

Regular Board Meeting Minutes

March 21, 2022 – 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 Kelly Brewer. Director Troy Taylor was absent.

STAFF PRESENT

Chris Serres, General Manager was present. David LeJune, Operations Manager was absent.

OTHERS PRESENT

Larry Hunter, District Attorney was 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

None.

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

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

**2015 Surplus Funds Water and Sanitary Sewer Projects
ENGINEERING INVOICE DETAIL
February 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.

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

No work was completed during this period.

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
PROJECT STATUS REPORT
February 2022**

Services through this month include coordination with TWDB and bidding phase services. Bid documents have been submitted to TWDB and we are waiting on approval to award the project to MK Constructors. Once approval is granted we will assemble contract documents for execution and schedule a pre-construction meeting.

A motion was made by Director Kelly Brewer and seconded by Vice President Tim Beard 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. 202203376 for Project No. B877-1005 – TWDB Sanitary Sewer LS Restoration Project in the amount of \$682.56 and Invoice No. 202203417 for Project No. B877-6282 – General Services in the amount of \$641.00 for a grand total of \$1,323.56.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to approve LJA Engineering, Inc. Monthly Invoices as presented. All voted Aye.

4. Consideration and possible action regarding approval/amendments of the minutes of the February 21, 2022, Regular Board Meeting and the February 28, 2022, Special Board Meeting.

A motion was made by Secretary Trey Haney and seconded by Vice President Tim Beard to approve the minutes of both the February 21, 2022, and Regular Board Meeting and the February 28, 2022, Special Board Meeting. All voted Aye.

5. Board Member comments.

Vice President Tim Beard expressed his excitement in the upcoming training at the 2022 TWRA – Rural Water Conference and the Board Member's attendance and participation.

Director Kelly Brewer commented that he feels that the District's problems and solutions are costing more than what the District brings in. His concern is that the District is not self-sufficient as it depends on assistance in funding projects. Chris Serres stated that we have been building up the Contingency Fund but have neglected upgrades to the infrastructure. Now we are forced to utilize the Contingency Funds to accomplish some of the upgrades. President Frank Inzer also stated the District allocated the monies that, in retrospect, could have put towards infrastructure but we were building the Contingency Fund.

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

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

- Due to inclement weather, the office will delay opening until 10:00 a.m., Tuesday, March 22nd
- First Financial Bank Positive Pay - For an added layer of security we have implemented Positive Pay. When running weekly stats of checks to Vendors, a report is generated including the Check Number, Vendor's Name, and the Amount which is sent to the bank. As the Checks come through, the Bank will only allow checks to be processed by meeting the criteria in the report. Positive Pay service is provided by First Financial Bank.
- Mrs. Serres gave an overview of the financials for the month of February 2022 starting that Billings is down by \$1,515.47 when compared to last month's billing. Annual Billings projections for Water and Sewer combined remain above the budgeted amount we anticipated by \$13,412. Revenues came it at \$92,903 more than expenditures. Revenues for the month were \$403,257; Expenditures for the month were \$310,354. She then gave an overview of line items of expenditures and noted we are 8 months into our budget year. Bank statements on all accounts are balanced with a combined total of \$9,151,380.78. Interest earned for the month of February was \$841.37.
- Well #7 Update – The rental motor has finally been removed and the District's motor was put in place. If weather permits, we plan on putting the Well into production tomorrow, March 23rd, if not Wednesday, March 23rd.

- Mrs. Serres presented the Field Report stating that 28,814,000 gallons of water was pumped into the systems with 9.51% being unaccounted. She stated 27,818,000 gallons of wastewater was treated at the plant. There were 246 water jobs and 61 sewer jobs; a combined total of 307 work orders were completed during the month of February 2022.

Larry Hunter, District's Attorney stated he has put together some information for the Board on Conflicts of Interest to review and keep for future reference. Most Conflicts of Interest are financial and can result in penalties. It is a Class A misdemeanor with a fine up to \$4000 and up to one year in jail. Board member(s) with Conflicts of Interest with the District must disclose it prior to the Board Meeting and must file an Affidavit. Mrs. Serres has an Affidavit form to sign, swear to, and the Board Member(s) cannot participate in discussions or the voting on that subject on the Board Meeting Agenda. Conflicts of Interest includes not only Board members but also their familial relationships depending on the degree of that relationship. He also noted in Conflicts of Interest, in some circumstances, the exception is the Conflict of Interest affect most of the Board more than it did the public. The District must have a Quorum to function.

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

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

A motion was made by Vice President Tim Beard and seconded by Director Kelly Brewer to approve payment of the District's monthly bills. All voted Aye.

8. **Executive Session** pursuant to Section 551.071 of the Texas Government Code – Consultation with Attorney, to discuss a claim that was asserted against Orange County Water Control & Improvement District No. 1.

A motion was made by Secretary Trey Haney and seconded by Vice President Tim Beard to convene at 6:25 p.m. for an **Executive Session** pursuant to Section 551.071 of the Texas Government Code – Consultation with Attorney, to discuss a claim that was asserted against Orange County Water Control & Improvement District No. 1. All voted Aye.

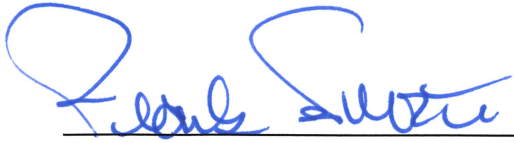
9. **General Open Session**, if necessary, for the consideration of any action following the discussion in executive session concerning a claim that was asserted against Orange County Water Control & Improvement District No. 1.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to reconvene at 6:42 p.m. into the **General Open Session** following the deliberation in Executive Session for the consideration of any necessary action concerning a claim that was asserted against Orange County Water Control & improvement District No.1. All voted Aye.

A motion was made by Secretary Trey Haney and seconded by Director Kelly Brewer to table this item. There is no need to take any action regarding the claim that was asserted against Orange County Water Control & Improvement District No. 1 at this time. All voted Aye.

10. Adjournment.

A motion was made by Director Kelly Brewer and seconded by Secretary Trey Haney to adjourn the meeting at 6:43 p.m.



Frank Inzer, President



Trey Haney, Secretary

