



**Special Called Meeting Minutes**  
**July 7, 2014, 5:30 p.m.**

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  
  
Norman Blackman ..... General Manager  
David LeJune ..... Operations Manager

*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**

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**Mr. Viator called the meeting to order with a quorum present.**

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**Mr. Inzer offered the invocation and Mr. Beard led the pledges.**

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**Special Called Meeting**

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1. **Citizens Comments.**  
**There were no citizens present.**
  
2. **Consideration of and possible action regarding acceptance of letter of resignation from Orange County Water Control & Improvement District Board Director Percy Foreman.**

**Mr. Viator read the agenda item.**

**Mr. Viator read the letter of resignation Mr. Foreman had provided to the District. He recommended the Board accept the resignation and commented that Mr. Foreman had been a valuable Board member during his time served for the District.**

**Mr. Viator asked for a motion.**

**A motion was made by Mr. Beard and seconded by Mr. Haney to accept the letter of resignation from Orange County Water Control & Improvement District Board Director Percy Foreman, as presented. Motion carried. See attachment.**

- 3. Consideration of and possible action regarding appointing a replacement to serve the remainder of Mr. Foreman's term on the Orange County Water Control & Improvement District Board.**

**Mr. Viator read the agenda item.**

**Mr. Viator recommended that Guy Groves be appointed to fill the vacated Board position for the remainder of Mr. Foreman's term.**

**Mr. Viator asked for a motion.**

**A motion was made by Mr. Beard and seconded by Mr. Inzer to appoint Guy Groves to serve the remaining 2 years of Mr. Foreman's term. Motion passed.**

**Mr. Hunter administered the Oath of Office to Mr. Groves.**

- 4. Consideration and possible action regarding Payment Request No. 8 from McInnis Construction for Water Line Extension Project Contract 5 in the amount of \$18,522.00 for work performed in May 2014. This invoice was submitted to late to be placed on the agenda for the June 16, 2014 Board meeting.**

**Mr. Viator read the agenda item.**

**Mr. Blackman informed the Board that this was a valid pay request. The contractor was late in submitting in time for the last meeting and would like to have the invoice approved at this time. The work has been completed and Mr. Blackman recommends payment.**

**Mr. Viator asked for a motion.**

**A motion was made by Mr. Inzer and seconded by Mr. Groves to approve the Payment Request No. 8 from McInnis Construction for Water Line Extension Project Contract 5 in the amount of \$18,522.00, as presented. Motion carried.**

- 5. Consideration of and possible action regarding an upgrade in the size of the water line to be installed on Brightwood Street, for Jeff Moore.**

**Mr. Viator read the agenda item.**

**Mr. Blackman presented the item to the Board. He informed the Board that the District had the opportunity to upgrade the water line to a 6" line. A 6" line would be sufficient to allow for fire protection to the entire street, in the event that it built out to capacity. The Board discussed the necessity of having fire protection on a street that is unpaved and in all probability**

would not attract home builders in the near future. The Board was of the opinion that the proposed 2" line would be sufficient at this time.

Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Haney not to upgrade the line size for the water line to be installed on Brightwood Street, for Jeff Moore. Motion carried.

6. Consideration and possible action regarding developing a change order to Contract B of the sewer project for paving the short section of unpaved entrance road from Dogwood Drive to the new Cloverleaf Lift Station.

Mr. Viator read the agenda item.

Mr. Blackman is of the opinion that the bid he received from Allco, Inc., for the paving project, is too high and he will not recommend it to the Board. Mr. Blackman will pursue other bids in regards to this agenda item, and recommends tabling the item until a later meeting.

Mr. Viator asked for a motion.

A motion was made by Mr. Beard and seconded by Mr. Inzer to table the agenda item. Motion carried.

7. Consideration and possible action regarding providing an additional air conditioning system for the blower building at the new Wastewater Treatment Plant, and developing a change order to Allco, Inc., for the additional work.

Mr. Viator read the agenda item.

Mr. Blackman presented the information to the Board. The existing air conditioning system has proved to be insufficient to cool the electrical room in the blower building. It is being recommended that we install a larger air conditioning unit. The engineers are willing to take a certain amount of responsibility in adding additional air for the building. Mr. Blackman is recommending a 3 ton Carrier Ductless Split Air Conditioning System for \$5,714.00.

Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Beard to approve the purchase of the 3 ton Carrier Ductless Split Air Conditioning System for \$5,714.00, to be installed in the Blower building at Oaklane Wastewater Treatment Plant. Motion carried. See attachment.

8. Consideration and possible action regarding establishment of deferred payment plan options for collection of past due sewer only accounts and establishment of procedure for discontinuation of sewer service that complies with state and local rules and ordinances.

Mr. Viator read the agenda item.

Mr. Blackman presented the steps he wants to follow in trying to collect these past-due sewer only accounts. We have coordinated with TCEQ and will follow all the procedures they recommend. We may want to allow the customers to make

some type of payment arrangements provided by the District. Mr. Blackman asks the Board to come up with an amount the customer can pay toward the past-due amount. If the customer elects not to make payment arrangements with the District the sewer connection to their property will be disconnected. Mr. Hunter informed the Board that the statute states you can only go back four years.

Mr. Hunter instructed the Board to name the amount that will be added to the monthly bill. Mr. Hunter suggested that he draft a policy and bring it back to the Board outlining the wishes of the Board.

Mr. Viator asked for a motion.

A motion was made by Mr. Haney and seconded by Mr. Inzer to table this agenda item. Motion carried.

9. Consideration and possible action regarding revision to water and sewer billing rate structure including the assessment and collection of Revenue Note Payment fees, and the method of billing for multi-unit facilities such as motels, apartments, mobile home parks and RV parks.

Mr. Viator read the agenda item.

Mr. Blackman presented the information regarding the proposed billing rate structure. The RV parks are what we are seriously looking at changing the rates. The Board discussed at length all aspects of changing the RV billing rates.

Mr. Blackman pointed out to the Board that the RNP could be restructured to be based on usage, Mr. Viator was of the opinion that the RNP is working and he does not want to rock that boat. Mr. Blackman asks the Board if they are in favor of billing RV Parks the same as we bill apartments and mobile home parks. To justify this change to the RV park owners, Norman would point out that a great number of neighboring communities already bill RV parks as they do Mobile home parks. Also a certain amount of the RV's parked in Vidor are more of a permanent resident than a transient. It was an oversight in the beginning of charging the RNP, the RV parks were not included and that is now being rectified.

Mr. Viator asked for a motion.

A motion was made by Mr. Beard and seconded by Mr. Haney to approve revision to water and sewer billing rate structure including the assessment and collection of Revenue Note Payment fees, and the method of billing regarding RV parks, they will be billed as the Mobile Home Parks and Apartments are currently being billed. The motion includes giving the RV Parks a 60 day notice period before the revised billing will commence. Motion carried. See attachments.

10. Consideration and possible action regarding development of deferred payment plans to be made available in the collection of water and sewer past-due accounts or other hardship situations.

Mr. Viator read the agenda item.

Mr. Blackman informed the Board that the office already makes payment plans and he would like a little guidance from the Board on some opinions to follow in these cases. Mr. Viator asked if the customers are paying the amount added on top of their monthly bill. Mr. Groves stated that he was in favor of continuing the deferred payments now in place, but add some written structure for the office staff follow. Mr. Viator stated that he would like the office staff to put the current practices in the form of a policy. Mr. Viator stated that there may be a specific problem that may come up that is not covered in the written policy. Mr. Blackman stated he would rather work under a policy that spells out the steps to deferred payment plans. The Board is of the opinion that they would like written guidelines. They have instructed the office staff and Norman to work on the guidelines. Mr. Hunter suggests a motion to table and bring back the written guidelines for the Board's approval at a later meeting.

Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Groves to table the agenda time. Motion carried.

11. Consideration and possible action regarding the possible use of surplus bond funds for additional needed water and sewer projects, including commencement of engineering activities necessary to develop the program plan and Revised Engineering Report to seek funding approval from TCEQ.

Mr. Viator read the agenda item.

Mr. Blackman presented a rough draft with some preliminary costs for each of the proposed projects. The Board was of the opinion that the costs seemed high on most of the estimates. They instructed Mr. Blackman to fine tune the list of possible projects. They also instructed Mr. Blackman to prioritize the list of projects and bring it back to the Board with more accurate cost estimates.

Mr. Viator asked for a motion.

12. Consideration and possible action regarding a review of the billing rate structure for Boomtown RV Park and possible development of a rate revision.

Mr. Viator read the agenda item.

Mr. Viator informed the Board that Boomtown RV Park is being billed incorrectly, and have been since they received service. Mr. Viator is of the opinion that we should give them the option to petition their land into the District. We will provide him a copy of the example showing how the change in rates will affect his bill. They will have to petition their property into the District by November 2014. If they have not petitioned the property into the District, on January 1, 2015 they will be assessed out of District sewer rates for the monthly billing.

Mr. Viator asked for a motion stating the options to Boomtown RV Park.

A motion was made by Mr. Haney and seconded by Mr. Groves to approve offering Boomtown RV Park the option of petitioning their property into the District by November 2014. This will allow them to be billed in District sewer rates and pay property taxes based on the assessed values set by Orange County Appraisal District, and billed through the Orange County Tax Assessor/Collector. If the land is not petitioned into the District, the Out of District billing rates will begin on the January 2015 monthly bill. Motion carried.

13. **EXECUTIVE CLOSED SESSION:** Deliberation concerning the evaluation of the General Manager's job performance and compensation as provided under Section 551.074 of the Texas Government Code.

Mr. Viator read the agenda item.

Mr. Viator informed the Board, that he did not think an Executive Session was necessary. Mr. Viator asked if Mr. Blackman had any objections to talking in regular session, Mr. Blackman stated he had no objections.

Mr. Hunter suggested that a motion to pass the Executive Session.

Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Haney to pass the Executive Session. Motion passed.

14. **Consideration and possible action regarding General Manager's compensation.**

Mr. Viator read the agenda item.

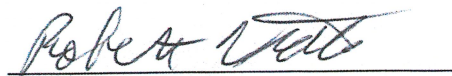
Mr. Viator informed the Board that while meeting on the budget the subject of Mr. Blackman's compensation for the year was addressed in the form of another week's vacation being added to his package. Mr. Blackman was in favor of this, rather than added monetary compensation. Mr. Viator stated that this was informally agreed to, but had not formally come before the Board. Mr. Viator was not asking the Board's opinion and for a motion to approve the compensation for Mr. Blackman. All the Board had a positive reaction to the proposed compensation for Mr. Blackman.

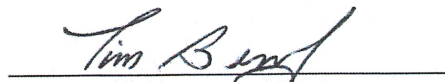
Mr. Viator asked for a motion.

A motion was made by Mr. Inzer and seconded by Mr. Haney to approve an additional week's vacation to Mr. Blackman. Motion carried.

15. **Adjournment.**

A motion was made by Mr. Inzer and seconded by Mr. Beard to adjourn the meeting. Motion passed. Meeting adjourned at 8:35 P.M.

  
Robert Viator, President

  
Tim Beard, Secretary