

Regular Meeting Minutes

November 15, 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
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 Special Board Meeting to order at 5:37 p.m.

ANNOUNCE THE PRESENCE OF A QUORUM

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

STAFF PRESENT

General Manager Chris Serres, Operations Manager David LeJune, and I & I Technician Travis Miller were present.

OTHERS PRESENT

District Attorney Larry Hunter AND LJA Engineering Project Manager Jeff Scogin were present.

INVOCATION AND PLEDGES

Invocation was given by Vice President Tim Beard and Pledges were led by Director Kelly Brewer.

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, 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.

TWDB CWSRF Project No. 73825 - Sanitary Sewer Lift Station Restoration Project

The plan set and contract documents were returned to TWDB and we are awaiting approval to start bidding. We suspect approval within the next 3 or 4 weeks however we have not received confirmation.

A motion was made by Vice President Tim Beard and seconded by Secretary Trey Haney to approve LJA Engineering, Inc. Monthly Status Reports 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. 202124474 for project No. B877-6282 – General Services in the amount of \$838.00 for a grand total of \$838.00.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to approve LJA Engineering, Inc. monthly invoice No. 202124474 for project No. B877-6282 – General Services in the amount of \$838.00 for a grand total of \$838.00. All voted Aye.

4. Consideration and possible action regarding a request from a Director of the Board to obtain an engineering report for additional water lines in the District.

Jeff Scogin, LJA Engineering, Inc., discussed what considerations need to be taken when entertaining a request for installation of line extension for water and/or sewer as follows:

- Is there room for the line extension?
- Do you have an existing right-of-way?
- Will an easement be required?
- Are there existing utilities in the right-of-way?
- Are there existing sewer lines? If so, water lines must be kept 9 feet away from sewer lines.
- Cost assessment will be needed.
- Determine whether or not engineering plans are needed
- Will there be a need to bid the project or will the project be completed by District Staff?
- How will the project be funded?
 - District Funds
 - Grants
 - Loans/Loan Forgiveness Funds
- Determine if TCEQ approval is needed?
 - If more than 10% is added to the distribution system, TCEQ requires a full set of plans and specifications to be submitted for approval.
- TCEQ Notification is a requirement for most projects.

A discussion ensued regarding projects previously introduced using Surplus Funds. After the discussion, President Frank Inzer called for a motion.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to table a request from a Director of the Board to obtain an engineering report for additional water lines in the District. All voted Aye.

5. **Executive Session** pursuant to Section 551.074(a)(1) of the Texas Government Code to deliberate the employment of an employee of the Water District.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to convene at 6:05 p.m. for an **Executive Session** pursuant to Section 551.074(a)(1) of the Texas Government Code to deliberate the employment of an employee of the Water District. All voted Aye

6. **General Open Session.** Reconvene in open session for the consideration of any necessary action following the deliberation in executive session concerning the employment of an employee of the Water District.

A motion was made by Vice President Tim Beard and seconded by Secretary Trey Haney to reconvene at 6:12 p.m. into the **General Open Session** for the consideration

of any necessary action following the deliberation in executive session concerning the employment of an employee of the Water District. All voted Aye.

A motion was made by Vice President Tim Beard and seconded by Secretary Trey Haney to allow Travis Miller a 30-day unpaid leave to take care of personal business as provided in the District's Personnel Policy including the requirement of said employee to be responsible for the payment of Health Insurance Premiums until he is back on the District's payroll as discussed in the Executive Session. All voted Aye

7. Consideration and possible action to approve the 2021 Current Tax Roll in the amount of \$2,197,053.27 for the Orange County Water Control & Improvement District No. 1 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to approve the 2021 Current Tax Roll in the amount of \$2,197,053.27 for the Orange County Water Control & Improvement District No. 1 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector. All voted Aye.

8. Consideration and possible action to approve the 2021 Delinquent Tax Roll in the amount of \$519,286.53 for the Orange County Water Control & Improvement District No. 1 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector.

A motion was made by Secretary Trey Haney and seconded by Vice President Tim Beard to approve the 2021 Delinquent Tax Roll in the amount of \$519,286.53 for the Orange County Water Control & Improvement District No. 1 as certified and submitted by Karen Fisher, Orange County Tax Assessor/Collector. All voted Aye.

9. Consideration and possible action regarding approval/amendments of the minutes of the October 18, 2021 Regular Board Meeting and the November 4, 2021 Special Board Meeting.

A motion was made by Secretary Trey Haney and seconded by Director Troy Taylor to approve minutes as presented of the October 18, 2021 Regular Board Meeting and the November 4, 2021 Special Board Meeting. All voted Aye.

10. Board Member comments.

Director Troy Taylor stated he liked the consideration of Director Kelly Brewer's proposal on the water and sewer line extension. Members discussed doing feasibility study to run water and sewer. President Frank Inzer mentioned taking action on delinquent Sewer only accounts. General Manager Chris Serres replied that the accounts are pulled and is still a work in progress. It may be January 2022 before we can begin to take action on delinquent Sewer accounts. Vice President Tim Beard requested Hydrologist John Nelson's report from Well #7 samples to be shared with Board Members when results are in.

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

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

- City of Vidor will be placing an item on the agenda regarding sharing funds from the ARPA with the District. The Funds will go toward rehabilitating Alamo Lift Station. The city has agreed to share between \$300,000 and \$400,000. Revised cost to rehabilitate

Alamo Lift Station (with the District having to do some rehab at a later date) is projected to be \$391,000.

- FEMA – will be reimbursing the District a little over \$11,000 for damages during the February 2021 Winter Ice Storm. Damages mostly consisted of overtime costs and generator hours.
- Billing decreased from the month of September 2021 but is still above monthly predictions.

She then gave an overview of the financials for the month stating that Revenues came it at \$25,332 more than expenditures. The Bank Statements are all balanced and balances are in good shape in all accounts. She then stated that the Board Members could review the reports and she would be happy to entertain questions.

There being no questions, David LeJune presented the Field Report stating that 34,212,000 gallons of water was pumped into the systems with 10.84% being unaccounted. He then reported that a total of 312 work orders were completed during the month of October.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer approving General Manager's monthly status and financial report. All voted Aye.

12. 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 approving payment of the District's monthly bills. All voted Aye.

13. Adjournment.

A motion was made by Director Troy Taylor and seconded by Secretary Trey Haney to adjourn the meeting at 7:00 p.m.



Frank Inzer, President



Trey Haney, Secretary

