Mr. Inzer, to approve the General Manager's monthly status and financial report, as presented by Mr. Blackman and Ms. Serres. All said aye. See Attachments.

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

Mr. Viator read the agenda item.

Ms. Serres presented the District's monthly bills, and asked for questions of the Board.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Inzer, to approve payment of the payment of the District's monthly bills, as presented. All said aye. See attachments.

15. Consideration and possible action regarding approval of proposed procedure to cut off sewer service on sewer only accounts that have gone unpaid.

Mr. Viator read the agenda item.

Mr. Blackman informed the Board that the procedures are not firmly established, and recommends the Board table the item, awaiting more information.

The Board members had some discussion regarding the options of how to collect these overdue accounts. We will have some staff input, and, incorporate some Board input to produce some guidelines to follow, in this procedure. Mr. Hunter informed the Board that debt over four years old cannot be recouped. The Board instructed Mr. Blackman to erase the debt over four years old. Mr. Hunter also informed the Board that the District would have to legally have a notice or lien attached to problem properties, to enable the District to have payment of the overdue bills, at the time the property is sold.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Tim Beard and seconded by Mr. Inzer, to table this item, in order to give the District staff more time to plan cut off procedures. All said aye.

16. Consideration of Resolution No. 2013-1, amending Resolution No. 92-1 and designating a new District Records Management Officer, for the District's Records Management Program.

Mr. Viator read the agenda item.

Mr. Blackman informed the Board this Resolution is to update the person appointed to keep the records of the District, according to Texas Commission on Environmental Quality and Texas State Library and Archives Commission rules. Mr. Blackman recommended that Donna Myers be appointed to this position.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Inzer to approve Resolution No. 2013-1, amending Resolution No. 92-1 to designate Donna Myers as District Records Management Officer, for the District's Records Management Program. All said aye. See Attachment.

17. Consideration of certified appraised tax totals for 2013, as presented by Orange County Appraisal District.

Mr. Viator read the agenda item.

Mr. Serres presented the Certified appraised tax totals.

Mr. Viator stated if there were no more questions he would entertain a motion.

A motion was made by Mr. Perkins and seconded by Mr. Inzer to accept the certified appraised tax totals for 2013, in the amount of \$409,739,218.00, as presented by Orange County Appraisal District.

All said aye. See Attachments.

18. Adjournment

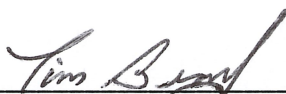
Mr. Viator asked for a motion.

A motion was made by Mr. Perkins and seconded by Mr. Beard. All said aye.

Meeting was adjourned at 7:55 P.M.



Robert Viator, President



Tim Beard, Secretary