



Meeting Minutes

December 15, 2014– 5:30 pm

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

Robert ViatorPresident
Frank Inzer..... Vice-President
Tim Beard-absentSecretary
Trey Haney Director
Guy Groves Director

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

Others present: Toby Davis, Carroll & Blackman Consulting
Engineers, Inc.; George Garza, Vidor Vidorian

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., with a quorum present.

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation was offered by Mr. Inzer and the Pledges were led by Guy Groves.

MEETING AGENDA

1. **Citizen comments.**
There were no citizens in attendance.
2. **Consideration and possible action regarding of Carroll & Blackman, Inc.'s Monthly Status Report concerning ongoing District projects.**
Mr. Viator read the agenda item.
Mr. Davis presented the report to the Board. Contract B is not closed and the contractors are continuing to finish punch list items. Mr. Davis stated that Project C is still ongoing. Main Street is the last part of the project to complete.
Mr. Viator asked for a motion.
A motion was made by Mr. Haney and seconded by Mr. Inzer to approve Carroll & Blackman, Inc.'s Monthly Status Report concerning ongoing District projects, as presented. Motion carried. See attachment.
3. **Consideration and possible action regarding approval of Carroll and Blackman, Inc., monthly invoices for District projects as listed:**
Invoice No. 21245 for Contract A – Cloverleaf and Tiger Lake Lift Station/Force Main in the amount of \$3,100.00; Invoice No. 21246 for Contract C – Sanitary Sewer Collection System Rehabilitation in the amount of \$13,074.00; Invoice No. 21244 for General Services regarding District map update in the amount of \$1,170.00; and Invoice No. 21217 for GIS and Database System in the amount of \$147.00 for a grand total of \$17,491.00.
Mr. Viator read the agenda item.
Mr. Viator asked for a motion.
A motion was made by Mr. Haney and seconded by Mr. Groves to approve Carroll and Blackman, Inc., monthly invoices for District projects as listed:
Invoice No. 21245 for Contract A – Cloverleaf and Tiger Lake Lift Station/Force Main in the amount of \$3,100.00; Invoice No. 21246 for Contract C – Sanitary Sewer Collection System Rehabilitation in the amount of \$13,074.00; Invoice No. 21244 for General Services regarding District map update in the amount of \$1,170.00; and Invoice No. 21217 for GIS and Database System in the amount of \$147.00 for a grand total of \$17,491.00, as presented. Motion carried. See attachment.
4. **Consideration of and possible action regarding request for payment on Estimate No. 15 from T. Construction LLC. in the amount of \$197,947.03 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract C – Sanitary Sewer Rehabilitation Project.**
Mr. Viator read the agenda item.
Mr. Viator asked for a motion.
A motion was made by Mr. Groves and seconded by Mr. Inzer to approve the payment on Estimate No. 15 from T. Construction LLC. in the amount of \$197,947.03 for Construction Contract TWDB No. 72129-SRF-3358-02 – Contract C – Sanitary Sewer Rehabilitation Project, as presented. Motion carried. See attachment.

5. **Consideration and possible action regarding approval/amendments to the minutes of the November 17, 2014 regular meeting.**
Mr. Viator read the agenda item.
Mr. Viator asked for a motion.
Motion by Mr. Haney and seconded by Mr. Groves to approve the minutes of the November 17, 2014 regular meeting, as presented. Motion carried.
6. **Board Members comments.**
There were no Board member comments.
7. **Consideration and possible action regarding General Manager's monthly status and financial report.**
Mr. Viator read the agenda item.
Mr. Blackman presented the General Manager's monthly status and financial report.
Mr. Blackman updated the on-going topics, BP/Restore Act funding, nothing to report. The unspent bond funds, the District is currently working to define the estimating a project to replace the 1950 era cast iron water lines. Regarding the elevated tank at the office, this topic is still under evaluation. The Collection of sewer only delinquent accounts, we will wait to send out letters after the 1st of the year, and try to make the cutoffs in February 2015.
Mr. Blackman stated that the GIS is virtually complete on Carroll & Blackman's end, we still need to have some training on how to retrieve our documents and working within the GIS system. The Cloverleaf Lift station odor control issue is still ongoing, but the ozone unit is in and waiting to be installed.
The last topic is discussion of a billing rate study, regarding the RNP to repay the Revenue Note. Alternative billing methods will take time to develop before the Board can consider a change. The Board would like some scenarios on paper illustrating how the changes would affect the average customer's billing. The Board wants to be sure this is a move that will not have the citizens billing adversely affected.
Mr. Blackman informed the Board that Iwanda Mobile home Park and Vidor Superette located at 5645 N Main has requested water and sewer service. Larry Gray currently owns the Mobile Home Park and he provides water service to the Superette site. The Mobile Home Park has approximately 17 sites and originally had its own water wells and sewer treatment plant. Since that time the prior owner, Mike DuBose, arranged with the District to run a force main sewer to his property. The District still receives the sewer from the Mobile Home Park. Mr. Gray now owns the property and is technically considered to a public water supply company by TCEQ, simply because he provides water to the Superette. He is now under TCEQ scrutiny because if he adds any more Mobile home units to his water system they will require that he become a licensed water operator or employs an operator to oversee his water system. Mr. Gray wants to be out of the water supply business, and has requested water service from the District. The District could possibly supply the Superette sewer service, but we do not have a water line available. The sewer service

would be a LPSS unit, so the District could feasibly serve the Superette with sewer service. Mr. Blackman informed the Board that the District could serve this location by running a 2", 3", or 4" water line. Mr. Blackman will get enough information to give a quote to Mr. Gray. Mr. Blackman stated that the District has the opportunity to share the cost of a larger line in hopes of gaining other customers. The Board asked if there are other customers wanting water in that area. Mr. Blackman informed them that there were none at this time.

Ms. Serres presented the financial reports. Mr. Haney asked about the Well #7 account balance of over 4 million dollars. Mr. Viator asked Ms. Serres if she could put the bank statements could be put on two pages and space them out to make it easier to follow, Ms. Serres assured him she would change the layout.

Mr. Blackman presented the field report.

Mr. Viator asked for a motion.

A motion was made by Mr. Haney and seconded by Mr. Groves to approve the General Manager's monthly status and financial report, as presented. Motion carried. See attachment.

8. Consideration and possible action regarding approval of a RESOLUTION authorizing the submission of a Texas Community Development Program Grant Application by the City of Vidor on the District's behalf for replacement of private sewer service lines, and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program.

Mr. Viator read the agenda item.

Mr. Blackman is asking to work with Grant Administrators. The District will have to act quickly to be considered for the Grant being funded. The engineering will be in the range of \$55,000 and \$35,000 in grant administrative fees, the District will have approximately \$240,000.00 to work on private sewer service lines to help reduce Inflow and Infiltration into the District's sewer lines. This will be used for low to moderate income families to repair their private sewer lines.

The Board would have to approve the following Resolution to allow the District moving forward in pursuit of grant funds.

The City of Vidor has agreed to act as the procurer of the Grant to aid the District.

Mr. Viator asked for a motion.

A motion was made by Mr. Groves and seconded by Mr. Inzer to approve a RESOLUTION authorizing the submission of a Texas Community Development Program Grant Application, in the amount of \$275,000, with a matching fund of \$55,000 as the District's portion, by the City of Vidor on the District's behalf for replacement of private sewer service lines, and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program, as presented. Motion carried. See attachment.

9. **Consideration and possible action regarding approval of a Memorandum of Understanding for Texas Community Development Block Grant Program 2015/2016 Grant Fund between the District and the City of Vidor. Mr. Viator read the agenda item.
Mr. Viator asked for a motion.
A motion was made by Mr. Groves and seconded by Mr. Inzer to approve a Memorandum of Understanding for Texas Community Development Block Grant Program 2015/2016 Grant Fund between the District and the City of Vidor, as presented. Motion carried. See attachment.**
10. **Consideration and possible action regarding approval of a RESOLUTION authorizing the submission of a Texas Community Development Program Grant Application by the City of Pine Forest for the extension of the District's wastewater collection system, and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program.
Mr. Viator read the agenda item.
The City of Pine Forest has expressed interest in providing new water and sewer service to citizens on Lake View Cut-off Road. This Grant will not require and funding from the District. Once the new lines are installed the District takes over and maintains the lines and they become part of the District's water and sewer system. Mr. Viator questioned whether the grant administrators were aware of the policy of no sewer without water customers allowed. Mr. Blackman assured him this grant would include water and sewer to the new customers.
Mr. Viator asked for a motion.
A motion was made by Mr. Inzer and seconded by Mr. Groves to approve the RESOLUTION authorizing the submission of a Texas Community Development Program Grant Application, in the amount of 275,000, with no matching funds required of the District, by the City of Pine Forest for the extension of the District's wastewater collection system, and authorizing the Board's President to act as the authorized representative in all matters pertaining to the District's participation in the grant program, as presented. Motion carried.**
11. **Consideration and possible action regarding approval of a Memorandum of Understanding for Texas Community Development Block Grant Program 2015/2016 Grant Fund between the District and the City of Pine Forest.

Mr. Viator read the agenda item.
Mr. Viator asked for a motion.
A motion was made by Mr. Inzer and seconded by Mr. Groves to approve a Memorandum of Understanding for Texas Community Development Block Grant Program 2015/2016 Grant Fund between the District and the City of Pine Forest, as presented. Motion carried. See attachment.**
12. **Consideration of approving a Resolution 07-2014 documenting that the Board of Directors has reviewed and approved without change 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. Mr. Viator read the agenda item.

Mr. Blackman presented the Resolution. Mr. Blackman stated that it is required to have it approved annually. He stated there are no changes to the Resolution. The District currently continues to prudently manage the Bank accounts, with the interest rate so low, the District will continue its current procedures.

Mr. Viator asked for a motion.

A motion was made by Mr. Groves and seconded by Mr. Inzer to approve the Resolution 07-2014 documenting that the Board of Directors has reviewed and approved without change 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, as presented. Motion carried. See attachment.

13. Consideration of and possible action regarding Texas County & District Retirement System (TCDRS) plan changes for 2015.

Mr. Viator read the agenda item.

Mr. Blackman presented this agenda item, stating that the District's contribution would be 4.27% per employee. Mr. Blackman informed the Board that the District's contribution, while being generous, is much less than most Cities and Districts are offering to their employees across the State of Texas.

Mr. Viator asked for a motion.

A motion was made by Mr. Haney and seconded by Mr. Groves to approve the Texas County & District Retirement System (TCDRS) plan changes for 2015, as presented. Motion carried. See attachment.

14. Consideration and possible action regarding the District's employee medical insurance for 2015.

Mr. Viator read the agenda item.

Mr. Blackman presented to the Board the options for renewal of medical and dental insurance with Humana. The increase is approximately a 16 to 18%. The numbers for insurance quotes came in too late to have insurance committee meeting and have an agenda item. Mr. Viator stated that he wants to have several insurance to be represented present numbers for next year's consideration.

Mr. Viator asked for a motion.

A motion was made by Mr. Groves and seconded by Mr. Haney to approve the Humana renewal for medical and dental insurance in the amount of \$555.03 per month, per employee for medical insurance and \$31.46 per month, per employee for dental insurance, as presented. Motion carried. See attachment

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


Mr. Viator read the agenda item.

A motion was made by Mr. Inzer and seconded by Mr. Haney to approve the District's monthly bills, as presented. Motion carried. See attachment.

Mr. Viator asked for a motion.

16. Adjournment

Mr. Inzer made a motion to adjourn the meeting, seconded by Mr. Haney. Motion carried. Meeting adjourned at 7:40 P.M.



Robert L. Viator, Sr., President



Frank Inzer, Vice President