

MINUTES

Regular Meeting

May 17, 2021 – 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
Guy Groves.....Director
Kelly Brewer.....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.

CALL MEETING TO ORDER

President Inzer called the meeting to order at 5:30 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

President Inzer announced the presence of a quorum with all members present.

STAFF PRESENT

Chris Serres, General Manager, David LeJune, Operations Manager, Donna Myers, Administrative Assistant.

OTHERS PRESENT

Toby Davis and Jeff Scogin of LJA Engineering, Inc.

INVOCATION AND PLEDGES

Invocation was given by Vice President Beard and the Pledge was led by Director Groves.

MEETING MINUTES

1. Citizen comments.

There were no citizen comments.

2. Consideration and possible action regarding **LJA Engineering, Inc. Monthly Status Report** concerning ongoing District projects.

Jeff Scogin presented LJA Engineering Status Report as follows:

2015 Surplus Funds Water and Sanitary Sewer Projects:

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)

There is no invoicing during this period for this project. The plans are near completion except for the electrical. This Sanitary Sewer Lift Station project was included in the CDBG Mitigation grant application.

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

No work was completed during this period.

Texas Water Development Board - TWDB CWSRF Project No. 73825 - Sanitary Sewer Lift Station Restoration Project

Services through this month include design phase services. LJA has coordinated with the District, TWDB, and the District's consultants.

On March 25th, LJA Engineering and JK Engineering met with the District to review and discuss the plan set. We are continuing to work on design revisions that were discussed during the meeting. Once complete the final review set will be provided to the District before submittal to TWDB.

Well Site #5 – Ground Storage Tank Replacement Project

Services this month include construction phase services. The Contractor has completed the project in full and passed the final inspection by the District and Engineer. Project

closeout documents were provided at the April Board Meeting and approved. The retainage shall be released to close the project out at the May Board Meeting.

A motion was made by Director Groves and seconded by Director Brewer to accept LJA Engineering, Inc. Monthly Status Report as presented. All Voted Aye.

3. Consideration and possible action regarding approval of **LJA Engineering, Inc. monthly invoices** for District projects as listed: **Invoice No. 202107639 in the amount of \$5,523.20 for Project No. B877-1006 – Well Site 5 GST Replacement Project** for a Grand Total of **\$5,523.20**.

A motion was made by Vice President Beard and seconded by Director Groves to approve payment of LJA Engineering, Inc. monthly invoices for District projects as listed: Invoice No. 202107639 in the amount of \$5,523.20 for Project No. B877-1006 – Well Site 5 GST Replacement Project for a Grand Total of \$5,523.20. All Voted Aye.

4. Consideration and possible action regarding payment request of **MK Constructors Monthly Estimate No. 6 and Final with Release of Retainage for Well Site 5 – Ground Storage Tank Replacement Project** in the amount of **\$22,175.80**.

Jeff Scogin reviewed the request with the Board.

A motion was made by Secretary Haney and seconded by Vice President Beard to approve payment request of MK Constructors Monthly Estimate No. 6 and Final with Release of Retainage for Well Site 5 – Ground Storage Tank Replacement Project in the amount of \$22,175.80. All Voted Aye.

5. Consideration and possible action to ratify the **transfer of \$130,000** from the **Contingency Account to the General Operating Account** and to **authorize** an additional transfer of **\$19,500.00** to cover payment of **MK Constructors Monthly Estimate No. 5** in the amount of **\$121,725.70**; **Monthly Estimate No. 6/Final** in the amount of **\$22,175.80**; and **LJA Engineering Inc. Invoice No. 202107639/Final** in the amount of **\$5,523.20**.

Chris Serres reminded the Board that they had approved the payment of Pay Estimate No. 5 at the meeting on April 19, 2021 but had not authorized the transfer of funds at that time.

A motion was made by Director Groves and seconded by Director Brewer to ratify the transfer of \$130,000 from the Contingency Account to the General Operating Account and to authorize an additional transfer of \$19,500.00 to cover payment of MK Constructors Monthly Estimate No. 5 in the amount of \$121,725.70; Monthly Estimate No. 6/Final in the amount of \$22,175.80; and LJA Engineering Inc. Invoice No. 202107639/Final in the amount of \$5,523.20 for the completion of the Well Site 5 – Ground Storage Tank Replacement Project. All Voted Aye.

6. Consideration and possible action regarding an Estimate in the amount of **\$70,700.00** from **Layne Company** to perform an acid rehab treatment to rid Well 7 of iron and improve specific capacity.

Chris Serres briefed the Board on the pumping capacity issues at Well #7. There was a short discussion on possible causes and options to alleviate the issues.

A motion was made by Director Groves and seconded by Vice President Beard to approve an Estimate in the amount of \$70,700.00 from Layne Company to perform an acid rehab treatment to rid Well 7 of iron and improve specific capacity. All Voted Aye.

7. Consideration and possible action to authorize the **transfer of funds** from the **Contingency Fund to the General Fund** in the amount of **\$102,700.00** to cover Estimates from **Layne Company** for work performed at Well 7 to increase specific capacity.

A motion was made by Secretary Haney and seconded by Director Groves to authorize the transfer of funds from the Contingency Fund to the General Fund in the amount of \$102,700.00 to cover Estimates from Layne Company for work performed at Well 7 to increase specific capacity.

8. Consideration of approval of a petition and to enter an **order to add land** to the Water District concerning a 0.24-acre tract of property located at 1955 Leigh Street, Vidor, Orange County, Texas, owned by **Karen Ann Bailey**.

A motion was made by Secretary Haney and seconded by Vice President Beard to approve a petition and to enter an order to add land to the Water District concerning a 0.24-acre tract of property located at 1955 Leigh Street, Vidor, Orange County, Texas, owned by Karen Ann Bailey. All Voted Aye.

9. Consideration and possible action to designate a new **District Records Manager Officer** for the **District's Records Management Program** in compliance with Title 6, Subtitle C, Local Government Code – Local Government Records Act and in compliance with Orange County Water Control & Improvement District No. 1 - Resolution 2013-1.

A motion was made by Director Groves and seconded by Director Brewer to name the General Manager as Records Management Officer and to authorize the General Manager to delegate duties as needed. All Voted Aye.

10. Consideration and possible action regarding approval/amendments of the **minutes of the April 19, 2021 Regular Board Meeting**.

A motion was made by Director Groves and seconded by Secretary Haney to approve the amended minutes correcting the word in Item #10 from "Secretary" to "Vice President" Beard. All Voted Aye.

11. Board Member comments.

Director Brewer asked who paid for the petitions into the District and suggested that the customer petitioning in should be responsible for all fees incurred.

Director Groves announced that he has plans to resign from the Board within the next 60-90 days and the Board needs to look for a replacement.

12. Consideration of and possible action regarding approval of the **Operating Budget** for the fiscal year **2021/2022** as presented by the Budget Committee and Staff.

Chris Serres presented the proposed 2021-2022 Operating Budget to the Board. Chris Serres explained the budget for line item 5190 – Purchase of Vehicles/Equipment stating that our Hydrovac was down for repairs 6 months out of the last 12 and that we need dependable equipment, and the Jet Machine is worn out and needs to be replaced. Also, the Elevated Storage Tank #1 needs being torn down, it is not being used and we must keep it filled for storms and is becoming a liability.

A motion was made by Director Groves and seconded by Vice President Beard to approve the Operating Budget for the fiscal year 2021-2022 as presented by the Budget

Committee and Staff contingent upon corrections to the formula in the expenditure totals for the 2017-2018 and the 2018-2019 Comparisons. All Voted Aye.

13. Consideration and possible action regarding General Manager's **monthly status and financial report.**

Chris Serres presented the Manager's Report as follows:

Chris informed the Board that the District did not qualify for the \$12,000,000 grant funds so we will need to continue with pursuing the Surplus Funds reimbursement.

She also informed the Board that Orange County and the City of Vidor are in line to receive funds from the American Rescue Plan Act (ARP). She stated that it is her understanding that these funds are allocated to Counties and Municipalities and that local governmental entities such as Water Districts have to request that the counties and municipalities share a portion of these funds. She stated that she is working with the Grant Administrators who devised a letter for the District to send to both the County Judge and the Mayor of the City requesting that both share a portion of these funds once they are allocated. She also stated that she has the letters ready to send to each but wanted to make the Board award of these funds before she sent the request.

The Board was in full agreement that the staff should proceed with requesting a portion of these funds be shared with the District.

Financials:

Chris stated that, although billing is down when compared with last month, it is still above are projected billings for the month. She also reminded the Board the last month's billing was higher than normal due to leaks caused by the freeze in February. She also reminded the board that there were many adjustments to water bills due to the freeze.

All the Bank Statements balance.

Contingency is at \$2.2 million and will be below \$2 million once the transfers are completed.

The Pledged Securities well cover all our bank accounts.

Chris pointed out that revenues for the month appear to be \$506,341.00 but \$130,000.00 of that total was transferred in from the Contingency Fund.

Interest earned for the month was \$226.00 on \$9.1 million.

Field Report:

30,830,000 gallons of water pumped into the water system.

27,536,000 gallons of water accounted for

10.68% of water pumped into the system is unaccounted for

326 Workorders – Water

56 Workorders – Sewer

LPSS Alarms – 4 Services Fees were charged to customer accounts.

A motion was made by Director Groves and seconded by Secretary Haney to accept the Manager's Monthly Status Report as presented. All Voted Aye.

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

A motion was made by Secretary Haney and seconded by Director Groves to approve payment of the District's monthly bills. All Voted Aye.

15. **Executive Session** pursuant to Section 551.074(a)(1) of the Texas Government Code to deliberate the employment, evaluation, or reassignment of employees of Orange County Water Control & Improvement District No. 1.

President Inzer asked for a motion to recess the regular session and to enter an Executive Session.

A motion was made by Secretary Haney and seconded by Director Groves to recess at 7:25 p.m. All Voted Aye.

President Inzer called Executive Session to order at 7:25 p.m.

President Inzer called for a motion to adjourn the Executive Session and reconvene the regular meeting.


A motion was made by Director Groves and seconded by Director Brewer to adjourn the Executive Session at 7:45 p.m. and to reconvene the Regular Session. All Voted Aye.

16. **General Open Session**, if necessary, for the consideration of any action necessary following the deliberation in executive session concerning the employment, evaluation, or reassignment of employees of Orange County Water Control & Improvement District No. 1.

President Inzer called the regular session to order at 7:45 p.m. stating that there was no action to be taken as a result of the Executive Session.

17. **Adjournment.**

A motion was made by Secretary Haney and seconded by Director Groves to adjourn the meeting at 7:50 p.m. All Voted Aye.



Frank Inzer, President



Trey Haney, Secretary

