

**Regular Meeting Minutes**

January 24, 2022

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  
Kelly Brewer.....Director  
Troy Taylor.....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**

Vice President Tim Beard called the Regular Meeting to order at 5:30 p.m.

**ANNOUNCE THE PRESENCE OF A QUORUM**

Members present were Vice President Tim Beard, Secretary Trey Haney, Director Kelly Brewer, and Director Troy Taylor. President Frank Inzer was absent.

**STAFF PRESENT**

Chris Serres, General Manager and David LeJune, Operations Manager were present.

**OTHERS PRESENT**

Larry Hunter, District Attorney, Jeff Scogin, LJA Engineering Project Manager, and Jared DeFrancis, LJA Engineering, and Toby Davis, LJA Engineering were present.

**INVOCATION AND PLEDGES**

Invocation was given by Director Troy Taylor and Pledges were led by Director Kelly Brewer.

**MEETING AGENDA**

1. Citizen comments.

There were no citizen comments.

2. Consideration and possible action to approve LJA Engineering, Inc. Monthly Status Reports concerning ongoing District projects.

Jeff Scogin, LJA Engineering, Inc. presented the engineer's monthly status report as follows:

**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 project is on hold awaiting direction from the water district.

**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.

Services through this month include coordination with TWDB and bidding phase services.

TWDB approved the plans and specifications, and the project is currently advertising for bids. Bids were received on January 13<sup>th</sup> and after review of the lowest bidder's qualifications. A bid tabulation and recommendation of award has been provided to the District. The bid tabulation will be discussed under Item No.4.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve LJA Engineering, Inc. Monthly Status Reports concerning ongoing District projects. All voted Aye.

3. Consideration and possible action to approve LJA Engineering, Inc. monthly invoices for District projects as listed:

Monthly Invoice No. 202130701 for Project No. B877-1005 – TWDB Sanitary Sewer LS Restoration Project in the amount of \$1,022.50 and Invoice No.202130702 for Project No. B877-1008 – Risk and Resilience Assessment Study and ERP in the amount of \$25,000.00 for a grand total of \$26, 022.50.

Vice President Tim Beard requested to elaborate. Chris Serres stated that every five years EPA requires the District to submit Risk and Resilience Assessment and also an Emergency Response Plan to maintain a level of preparedness and response to all inclement weather. She reported the Risk and Resilience study has been received and reports were submitted prior to deadline December 31, 2021.

A motion was made by Director Troy Taylor and seconded by Director Kelly Brewer to approve the LJA Engineering, Inc. Monthly Invoice No. 202130701 for Project No. B877-1005 – TWDB Sanitary Sewer LS Restoration Project in the amount of \$1,022.50 and Invoice No.202130702 for Project No. B877-1008 – Risk and Resilience Assessment Study and ERP in the amount of \$25,000.00 for a grand total of \$26, 022.50. All voted Aye.

4. Consideration and possible action to award the bid for the TWDB CWSRF Project No. 73825 Sanitary Sewer Lift Station Restoration Project.

Jared DeFrancis, LJA Engineering, Inc. presented the overview of the low bid for the Lower Lift Station Restoration Project. Bid came in at \$619, 207. This total is \$216,665 over TWDB's allotted construction budget of \$ 402,542 and asking to table so project can be reevaluated.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to table the action to award the bid for the TWDB CWSRF Project No. 73825 Sanitary Sewer Lift Station Restoration Project to reevaluate the projected cost. Vice President Tim Beard, Secretary Trey Haney, and Director Kelly Brewer voted Aye and Director Troy Taylor voted Nay.

5. Consideration and possible approval of a recommendation from Advanced Groundwater Solutions, LLP (John Nelson, Consultant) and Weisinger Incorporated regarding the rehabilitation of Well No. 7 for a total cost of \$170,672.00.

David LeJune, Operations Manager presented an overview of Weisinger Inc. price revision on Well No. 7 pumping equipment regarding the revised pump design of 200 GPM at 340' TDH and lowering of the setting from 300' to 380'. Weisinger Inc. also recommended to replace the old 4-piece cast iron discharge head with new fabricated steel discharge head. Chris Serres reminded the Board that the funds for payment of this invoice will come from the Contingency fund.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve a recommendation from Advanced Groundwater Solutions, LLP (John Nelson, Consultant) and Weisinger Incorporated regarding the rehabilitation of Well No. 7 for a total cost of \$170,672.00. All voted Aye.

6. Consideration and possible action regarding approval/amendments of the minutes of the December 13, 2021 Regular Board Meeting.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve the minutes of the December 13, 2021 Regular Board Meeting. All voted Aye

7. Board Member comments.

Secretary Trey Haney requested an update on Sugar Pines Mobile Home request for services and Delinquent Sewer Only Accounts.

Chris Serres presented an update as follows:

- The District sent out a letter to Sugar Pines Mobile Home informing that our policy is providing for both water and sewer services. A response was received requesting the cost.
  - Out of 288 Sewer Only accounts, 33 Sewer Only accounts are delinquent. After extensive research, we are in the process of filing liens on 21 property owners. Then we will proceed in notifying the property owner on the removal of the sewer tap once liens are in place. The other 12 Sewer Only accounts are rental property. We will be notifying the property owners on the removal of sewer tap and that future residents must open an account with us for service.
8. Consideration of an Order of Election of Directors of Orange County Water Control & Improvement District No. 1 and approval of Notice of Election of Directors for the May 7, 2022 General Election.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to approve an Order of Election of Directors of Orange County Water Control & Improvement District No. 1 and approval of Notice of Election of Directors for the May 7, 2022 General Election. All voted Aye

9. Consideration of approval of a Joint Election Agreement Services Contract between Orange County Elections Administrator and Orange County Water Control & Improvement District No 1 for the May 7, 2022 Election of Directors for Orange County Water Control & Improvement District No. 1.

The District has been holding its elections jointly with the County and School District for many years in sharing of expenses, election workers, and voting machines.

A motion was made by Director Troy Taylor and seconded by Director Kelly Brewer to approve of a Joint Election Agreement Services Contract between Orange County Elections Administrator and Orange County Water Control & Improvement District No 1 for the May 7, 2022 Election of Directors for Orange County Water Control & Improvement District No. 1. All voted Aye.

10. Consideration and possible action regarding a proposed Bank Depository Agreement between Orange County Water Control & Improvement District No. 1 and First Financial Bank.

The Bank Depository Agreement expired December 31, 2021. In communicating with Joe Love, Vice President of the bank, the Depository Agreement will remain as previous years with one caveat: credit card fees will now be charged. In the past, these fees were waived and we could therefore offer the use of debit/credit card to our customers with no charge. We must now pass these fees on to the customers who pay via debit or credit. Customers who pay online are already paying these fees and have done so since the inspection of on-line payments. These fees amount to approximately \$500 per month (or \$6000 annually).

A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor approve action regarding a proposed Bank Depository Agreement between Orange County Water Control & Improvement District No. 1 and First Financial Bank. All voted Aye.

11. Consideration and possible action regarding the appointment of Budget, Audit, and Insurance Committee.

2021-2022 Committee Member as follows:

Budget Committee: Frank Inzer; Kelly Brewer

Audit Committee: Frank Inzer; Tim Beard

Insurance Committee: Trey Haney; Troy Taylor

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to maintain the same appointment of Budget, Audit, and Insurance Committee. All voted Aye.

12. Consideration and possible action to amend Section 8 – Holidays of the Personnel Policy regarding the addition of two Federal Holidays, Martin Luther King and Veterans' Day to the approved Holiday Schedule that was adopted in July 1998.

A motion was made by Secretary Trey Haney and seconded by Director Troy Taylor to approve the amendment of Section 8 – Holidays of the Personnel Policy regarding the addition of two Federal Holidays, Martin Luther King and Veterans' Day to the approved Holiday Schedule that was adopted in July 1998. Vice President Tim Beard, Secretary Trey Haney, and Director Troy Taylor voted Aye. Director Kelly Brewer abstained.

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

Chris Serres presented that the General Manager's monthly status report as follows:

Billing is down by \$17,121.16 when compared with last month's billing and is \$10,594.62 below our budgeted projections. But Billing is still \$8,514 above budgeted projection for the fiscal year. Bank statements on all accounts are balanced. Revenues for the month of December were \$ 382,521; Expenditures for the month of December were \$278,569. Collections were in excess of Expenditures by \$103,952. Interest for the month of December was \$326.04.

David LeJune presented the Field Report stating that 30,814,000 gallons of water was pumped into the systems with 10.97% being unaccounted. He stated 28,395,000 gallons of wastewater was treated at the plant. He then reported that a total of 284 work orders were completed during the month of December.

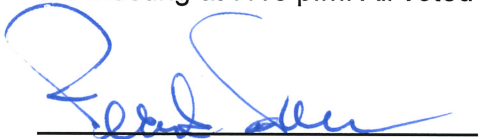
A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor to approve the General Manager's monthly status and financial report. All voted Aye.

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

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve payment of the District's monthly bills. All voted Aye.

15. Adjournment.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to adjourn the meeting at 7:10 p.m. All voted Aye.

  
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Frank Inzer, President

  
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Trey Haney, Secretary

