

Regular Meeting Minutes

January 23, 2023 – 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
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

President Frank Inzer called the Regular Meeting to order at 5:30 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

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

STAFF PRESENT

Chris Serres, General Manager, and Denise Daville Ackley, Administrative Assistant were present.

OTHERS PRESENT

Jeff Scogin, LJA Engineering, Toby Davis, LJA Engineering, and Kate Leverett, Attorney were present

INVOCATION AND PLEDGES

Invocation was given by Vice President Tim Beard and Pledges were led by Secretary Trey Haney.

MEETING AGENDA

- 1. Citizen comments.

There were no comments.

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

Jeff Scogin and Toby Davis, LJA Engineering presented the monthly status report as follows:

**ORANGE COUNTY WCID No. 1
2015 Surplus Funds Water and Sanitary Sewer Projects
ENGINEERING INVOICE DETAIL
December 2022**

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.

Services during this period included a meeting with the District Manager on the draft surplus funds report.

6560D – SURPLUS FUNDS SANITARY SEWER SYSTEM IMPROVEMENTS PROJECT (Contract No. 4 – Sanitary Sewer Lift Station Rehabilitation Project)

LJA received and reviewed equipment and material submittals from the contractor.

LJA is working to complete the plans for the West Davis LS, Poplar LS, and Texas St LS. The District provided LJA with comments on the plans and we are nearing completion of the plans and contract documents.

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

LJA has completed most of the plans for the extensions except for Area 1. Options for Area 1 have been revised and are ready for the Board to consider.

**ORANGE COUNTY WCID #1
Texas Water Development Board
TWDB CWSRF Project No. 73825
Sanitary Sewer Lift Station Restoration Project
PROJECT STATUS REPORT
December 2022**

Services through this month include construction phase services.

The only equipment remaining to be delivered is the generator.

Most work was on hold due to the gas line relocate. MK installed piping and fittings on the forcemain to prepare for by-pass pumping. Centerpoint has the District on their schedule for the gas line relocation for the first week of January. MK foresees needing additional working days due to the gas line conflicts & delays in delivery of the materials and equipment.

**ORANGE COUNTY WCID #1
Texas Water Development Board
DWSRF PIF No. 14545 & 14688
PROJECT STATUS REPORTS
December 2022**

Water Well Production & Treatment System Project – PIF No. 14545

This project will provide the District a new water well, treatment, storage, and booster facilities at a new site.

The TWDB DWSRF application for the Water Well Production and Treatment System Project was submitted on January 7th and on January 10th TWDB considered the applications administratively complete.

The TWDB review team will now begin the application review process and will request additional information. At this time, we are unsure how long this process will take.

Water Well Treatment System Improvements Project – PIF No. 14688

This project will modify the existing chlorine disinfection treatment systems at the three existing wells. Liquid ammonium sulfate systems will be added which will produce chloramines as a means of disinfection and reduce the TTHM formations.

The TWDB DWSRF application for the Water Well Treatment System Improvements Project was submitted on January 7th and on January 10th TWDB considered the applications administratively complete.

The TWDB review team will now begin the application review process and will request additional information. At this time, we are unsure how long this process will take.

Jeff Scogin stated that the contractors submitted equipment, material, and a schedule for the Alamo Lift Station and anticipate to start the project on April 10th. He then stated that West Davis LS, Poplar LS, and Texas Steet LS plans are complete and will be ready for bidding. Mr. Scogin stated that LJA Engineering will be waiting on finalizing the Surplus Fund report and the release of funds. The options for the water and sewer extension projects for Area 1 will be presented and discussed later on the Agenda. Mr. Scogin stated that MK Constructors is still waiting on a generator for the Lower Lift Station Restoration Project and Centerpoint has relocated gas lines. The contractor has made progress by installing necessary piping and fittings on the forcemain to prepare for bypass pumping, and installed underground electrical in January. Due to the delay in gas line relocation and delivery of equipment and materials, MK Constructors is requesting additional work days. Mr. Scogin stated the TWDB DWSRF application for the Water Well Treatment Production and Treatment System Project was submitted and is in the review process. Toby Davis stated that during the review process they may request additional information and is unsure how long this process will take. Toby Davis notified the Board of Directors he is resigning from LJA Engineering, effective February 17th to pursue a career as a Director of Engineering in District No. 7. Mr. Davis stated that he will make himself available to clients and that LJA Engineering has a great team to take care of the District's projects.

A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor to approve LJA Engineering, Inc. Monthly Status Report concerning ongoing District projects as presented. All voted Aye.

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

Monthly Invoice No. 202235621 in the amount of \$750.00 for Project No. 6560C – Surplus Funds Water System Improvements Project; and Invoice No. 202235622 in the amount of \$4,500.00 for Project No. 6560D – Surplus Funds Sanitary Sewer System Improvements Project for a Grand Total of \$5,250.00.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve payment of LJA Engineering, Inc. Monthly Invoice No. 202235621 in the amount of \$750.00 for Project No. 6560C – Surplus Funds Water System Improvements Project; and Invoice No. 202235622 in the amount of \$4,500.00 for Project No. 6560D – Surplus Funds Sanitary Sewer System Improvements Project for a Grand Total of \$5,250.00. All voted Aye.

4. Consideration and possible action regarding options to provide water and sewer service to Area 1 for the 6560 E – Surplus Funds Water and Sewer Service Extension Projects.

Toby Davis presented options to provide water and sewer service to Area 1 on Beechnut and Caney Creek Road. The Board of Directors discussed the options for Area 1 along with providing water and sewer service to Area 2, 3, 4, 5, 6, 7, and 8.

A motion was made by Vice President Tim Beard and seconded by Secretary Trey Haney to remove Area 1 from the Water and Sewer Service Extension Projects due to the exorbitant cost when compared to possible connections gained by extending service to this area. Funds will be better served doing other line extension projects throughout the District. Vice President Tim Beard, Secretary Trey Haney, Frank Inzer voted Aye. Director Kelly Brewer and Director Troy Taylor voted Nay.

5. Consideration and possible action to approve Pay Request No. 6 from MK Constructors in the amount of \$16,361.64 for work performed on the Lower Lift Sanitary Sewer Lift Station Restoration Project.

A motion was made by Vice President Tim Beard and seconded by Secretary Trey Haney to approve payment of \$16,361.64 to MK Constructors for work performed on the Lower Lift Sanitary Sewer Lift Station Restoration Project. All voted Aye.

6. Consideration and possible action to approve Change Order No. 1 to revise the number of working days for the Lower Lift Sanitary Sewer Lift Station Project.

A motion was made by Director Kelly Brewer and seconded by Director Troy Taylor to approve Change Order No. 1 to revise the number of working days for the Lower Lift Sanitary Sewer Lift Station Project. All voted Aye.

7. Consideration and possible action on Contractor's Payment Request #1 for the Alamo Sanitary Sewer Lift Station Rehabilitation Project in the amount of \$9,225.00.

A motion was made by Director Troy Taylor and seconded by Vice President Tim Beard to approve payment of \$9,225.00 to MK Constructors for the Alamo Sanitary Sewer Lift Station Rehabilitation Project. All voted Aye.

8. Consideration and possible action regarding guidance letters from Attorney Kate Leverett to the Board of Directors relating to the Open Meetings Act; Rules and

Regulations of Public Water Systems and the Texas Water Code regarding landowners petitioning property into the District.

Kate Leverett presented the guidance letters to the Board of Directors. No action required.

9. Consideration and possible action to approve Invoice No. 772187 from Germer PLLC in the amount of \$2,970.00 for legal services during the month of December.

A motion was made by Vice President Tim Beard and seconded by Director Troy Taylor to approve payment of \$2,970.00 to Germer PLLC for legal services during the month of December. All voted Aye.

10. Consideration and possible action regarding approval/amendments of the minutes of the December 12, 2022, Regular Board Meeting.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to approve the minutes of the December 12, 2022, Regular Board Meeting. All voted Aye.

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

2023 Committee Members 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 Vice President Tim Beard 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 regarding General Manager's monthly status and financial report.

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

- Mrs. Serres informed the Board of Directors that the cost of a LPSS pump has increased \$300.00 and that the District needs to increase the LPSS fees.
- Mrs. Serres suggested making administrative changes to the Field Report by minimizing the highlighted topics for more useful and accurate reportings. In having the Field Report to consist of only new water and sewer taps, active/inactive connections, LPSS installations, water pumped to systems, wastewater treated at plants and total field jobs, it will be useful information to the Board of Directors and less time consuming for staff in the preparation of the Field Report.
- Mrs. Serres gave an overview of the financials for the month of December 2022 starting with the Monthly Billing Re-cap; Billings are down \$6,493.01 when compared to last month's billing. Revenues came in at \$75,804 more than expenditures. Revenues for the month were \$434,696; Expenditures for the month were \$358,892. She then gave an overview of line items of expenditures.

Bank statements on all accounts are balanced with a combined total of \$9,243,526.45. With an Interest Rate of 3.606300% for the current month; Interest earned for the month of December 2022 was \$27,676.15.

- Mrs. Serres presented the Field Report stating that 28,456,000 gallons of water was pumped into the systems with 10.71% being unaccounted. There was 45,884,000 gallons of wastewater was treated at the plant. There were 199 water jobs and 66 sewer jobs; a combined total of 265 work orders were completed during the month of December 2022.

A motion was made by Director Troy Taylor and seconded by Director Kelly Brewer to approve the General Manager's monthly status and financial report as presented with the administrative changes on the Field Report. All voted Aye.

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


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

14. Board Member comments.


Director Kelly Brewer- Mr. Brewer requested a discussion of the District's rates to be placed on the next Agenda and inquired on the results of the rate study. Mrs. Serres stated that she will gather information for the next board meeting and move forward on getting a rate study done for the District.

15. Adjournment.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to adjourn the meeting at 7:50 p.m. All voted Aye.



Frank Inzer, President



Trey Haney, Secretary

